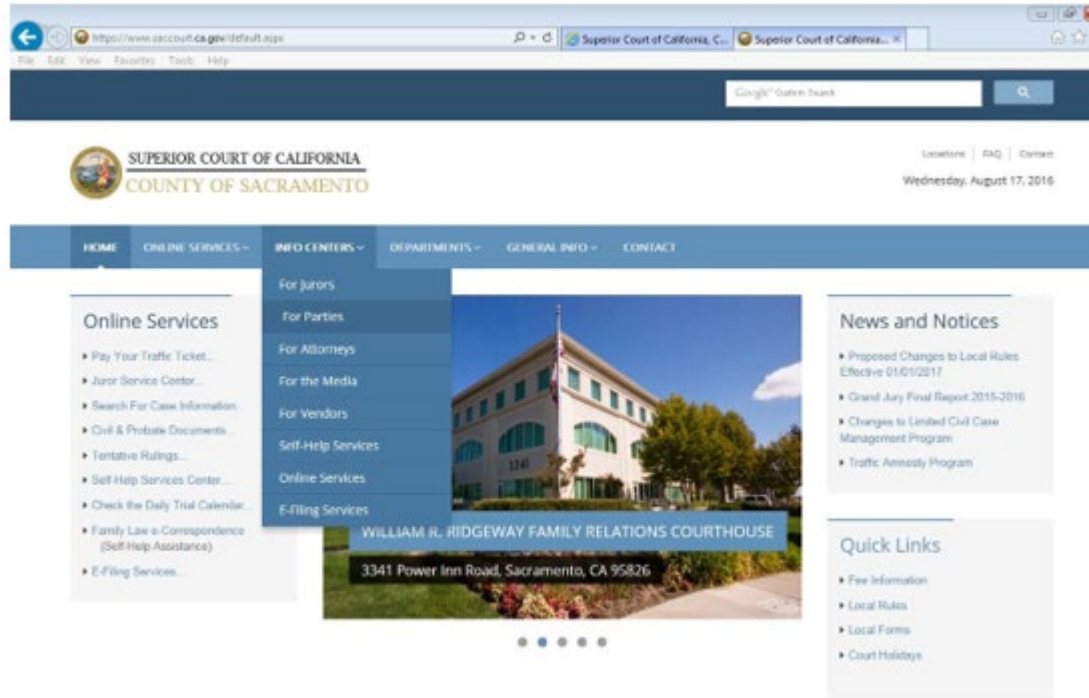# CRIMINAL READINESS NOTIFICATION SYSTEM INSTRUCTIONS

The following are step-by-step instructions on how to update the status of a case online.

- Access the application by going to the Court's website at www.saccourt.ca.gov. Select "INFO CENTERS") at the top of the webpage and select "For Attorneys"

- Select "Criminal Readiness Notification System"

- Log into the program by entering the assigned login name and password, and selecting the role using the drop-down menu. Press the LOGIN button.

LOG IN

Please enter your username and password.

If you have difficulty logging into the system, email Master Calendar at MasterCalendar@saccourt.ca.gov describing your issue.

Account Information

Username:

Password:

Attorney Role:

-Select-

-Select-
Prosecution
Defense

Log In

- The application's Home page will appear displaying a list of active calendars currently available for viewing. Select the appropriate trial date.

CALENDAR LOOKUP / CREAT

Available Calendars

Type	Date
Trial	Mon - Jun 30, 2025
Prelim	Tue - Jun 24, 2025
Prelim	Tue - Jun 24, 2025
Prelim	Wed - Jun 25, 2025
Prelim	Wed - Jun 25, 2025
Prelim	Thu - Jun 26, 2025
Prelim	Thu - Jun 26, 2025
Prelim	Fri - Jun 27, 2025
Prelim	Fri - Jun 27, 2025
MHD	Tue - Jun 24, 2025
MHD	Tue - Jun 24, 2025
MHD	Wed - Jun 25, 2025
MHD	Thu - Jun 26, 2025
MHD	Thu - Jun 26, 2025
MHD	Fri - Jun 27, 2025

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- The calendar for the selected date will be displayed. Review the calendar to locate a specific case and click on the defendant's name.

TRIAL ASSIGNMENTS CALENDAR FOR 8/4/2010 - DEPARTMENT 09 @8:45 AM

Defendant	Cust	Case#	Primary Charge	Attorney	Status	Reason	Trial Est.	T.D.	Notified By	Notified Date
AYAZ, AHMAD		10M00444	VC 23152(A)	DEF: PD PARFITT, B.						
BLEDSOE, ALLEN		07F09614	HS 11351	DEF: RET MILLER, R. PRO: SINGH						
HELLER, LEROY	CUST	09F07792	PC 288.7(B)	DEF: CCD FARINA, J. PRO: NEWTON, C.						
HERNANDEZ, JOSE	CUST	09T00518	VC 23152(A)	DEF: RET HERNANDEZ, A.						
HICKS, VILI	CUST	10F02314	PC 664/459	DEF: PD PALEY, S. PRO: ALEXANDER, S.						

- A window will display reflecting the known details of the case, including the defendant's name, case number, custody status (if in-custody), primary charge, and opposing counsel. If opposing counsel has already reported case status, these details will also appear.

  To report status, click on the Add hyperlink.

The Notification Info drop-down box will appear. Update the status fields by using the dropdown menus.

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☐ Trial Readiness – Select the appropriate status of "Ready". Wait for the screen to refresh to select the following options.

☐ The "Trial Days or Hearing Minutes (MHD) (est.):" drop-down will appear. Enter in the expected duration of the trial in court days, including jury selection.

☐ If reporting in the role of Defense, a "Transport Defendant:" drop-down will appear. If the defendant's appearance is not necessary or not required, defense counsel <u>may</u> change the transportation status to "No" and the defendant <u>may</u> not be transported. *

☐ Press "Save" in the lower left corner of the screen.

The screen will return to the case listing with the new status information included in the display. It will also reflect the name of counsel who reported the information and the date and time of update.

☐ Trial Readiness – Select the appropriate status of "Not Ready". Wait for the screen to refresh to select the following options.

☐ The "Reason:" drop-down will appear. Enter in the reason not ready for trial, ("Continue", "Dismissal", "In Trial", "Plea" or "Trail").

☐ If reporting in the role of Defense, a "Transport Defendant:" drop-down will appear. It is no longer necessary to complete the information in this section.

☐ Press "Save" in the lower left corner of the screen.

The screen will return to the case listing with the new status information included in the display. It will also reflect the name of counsel who reported the information and the date and time of update.

Home	Account Management	Help

Defendant Name:	SANDWELL, RONALD
Case Number:	10F02220
Primary Charge:	PC 290.018(B)
Custody:	CUST
Attorneys:	DEF: PD KURTZ, J. PRO: CHISHOLM, M.

Notified By	Trial Readiness	Reason	Trial Days Est.	T.D.	Notified Date
PRO: Dang, S.	Not Ready	Continue			8/2/2010 5:09:55 PM

Return to Calendar...

- Once all information on a specific case has been addressed, press "Return to Calendar..." hyperlink at the bottom left of the screen. The screen will return to the Trial Calendar display of all cases and the updated case information should now be reflected on the calendar.
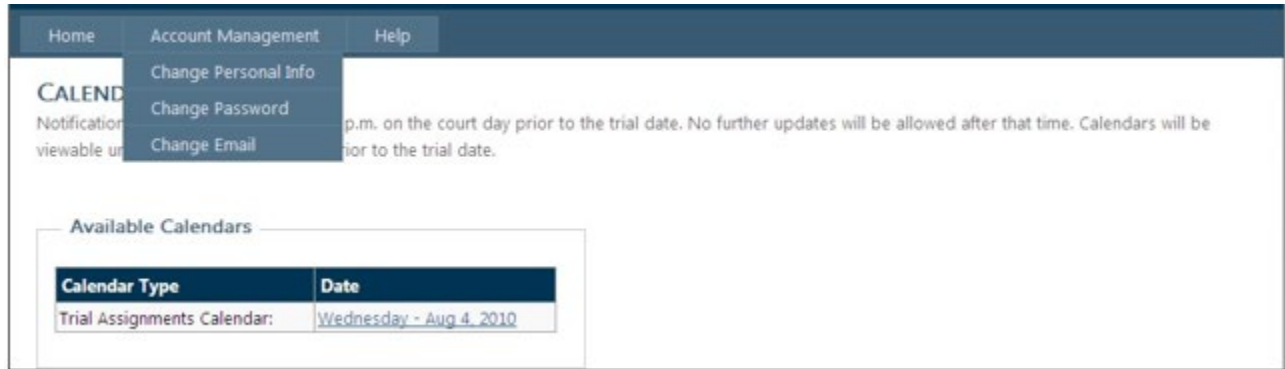
Home	Account Management	Help

TRIAL ASSIGNMENTS CALENDAR FOR 8/4/2010 – DEPARTMENT 09 @8:45 AM

Defendant	Cust	Case#	Primary Charge	Attorney	Status	Reason	Trial Est.	T.D.	Notified By	Notified Date
AYAZ, AHMAD		10M00444	VC 23152(A)	DEF: PD PARFITT, B.						
BLEDSOE, ALLEN		07F09614	HS 11351	DEF: RET MILLER, R. PRO: SINGH	Ready		4		DEF: Dang, S.	8/2/2010 5:07:14 PM
HELLER, LEROY	CUST	09F07792	PC 288.7(B)	DEF: CCD FARINA, J. PRO: NEWTON, C.						
HERNANDEZ, JOSE	CUST	09T00518	VC 23152(A)	DEF: RET HERNANDEZ, A.						
HICKS, VILI	CUST	10F02314	PC 664/459	DEF: PD PALEY, S. PRO: ALEXANDER, S.						
JACKSON, BYRON	CUST	10F01035	PC 273.5(A)	DEF: PP PRO PER PRO: HARRY, J.	Not Ready	In Trial		N	DEF: Endacott, K.	8/2/2010 2:41:53 PM
LOPEZ, JESSIE		09T05417	VC 23152(A)	DEF: PD RAMOS, C.						
LOPEZ, JESSIE		10T00534	VC 23152(A)	DEF: PD RAMOS, C.						
MASHAL, LINDA		10M00071	PC 508	DEF: RET TALESFORE, G.						
MOLDEN, JONTE		05F04244	HS 11352(A)	DEF: RET GRIFFIN, J. PRO: SINGH, O.	Ready		5		PRO: Endacott, K.	8/2/2010 2:37:27 PM
THOMAS, ANDRE		05F04244	HS 11352(A)	DEF: PD SPANO, P. PRO: SINGH, O.	Ready		5		PRO: Endacott, K.	8/2/2010 2:37:27 PM

If your readiness status changes, you can go back in and change your entry as many times as you wish until you reach the check-in deadline.

Personal Account Management

All users are expected to update their accounts as necessary to reflect current contact information, including telephone number and email address.

To update your account, access the application and log in as described above. Once at the Criminal Readiness Notification System Home page, select one of the options in the ACCOUNT MANAGEMENT drop-down (Change Personal Info, Change Password, or Change Email).
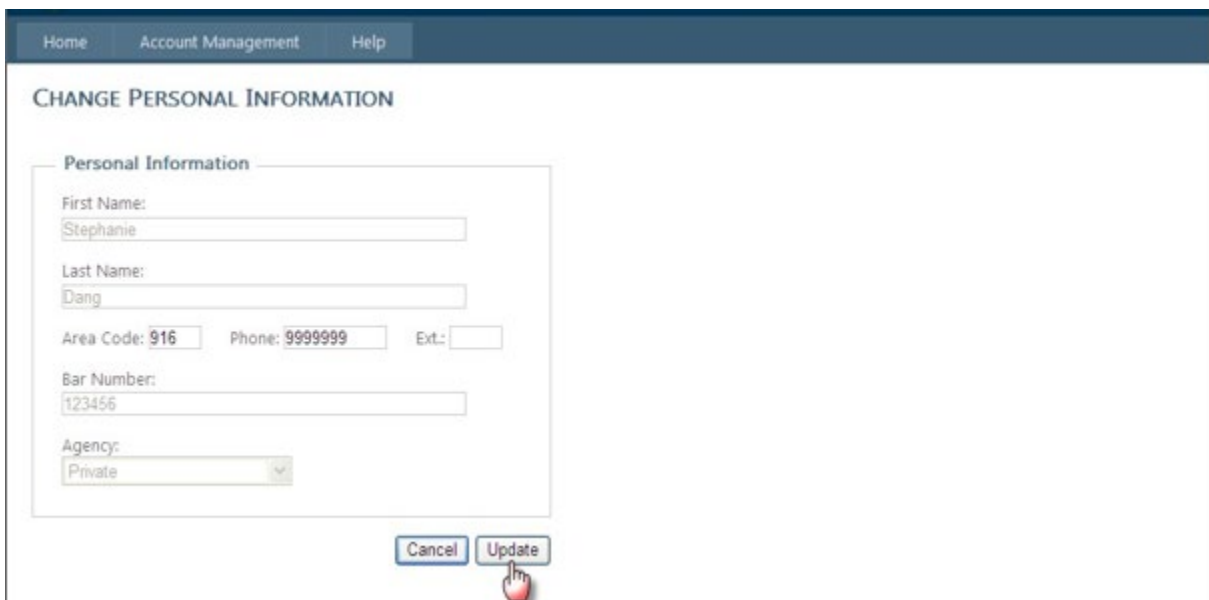

Access the Change Personal Info page to update a user's phone number. Enter in the new phone number and select the Update button.

Users may only update the phone number on this page. To have any other information updated or modified, email MasterCalendar@saccourt.ca.gov.

• **Change Email Address**

Access the Change Email Address page to update a user's email. Enter in the new email address in the spaces provided and select the Change Email button.

Note that a user may verify/confirm the email address on file by reviewing the information at the top of this page.

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- **Change Password**

  Access the Change Password page to update a user's login password. Follow the instructions to select a new password and press the CHANGE PASSWORD button. Note that passwords must be at least six (6) characters in length.

  After changing a password, the system will automatically send an email alerting the user to the change (sample below).

Account Locked out
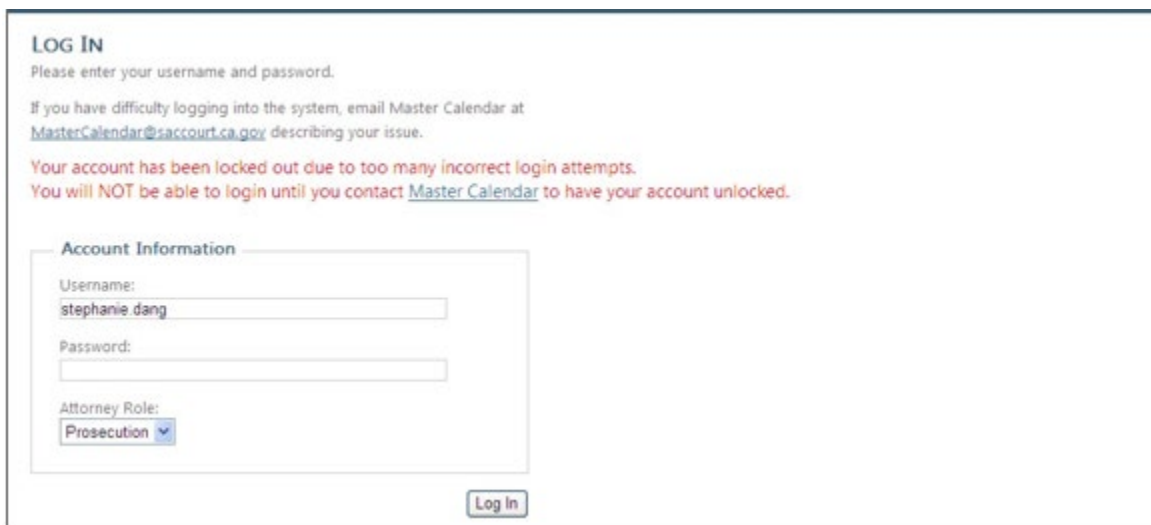
After multiple failed attempts to log in, the system will lock users out of the system. Contact MasterCalendar@saccourt.ca.gov to have an account unlocked.
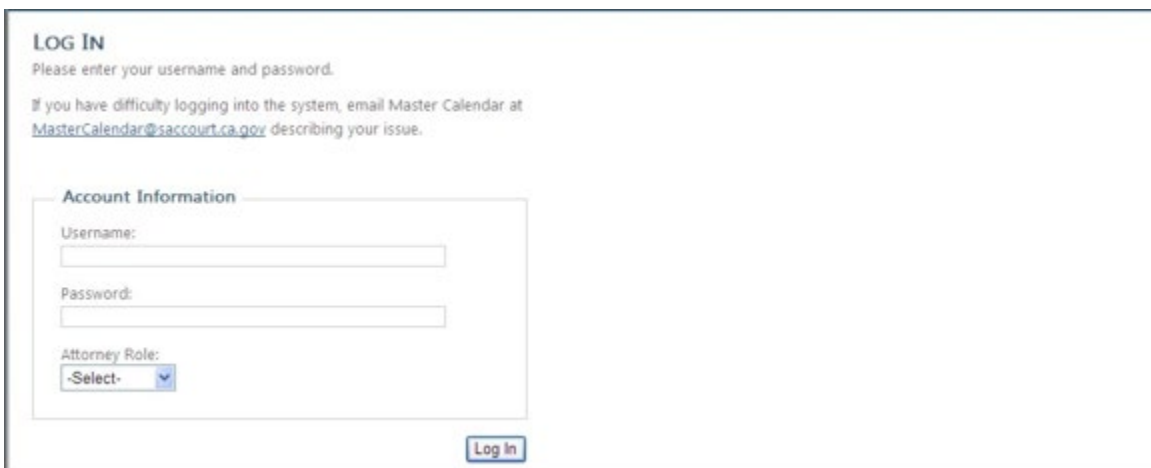

Forgotten Password/Username

If you have forgotten your password, you can recover it using the Forgot your password option in the upper right corner of the main login screen.

The system will ask for your username. Enter your name and press the Recover Password button.

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The screen will refresh to display a message that an email has been sent to the email address on record with your password information.

Your password has been sent to the email address on your account. Return to the Log In page.

If you have forgotten your username, please email MasterCalendar@saccourt.ca.gov.