



Manage Events with Triggers

These notes are provided by **Cycom Data Systems, Inc.** to support the use of **CityLaw / CountyLaw Next Generation (CLNG)** and are intended to be used for review of general topics covered during training.

If you discover an error in this document, or if you encounter any problems performing any steps described, please contact **Cycom Support** at support@cycominc.com or by calling **888-292-6688**.

Prerequisite:

Verify the matter on which you are working has a court or judge which has been associated with a **CalendarRules** jurisdiction. Jurisdiction associations must be created by your **System Administrator** or someone with access to the **System Management** module.

Contents:

- **Create an Event with a Trigger.**
- **Review Triggers.**
- **Edit Triggers.**
- **Edit an Event Within a Trigger.**
- **Delete Triggers.**
- **Delete Events with Triggers.**

Create an Event with a Trigger

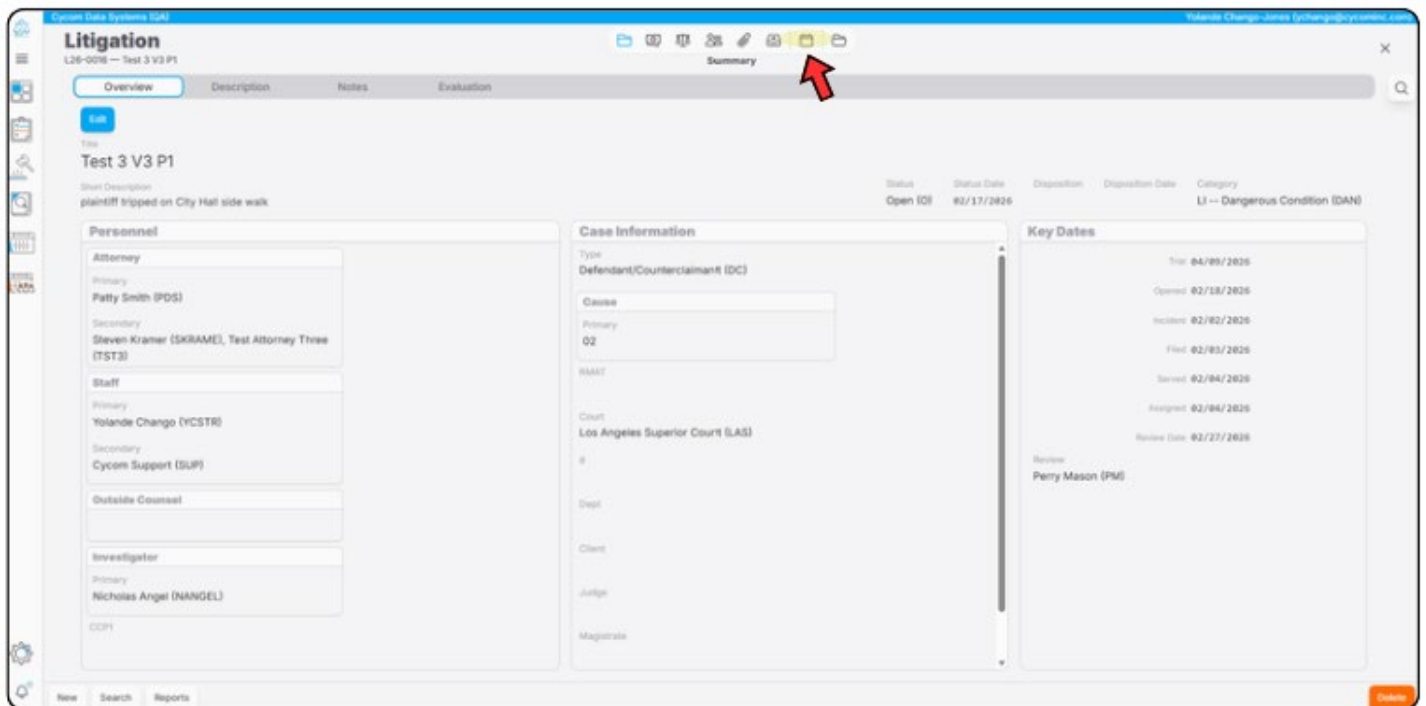
There are five steps to complete this task:

1. **Open the Calendar for the Matter.**
2. **Add an Appointment Event.**
3. **Select a Trigger.**
4. **Enter the Appointment Details and Save.**

5. Select Triggered Events to Add.

Step 1. Open the Calendar for the Matter

With a matter open, select the "**Calendar for this Matter**" button in the **Module Toolbar**.



Step 2. Add an Appointment Event

In the matter calendar, select the **Add Appt.** button at the bottom-left of the screen.

Litigation Calendar L26-0016 - Test 3 V3 P1
Version 1.0.42

Date Calc.
Auto Calendar Operation
History
Today
Navigation
Class View
Appt
Due
Filtering
Tickler

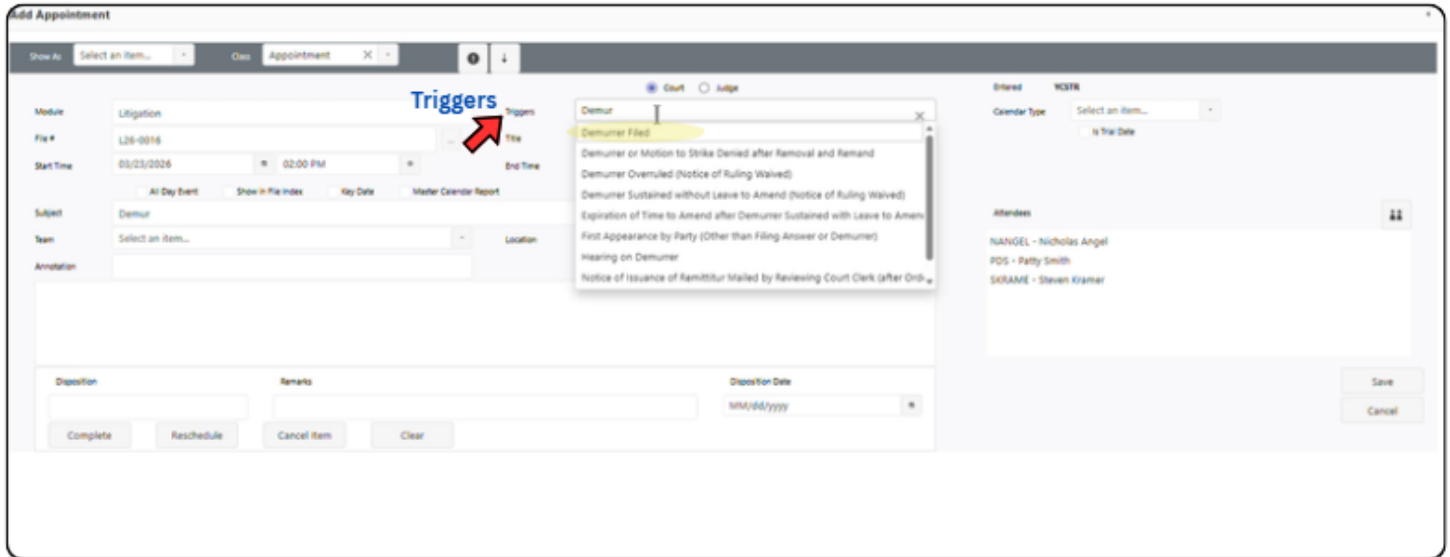
Reminder	Type	Date	Time	Subject	Location	Attendees
	Appointment	03/05/2026	12:00 PM	Meeting		PDS, SKRAME, NANGI
	Due	03/12/2026	09:35 AM	Motion due at court		PDS, SKRAME, NANGI

Add Appt.
Add Due
Add Tickler

Print Report
Close

Step 3. Select a Trigger

In the **Appointment** window, to create an event and the associated triggers, type a word in the **Triggers** field. In this example I have typed “**demur**”. As you type, you will see a drop-down list appear, and the available selections will automatically filter down to only those triggers containing the characters you have entered.

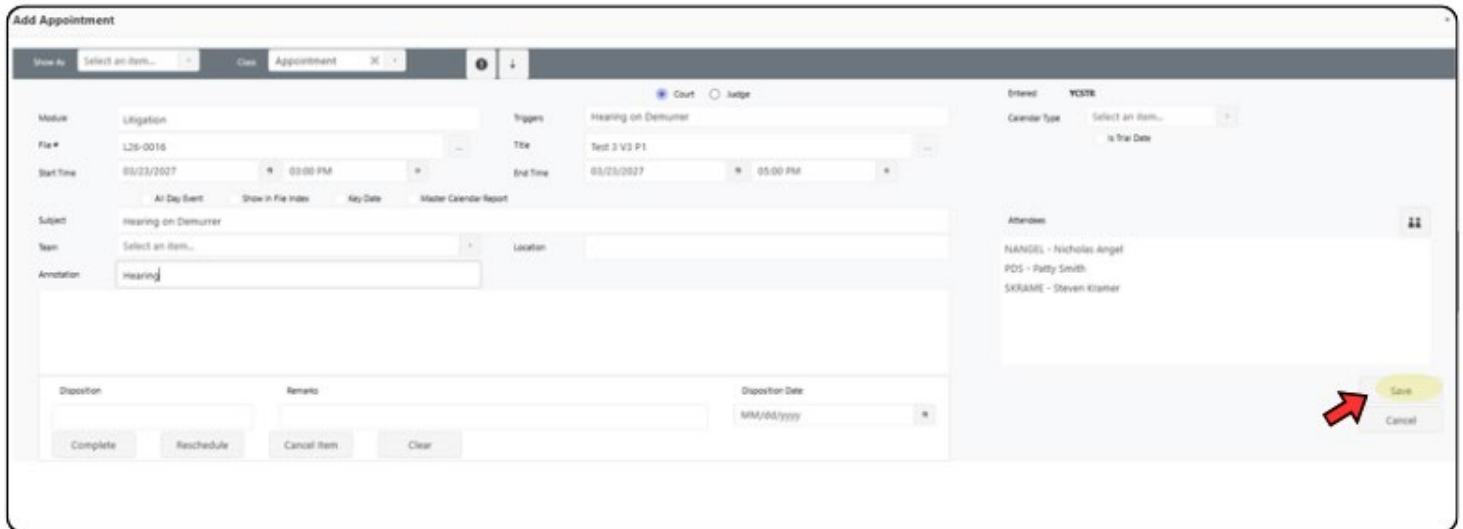


The screenshot shows the 'Add Appointment' dialog box. The 'Triggers' dropdown menu is open, displaying a list of legal events. A red arrow points to the 'Triggers' label. The dialog includes fields for Module, File #, Start Time, End Time, Subject, Team, Location, Annotation, Disposition, Remarks, and Disposition Date. There are also buttons for Complete, Reschedule, Cancel Item, and Clear.

NOTE: If a **CalendarRules** jurisdiction is associated with the court on your matter, then the **Triggers** field will be visible, near the top-center of the dialog. If the **Triggers** entry field is not visible, then a **CalendarRules** jurisdiction has not been associated with the court selected for this matter. Please ask your **System Administrator** to create the association. The following article provides instructions: [Associate a Court with a Jurisdiction](#).

Step 4. Enter the Appointment Details and Save

Select the desired event from the list. Enter your event dates and times, the **Attendees** on the right-hand side of the **Appointment** entry window, and any other information for the event you wish. A **Subject** is required before you can save the event. When you are finished, press the **Save** button.



Add Appointment

Show As: Select an Item... Class: Appointment

Matter: Litigation Triggers: Hearing on Demurrer Entered: YC3R

File #: L25-0016 Title: Test 3 V3 P1 Calendar Type: Select an Item...

Start Time: 03/23/2027 03:00 PM End Time: 03/23/2027 05:00 PM Is Trial Date

Subject: Hearing on Demurrer

Team: Select an Item... Location:

Annotation: Hearing

Attendees: NANDS - Nicholas Angel, PDS - Patty Smith, SKRAME - Steven Kramer

Disposition: Remarks: Disposition Date: MM/DD/YYYY

Complete Reschedule Cancel Item Clear

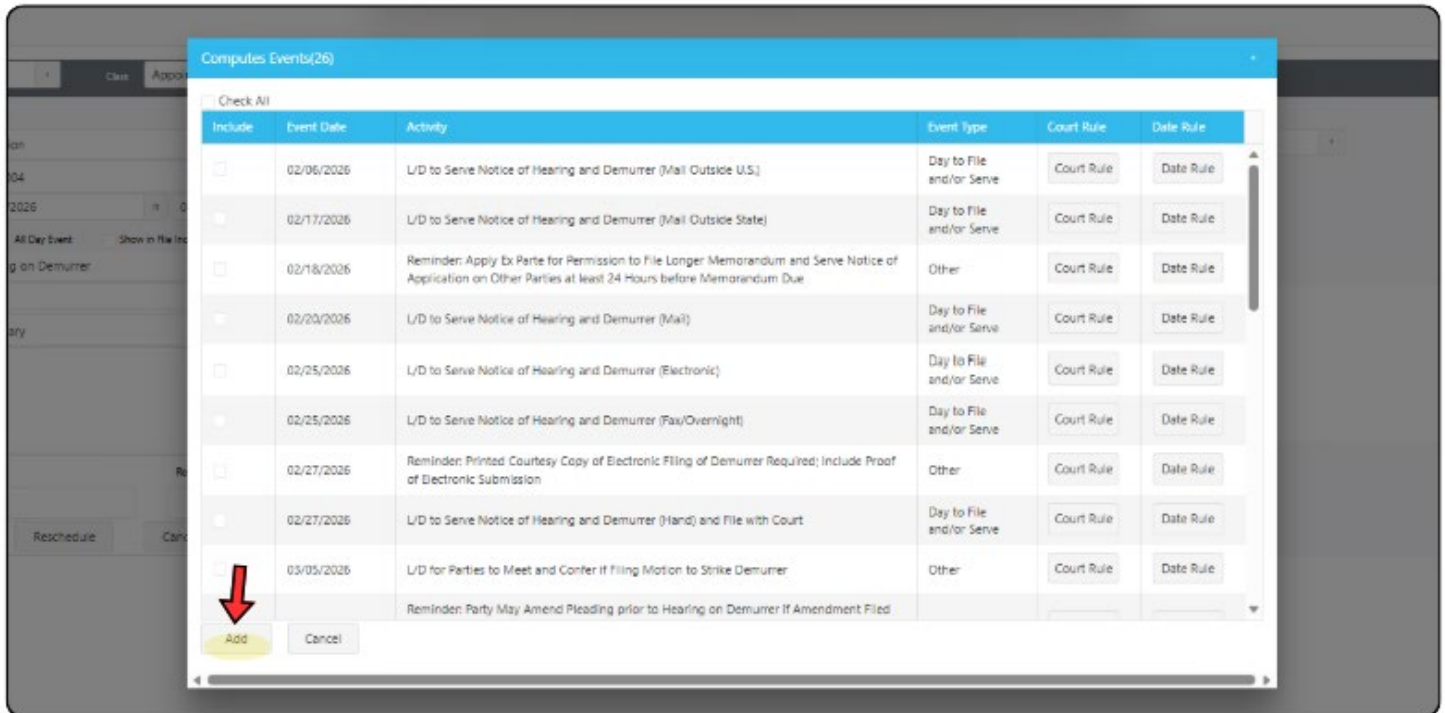
Save Cancel

Step 5. Select Triggered Events to Add

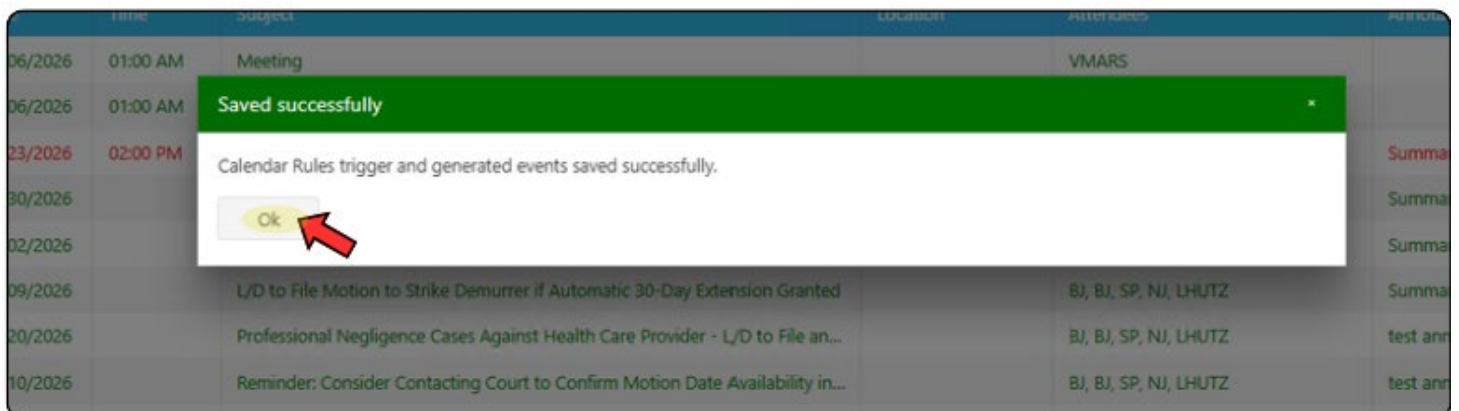
The **Compute Events** window appears, containing a list of events which correspond to your selected **Trigger**. At this point you may uncheck any events which do not apply to your current matter's situation, and they will not be created. If a computed event is triggered for a date which has already passed, that event will be unchecked by default in the list.

When you are finished reviewing the computed events, press the **Add** button in the lower right to create them.

Manage Events with Triggers



You should receive notification, the events saved successfully. Select **OK**.



You will now see the **Appointment** you created listed with all the **Due** events that pertain to that **Appointment**.

Litigation Calendar L26-0016 - Test 3 V3 P1 Version 1.0.42

Date Calc. Auto Calendar History Today **Class View** **Appt** **Due** **Tickler**
 Operation Navigation Filtering

Reminder	Type	Date	Time	Subject	Location	Attendees	Annotation	Key Date	Master Calendar
	Appointment	03/16/2026	03:00 PM	Opposition to Motion for New Trial Served	03	PDS, SKRAME, NANGEL, AMONK	relating notes	☐	☐
	Tickler	03/16/2026	04:00 PM	Trial		PDS, SKRAME, NANGEL		☐	☐
	Appointment	03/18/2026	04:45 PM	Trial	02	PDS, SKRAME, NANGEL, JONES	summary	☐	☐
	Tickler	03/23/2026	10:00 AM	Trial Setting Conference		PDS, SKRAME, NANGEL		☐	☐
	Due	03/23/2026	11:00 AM	Pre-Trial Conference		PDS, SKRAME, NANGEL		☐	☐
	Appointment	03/23/2026	03:00 PM	Hearing on Demurrer	102	PDS, SKRAME, NANGEL	summary	☐	☐
	Due	03/25/2026	03:45 PM	Trial		PDS, SKRAME, NANGEL		☐	☐
	Tickler	03/31/2026	11:00 AM	testing a tickler		PDS, SKRAME, NANGEL		☐	☐
	Appointment	03/23/2027	02:00 PM	Demurrer Filed		PDS, SKRAME, NANGEL		☐	☐

Review Triggers

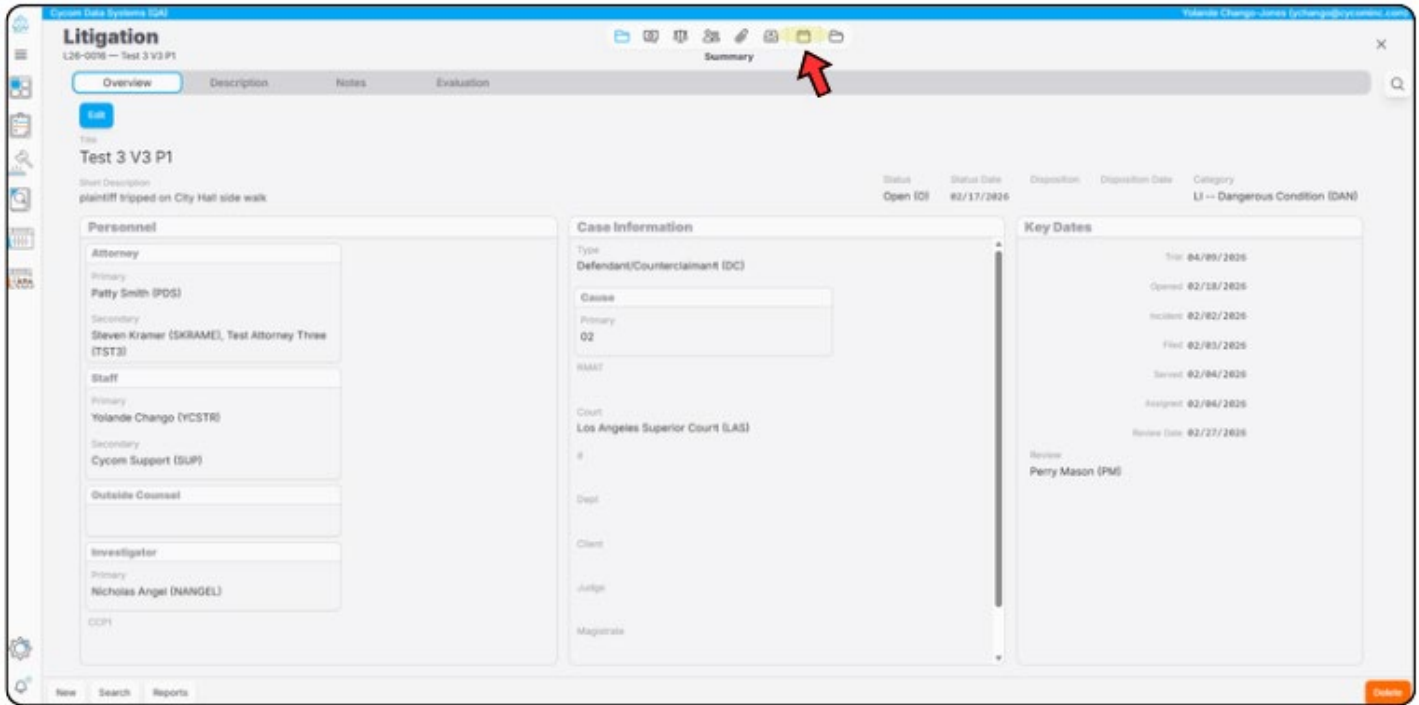
There are two steps to complete this task:

1. Open the Calendar for the Matter.
2. Display the Auto Calendar View.

Step 1. Open the Calendar for the Matter

With a matter open, select the **"Calendar for this Matter"** button in the Module Toolbar.

Manage Events with Triggers



Litigation
L26-0016 -- Test 3 V3 P1

Overview | Description | Notes | Evaluation | **Summary**

Test 3 V3 P1
Short Description: plaintiff slipped on City Hall side walk

Status: Open ID# | Status Date: 02/17/2026 | Disposition: | Disposition Date: | Category: LI -- Dangerous Condition (DAN)

Personnel

Attorney

Primary: Patty Smith (SPDS)

Secondary: Steven Kramer (SKRAME), Test Attorney Threse (TST3)

Staff

Primary: Yolande Chango (YCSTR)

Secondary: Cycom Support (SUP)

Outside Counsel

Investigator

Primary: Nicholas Angel (NANGEL)

CCPI

Case Information

Type: Defendant/Counterclaimant (DC)

Cause: 02

RAAT

Court: Los Angeles Superior Court (LAS)

#

Dept:

Client:

Judge:

Magistrate:

Key Dates

Trial: 04/09/2026

Opened: 02/18/2026

Incident: 02/02/2026

Filed: 02/03/2026

Served: 02/04/2026

Assignment: 02/04/2026

Review Date: 02/27/2026

Review: Perry Mason (PM)

New | Search | Reports | **Details**

Step 2. Display the Auto Calendar View

In the **Calendar**, press the **Auto Calendar** button to see the **Auto Calendar View**, which shows **Trigger** details.

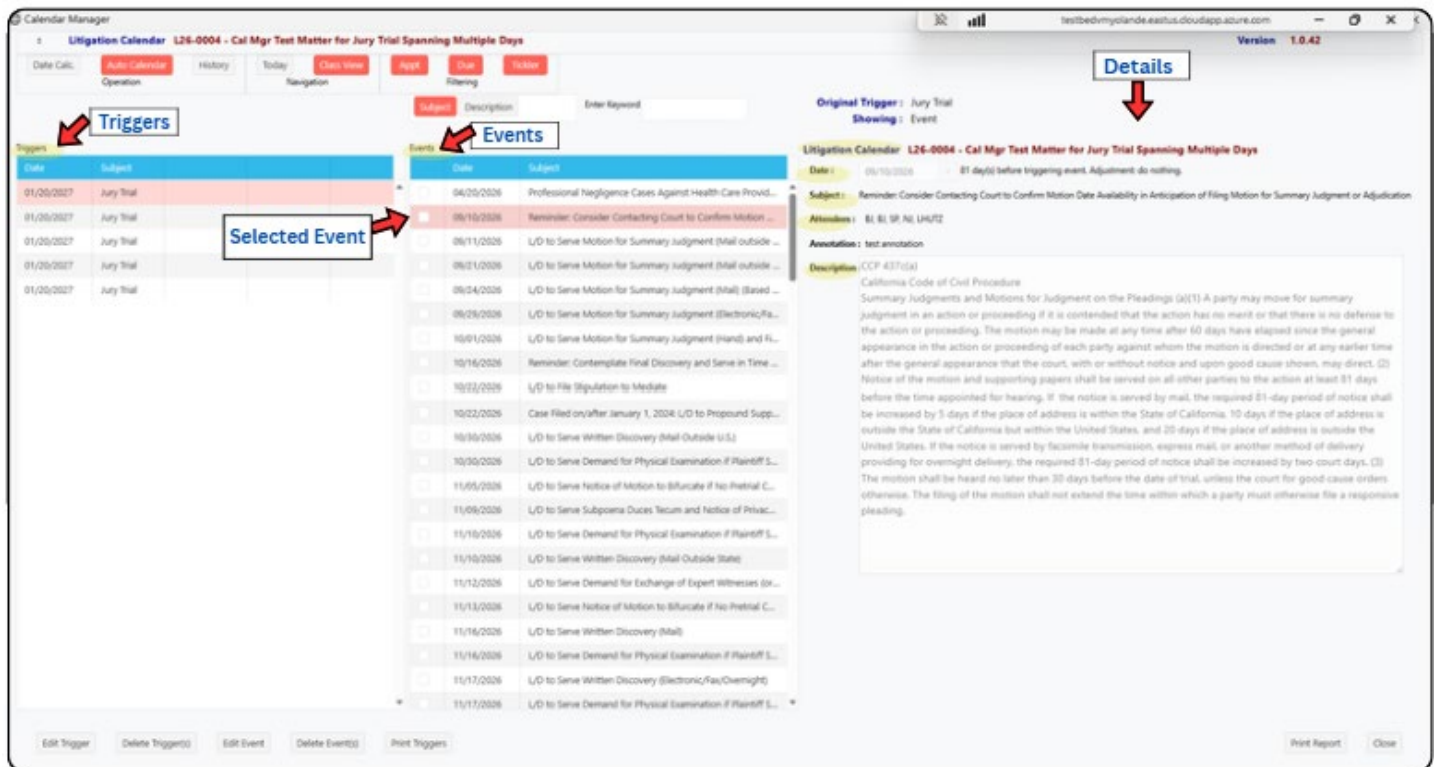
Litigation Calendar L26-0016 - Test 3 V3 P1 Version 1.0.42

Date Color | **Auto Calendar** | History | Today | Class View | Appx | Due | Tickler

Operation | Navigation | Filtering

Reminder	Type	Date	Time	Subject	Location	Attendees	Annotation	Key Date	Master Calendar
	Appointment	03/16/2026	03:00 PM	Opposition to Motion for New Trial Served	03	PDS, SKRAME, NANGEL, AMONK	relating notes	☐	☐
	Tickler	03/16/2026	04:00 PM	Trial		PDS, SKRAME, NANGEL		☐	☒
	Appointment	03/18/2026	04:45 PM	Trial	02	PDS, SKRAME, NANGEL, JONES	summary	☐	☒
	Tickler	03/23/2026	10:00 AM	Trial Setting Conference		PDS, SKRAME, NANGEL		☐	☐
	Due	03/23/2026	11:00 AM	Pre-Trial Conference		PDS, SKRAME, NANGEL		☐	☐
	Appointment	03/23/2026	03:00 PM	Hearing on Demurrer	102	PDS, SKRAME, NANGEL	summary	☐	☐
	Due	03/25/2026	03:45 PM	Trial		PDS, SKRAME, NANGEL		☐	☐
	Tickler	03/31/2026	11:00 AM	testing a tickler		PDS, SKRAME, NANGEL		☐	☐
	Appointment	03/23/2027	02:00 PM	Demurrer Filed		PDS, SKRAME, NANGEL		☐	☐

Triggers are listed on the left under the **Triggers** label. **Events** are listed on the right under the **Events** label. Details of an event can be seen by hovering your mouse over the event listing (shown in the image below with mouse hovered over event three rows below the highlighted event). Details about the court rules used to generate the highlighted event can be previewed on the far-right.



The screenshot displays the 'Calendar Manager' interface for a 'Litigation Calendar' titled 'L26-0004 - Cal Mgr Test Matter for Jury Trial Spanning Multiple Days'. The interface is divided into three main sections:

- Triggers:** A table on the left with columns 'Date' and 'Subject'. It lists several 'Jury Trial' events for dates from 01/20/2027 to 01/20/2027. A red arrow points to this section.
- Events:** A table in the center with columns 'Date' and 'Subject'. It lists various legal events such as 'Professional Negligence Cases Against Health-Care Providers...', 'Reminder: Consider Contacting Court to Confirm Motion...', and 'L/D to Serve Motion for Summary Judgment (Mail outside...)'. A red arrow points to this section.
- Details:** A panel on the right showing details for a selected event. It includes the 'Original Trigger: Jury Trial', 'Showing: Event', 'Date: 09/10/2024', 'Subject: Reminder: Consider Contacting Court to Confirm Motion Date Availability in Anticipation of Filing Motion for Summary Judgment or Adjudication', 'Annotation: test annotation', and a detailed description of the California Code of Civil Procedure (CCP 437(d)). A red arrow points to this section.

At the bottom of the interface, there are buttons for 'Edit Trigger', 'Delete Trigger(s)', 'Edit Event', 'Delete Event(s)', and 'Print Triggers'. A 'Print Report' button is also visible in the bottom right corner.

Edit Triggers

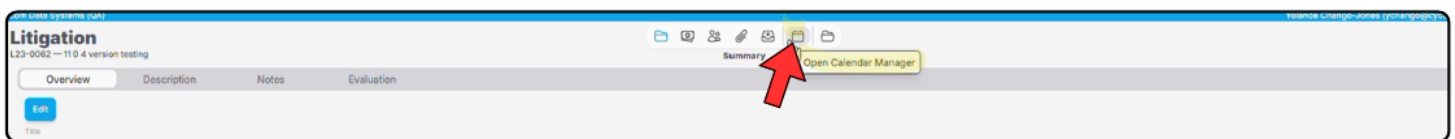
There are five steps to complete this task:

1. Open the Calendar for the Matter.
2. Display the Auto Calendar View.

3. Select Edit Trigger.
4. Edit the Trigger and Calculate the Changes.
5. Save the Recalculated Events.

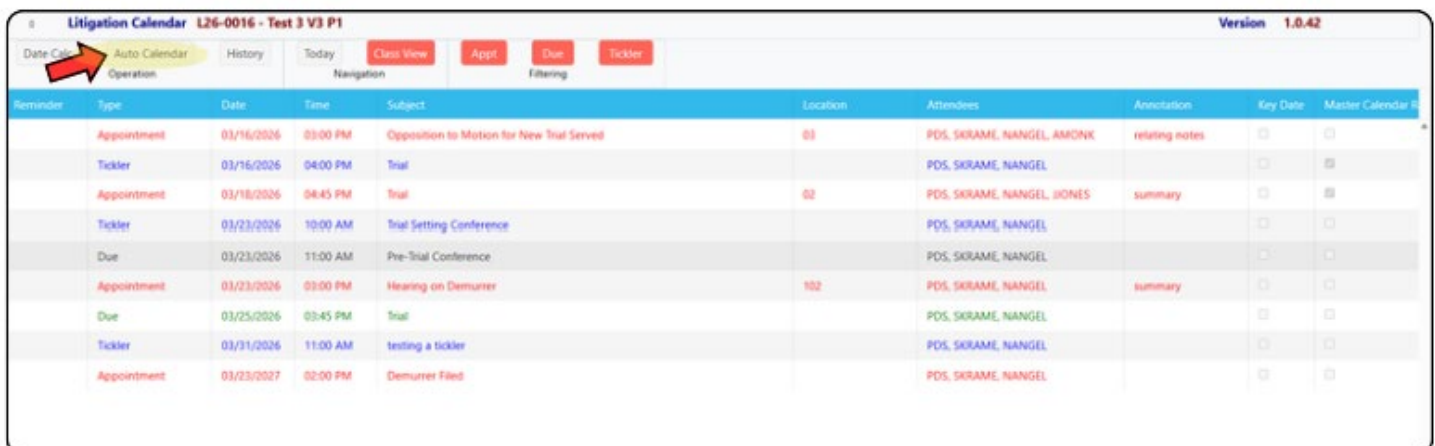
Step 1. Open the Calendar for the Matter

With a matter open, select the **"Calendar for this Matter"** button in the **Module Toolbar**.



Step 2. Display the Auto Calendar View

In the **Calendar**, press the **Auto Calendar** button to see the **Auto Calendar View**, which shows **Trigger** details.

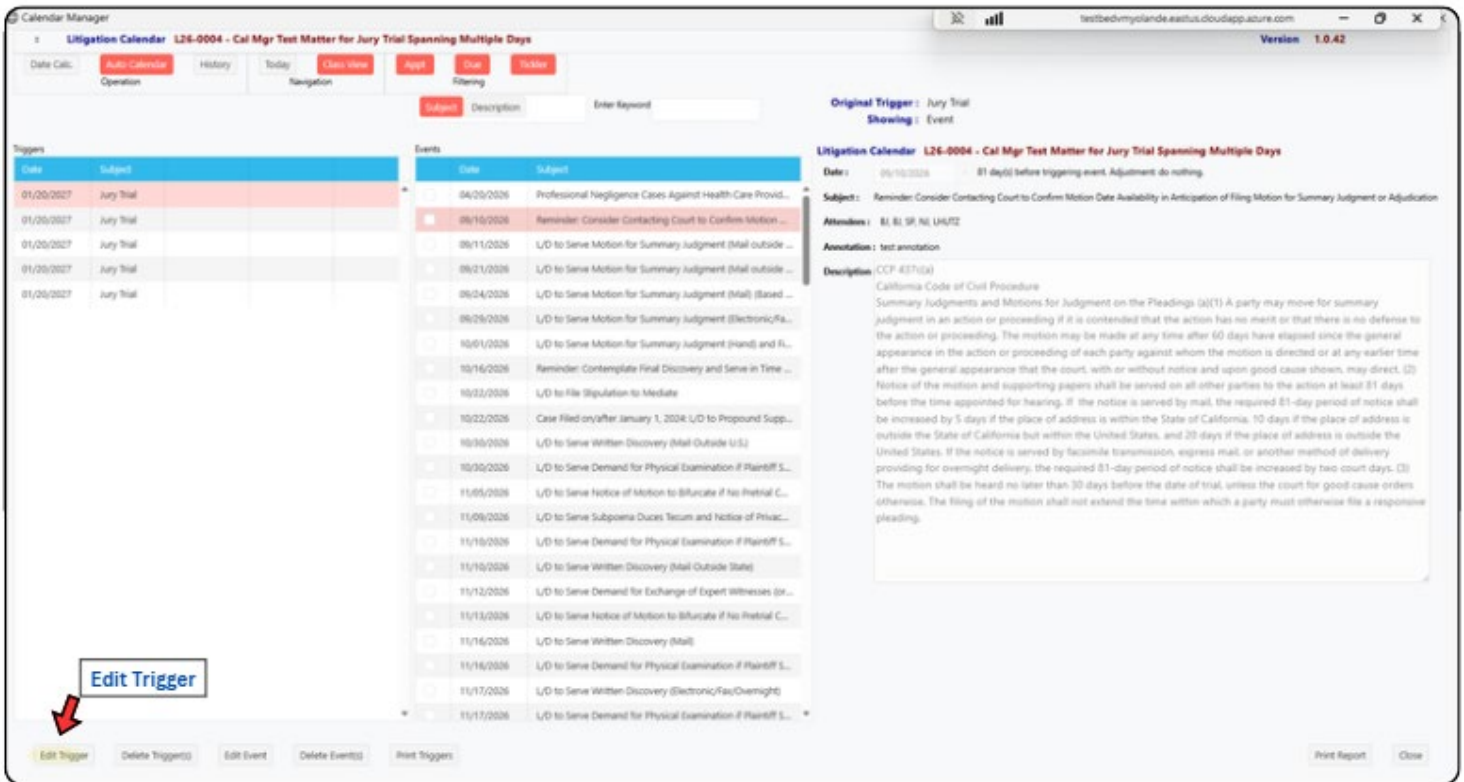


The screenshot shows the 'Litigation Calendar' interface. The title bar reads 'Litigation Calendar L26-0016 - Test 3 V3 P1' and 'Version 1.0.42'. Below the title bar is a toolbar with buttons for 'Date Calendar', 'Auto Calendar', 'History', 'Today', 'Class View', 'Appt', 'Due', and 'Tickler'. The 'Auto Calendar' button is highlighted with a red arrow. Below the toolbar is a table of events.

Reminder	Type	Date	Time	Subject	Location	Attendees	Annotation	Key Date	Master Calendar
	Appointment	03/16/2026	03:00 PM	Opposition to Motion for New Trial Served	03	PDS, SKRAME, NANGEL, AMONK	relating notes	☐	☐
	Tickler	03/16/2026	04:00 PM	Trial		PDS, SKRAME, NANGEL		☐	☐
	Appointment	03/18/2026	04:45 PM	Trial	02	PDS, SKRAME, NANGEL, JONES	summary	☐	☐
	Tickler	03/23/2026	10:00 AM	Trial Setting Conference		PDS, SKRAME, NANGEL		☐	☐
	Due	03/23/2026	11:00 AM	Pre-Trial Conference		PDS, SKRAME, NANGEL		☐	☐
	Appointment	03/23/2026	03:00 PM	Hearing on Demurrer	102	PDS, SKRAME, NANGEL	summary	☐	☐
	Due	03/25/2026	03:45 PM	Trial		PDS, SKRAME, NANGEL		☐	☐
	Tickler	03/31/2026	11:00 AM	testing a tickler		PDS, SKRAME, NANGEL		☐	☐
	Appointment	03/23/2027	02:00 PM	Demurrer Filed		PDS, SKRAME, NANGEL		☐	☐

Step 3. Select Edit Trigger

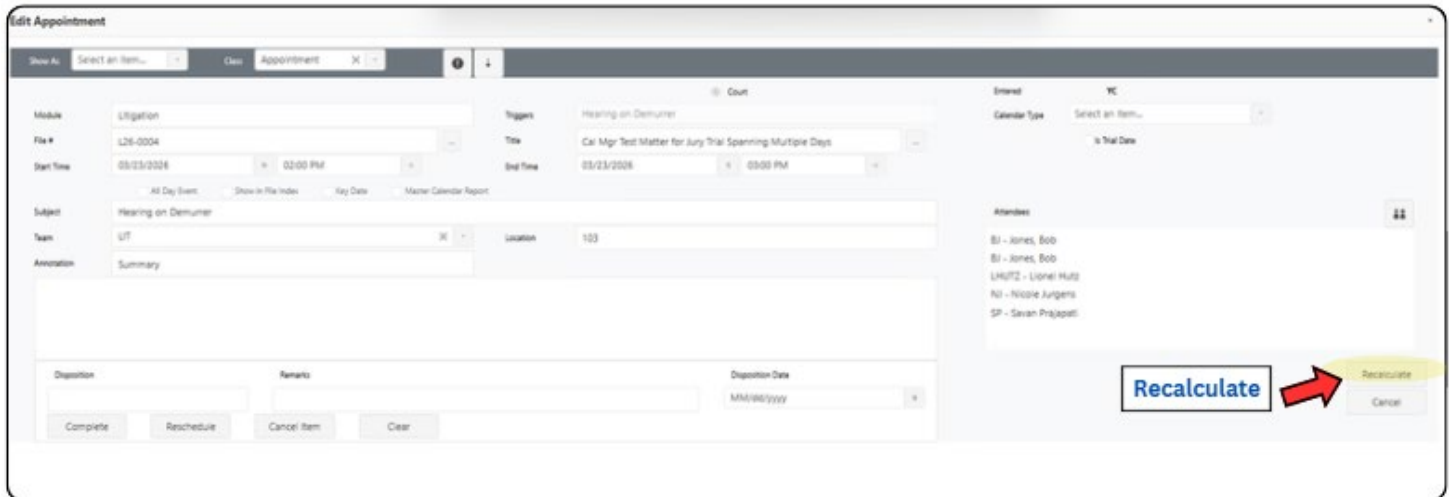
In the **Auto Calendar View**, highlight a **Trigger** and select the **Edit Trigger** button at the bottom-left of the screen. The **Appointment** will open to allow you to edit the event date.



The screenshot displays the 'Calendar Manager' application window. The main title is 'Litigation Calendar - L26-0004 - Cal Mgr Test Matter for Jury Trial Spanning Multiple Days'. The interface includes a top navigation bar with buttons like 'Auto Calendar', 'History', 'Today', 'Class view', 'Appt', 'Due', and 'Folder'. Below this, there are tabs for 'Triggers' and 'Events'. The 'Triggers' tab is active, showing a list of triggers with columns for 'Date' and 'Subject'. The 'Events' tab is also visible, showing a list of events. On the right side, there is a detailed view of the selected trigger, including fields for 'Original Trigger', 'Showing', 'Date', 'Subject', 'Attendees', 'Annotation', and 'Description'. At the bottom left, a red arrow points to the 'Edit Trigger' button, which is highlighted with a blue border. Other buttons at the bottom include 'Delete Triggers', 'Edit Event', 'Delete Events', and 'Print Triggers'. The bottom right corner has 'Print Report' and 'Close' buttons.

Step 4. Edit the Trigger and Calculate the Changes

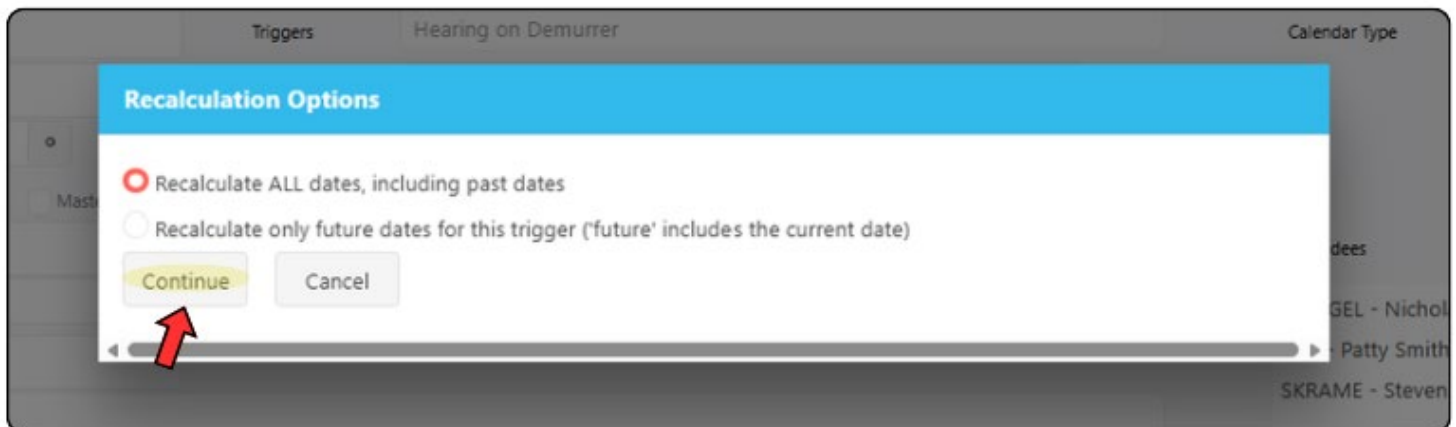
Make the desired changes to the trigger date, then press the **Recalculate** button. The **Compute Events** window will open.



The 'Edit Appointment' window displays the following information:

- Module:** Litigation
- File #:** 125-0004
- Start Time:** 03/23/2026 02:00 PM
- Subject:** Hearing on Demurrer
- Team:** UT
- Location:** 103
- Triggers:** Hearing on Demurrer
- Title:** Car Mgr Test Matter for Jury Trial Spanning Multiple Days
- End Time:** 03/23/2026 09:00 PM
- Calendar Type:** Select an Item...
- Attendees:**
 - BJ - Jones, Bob
 - BJ - Jones, Bob
 - LH072 - Lionel Hull
 - NJ - Nicole Jurgens
 - SP - Savan Prajapati
- Disposition:** (Empty field)
- Remarks:** (Empty field)
- Disposition Date:** MM/DD/YYYY
- Buttons:** Complete, Reschedule, Cancel Item, Clear, Recalculate (highlighted with a red arrow), Cancel.

A **Recalculation Options** window will appear, asking you to select to recalculate ALL dates or only future dates. Select the option you want and select **Continue**.



The 'Recalculation Options' dialog box contains the following information:

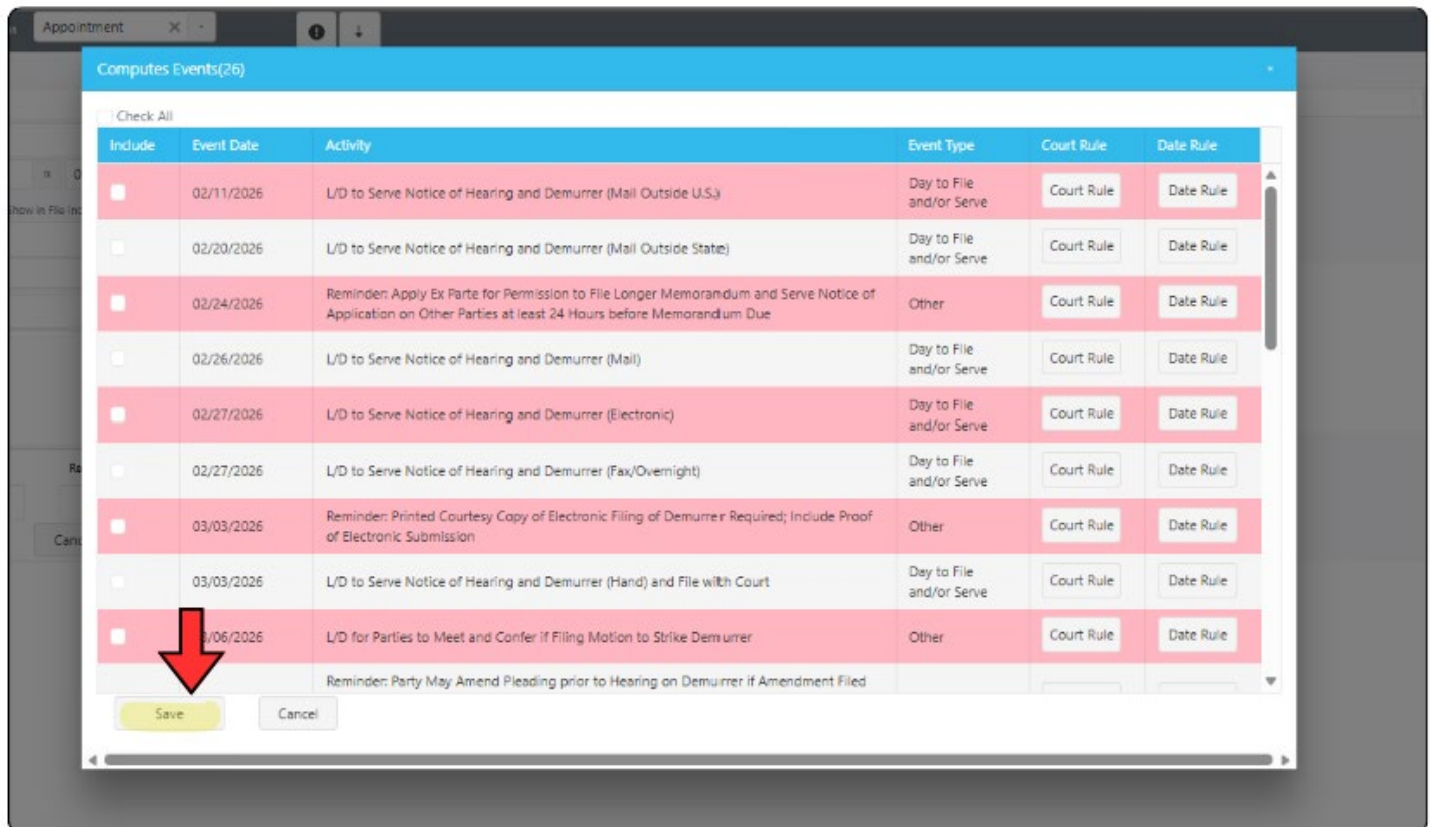
- Radio Button 1 (Selected):** Recalculate ALL dates, including past dates
- Radio Button 2:** Recalculate only future dates for this trigger ('future' includes the current date)
- Buttons:** Continue (highlighted with a red arrow), Cancel.

Step 5. Save the Recalculated Events

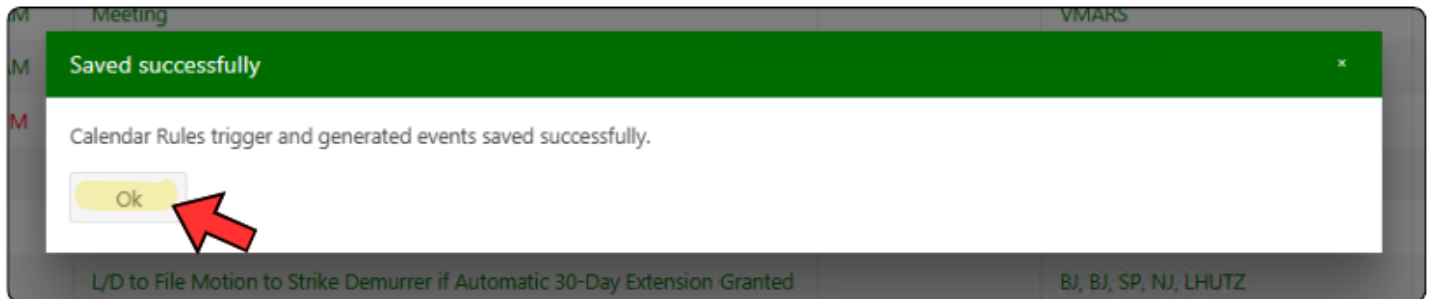
The **Compute Events** window shows all the recalculations which occurred as a result of the trigger edit. Review the recalculated triggers and press the **Save** button to accept the changes.

Step 5. Save the Recalculated Events

The **Compute Events** window shows all the recalculations which occurred as a result of the trigger edit. Review the recalculated triggers and press the **Save** button to accept the changes.



You should receive notification, the events saved successfully. Select **OK**.



Edit an Event Within a Trigger

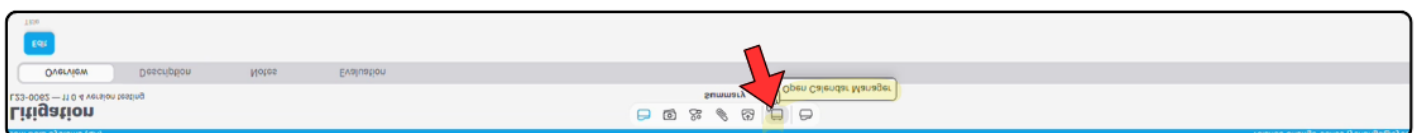
Note: Editing an event within a trigger is rarely done, but the option to do so is available if needed.

There are four steps to complete this task:

1. Open the Calendar for the Matter.
2. Display the Auto Calendar View.
3. Select Edit Event.
4. Edit and Save the Selected Event.

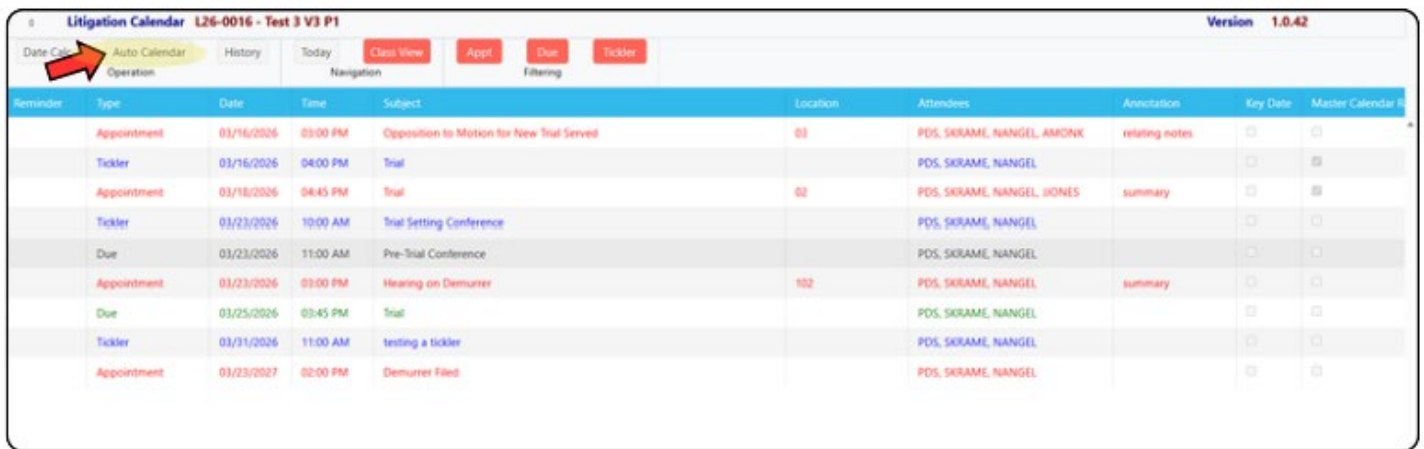
Step 1. Open the Calendar for the Matter

With a matter open, select the "Calendar for this Matter" button in the **Module Toolbar**.



Step 2. Display the Auto Calendar View

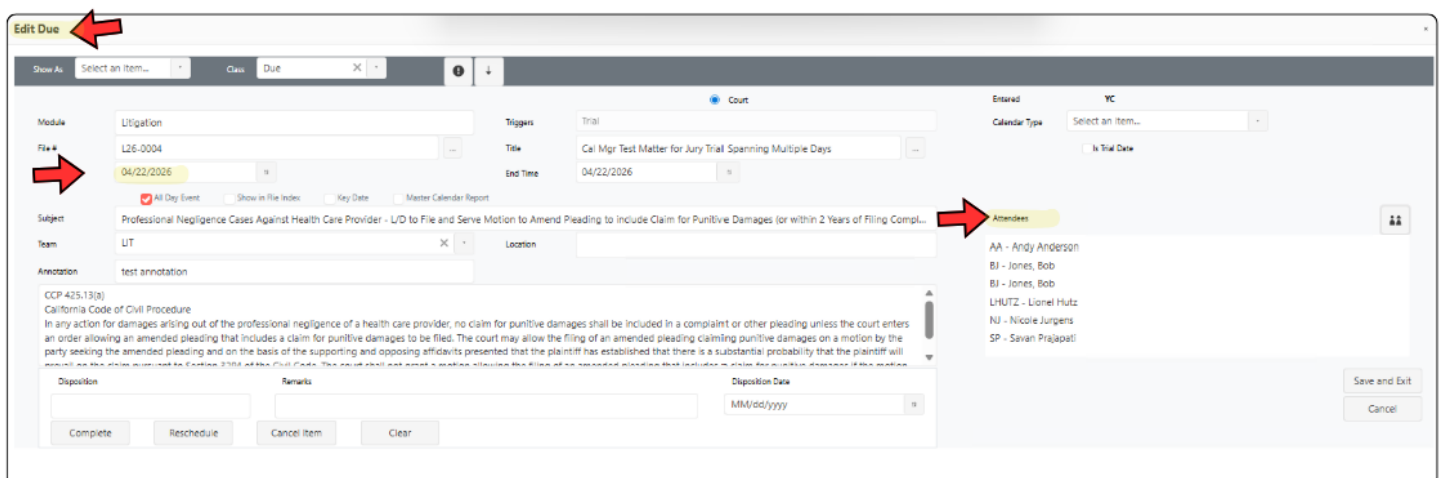
In the **Calendar**, press the **Auto Calendar** button to see the **Auto Calendar View**, which shows **Trigger** details.



Reminder	Type	Date	Time	Subject	Location	Attendees	Annotation	Key Date	Master Calendar
	Appointment	03/16/2026	03:00 PM	Opposition to Motion for New Trial Served	01	PDS, SKRAME, NANGEL, AMONK	relating notes	☐	☐
	Tickler	03/16/2026	04:00 PM	Trial		PDS, SKRAME, NANGEL		☐	☐
	Appointment	03/18/2026	04:45 PM	Trial	02	PDS, SKRAME, NANGEL, JONES	summary	☐	☐
	Tickler	03/23/2026	10:00 AM	Trial Setting Conference		PDS, SKRAME, NANGEL		☐	☐
	Due	03/23/2026	11:00 AM	Pre-Trial Conference		PDS, SKRAME, NANGEL		☐	☐
	Appointment	03/23/2026	03:00 PM	Hearing on Demurrer	102	PDS, SKRAME, NANGEL	summary	☐	☐
	Due	03/25/2026	03:45 PM	Trial		PDS, SKRAME, NANGEL		☐	☐
	Tickler	03/31/2026	11:00 AM	testing a tickler		PDS, SKRAME, NANGEL		☐	☐
	Appointment	03/23/2027	02:00 PM	Demurrer Filed		PDS, SKRAME, NANGEL		☐	☐

Step 3. Select Edit Event(s)

In the **Auto Calendar View**, highlight a **Trigger**, and from the **Events** column select the event you wish to edit. Then, select **Edit Event(s)** button at the bottom-left of the screen. The **Appointment/Due** will open.



Edit Due

Show As: Select an item... Class: Due

Module: Litigation Triggers: Trial Entered: YC
 File #: L26-0004 Title: Cal Mgr Test Matter for Jury Trial Spanning Multiple Days
 04/22/2026 End Time: 04/22/2026
☐ All Day Event ☐ Show in File Index ☐ Key Date ☐ Master Calendar Report

Subject: Professional Negligence Cases Against Health Care Provider - L/D to File and Serve Motion to Amend Pleading to Include Claim for Punitive Damages (or within 2 Years of Filing Compl...
 Team: LT Location:
 Annotation: test annotation

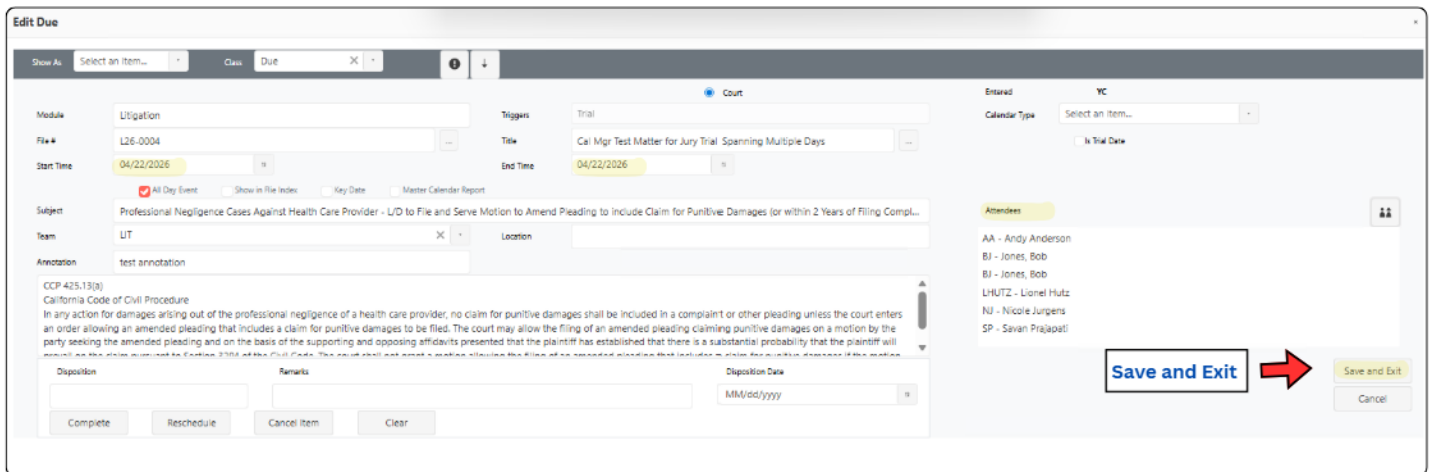
Attendees: AA - Andy Anderson, BJ - Jones, Bob, BJ - Jones, Bob, LHUTZ - Lionel Hutz, NJ - Nicole Jurgens, SP - Savan Prajapati

Disposition: Complete, Reschedule, Cancel Item, Clear
 Remarks: CCP 425.13(b) California Code of Civil Procedure In any action for damages arising out of the professional negligence of a health care provider, no claim for punitive damages shall be included in a complaint or other pleading unless the court enters an order allowing an amended pleading that includes a claim for punitive damages to be filed. The court may allow the filing of an amended pleading claiming punitive damages on a motion by the party seeking the amended pleading and on the basis of the supporting and opposing affidavits presented that the plaintiff has established that there is a substantial probability that the plaintiff will prevail on the claim asserted in the Code of Civil Procedure. The court shall not enter an order allowing the filing of an amended pleading claiming punitive damages if the motion is denied.
 Disposition Date: MM/dd/yyyy

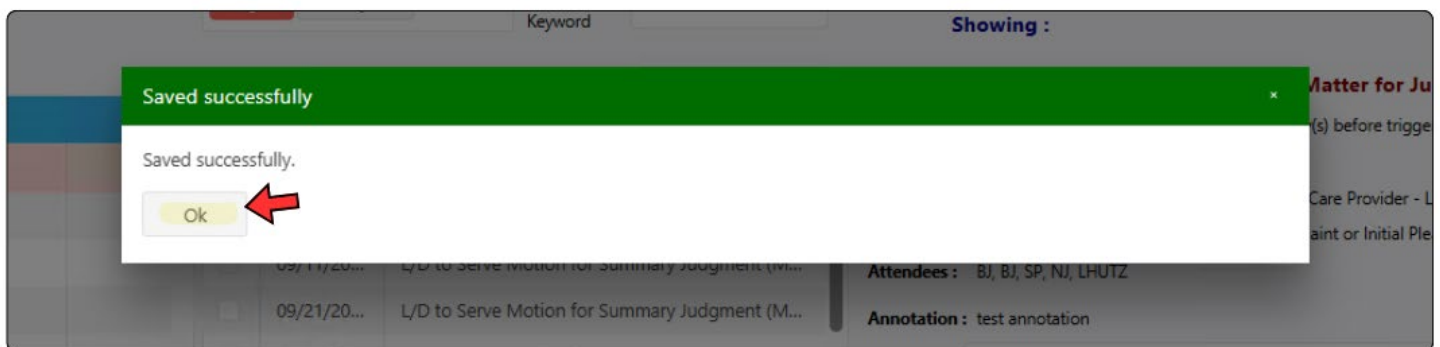
Save and Exit, Cancel

Step 4. Edit and Save the Selected Event

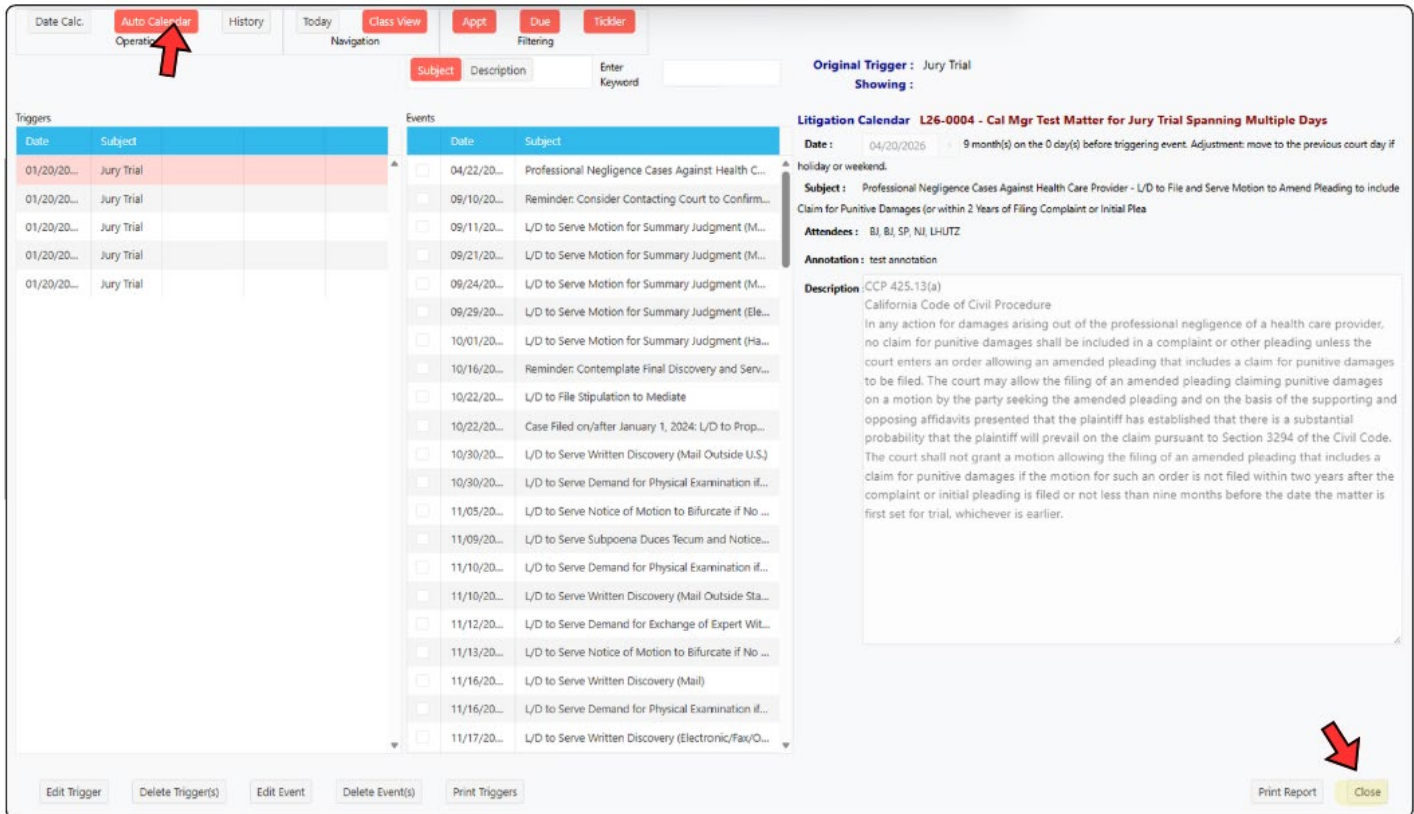
In the **Edit Appointment/Due** window make any changes to the **Event Date** and/or add/remove **Attendees**. Once the changes are done click **Save and Exit**.



A **Saved successfully** card will appear, click **OK**.



This action will return you to the **Auto Calendar Screen**. You may close the view by clicking on **Close** button on the far right or return to the list of all events by clicking on the **Class View** button.



The screenshot shows the CYCOM software interface. At the top, there is a navigation bar with buttons: Date Calc., **Auto Calendar** (highlighted with a red arrow), History, Today, Class View, Appt, Due, and Tickler. Below the navigation bar, there is a section for Triggers and Events. The Triggers section shows a list of triggers with columns for Date and Subject. The Events section shows a list of events with columns for Date and Subject. On the right side, there is a detailed view of a selected event, including the Original Trigger, Showing, Litigation Calendar, Date, Subject, Attendees, Annotation, and Description. At the bottom right, there are buttons for Edit Trigger, Delete Trigger(s), Edit Event, Delete Event(s), Print Triggers, Print Report, and Close (highlighted with a red arrow).

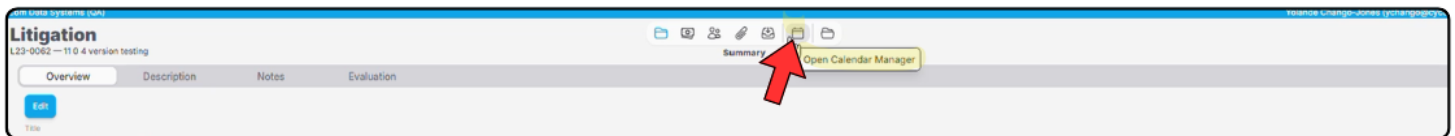
Delete Triggers

There are four steps to complete this task:

1. Open the Calendar for the Matter.
2. Display the Auto Calendar View.
3. Select the Trigger(s) to Delete.
4. Select Delete Triggers and Confirm.

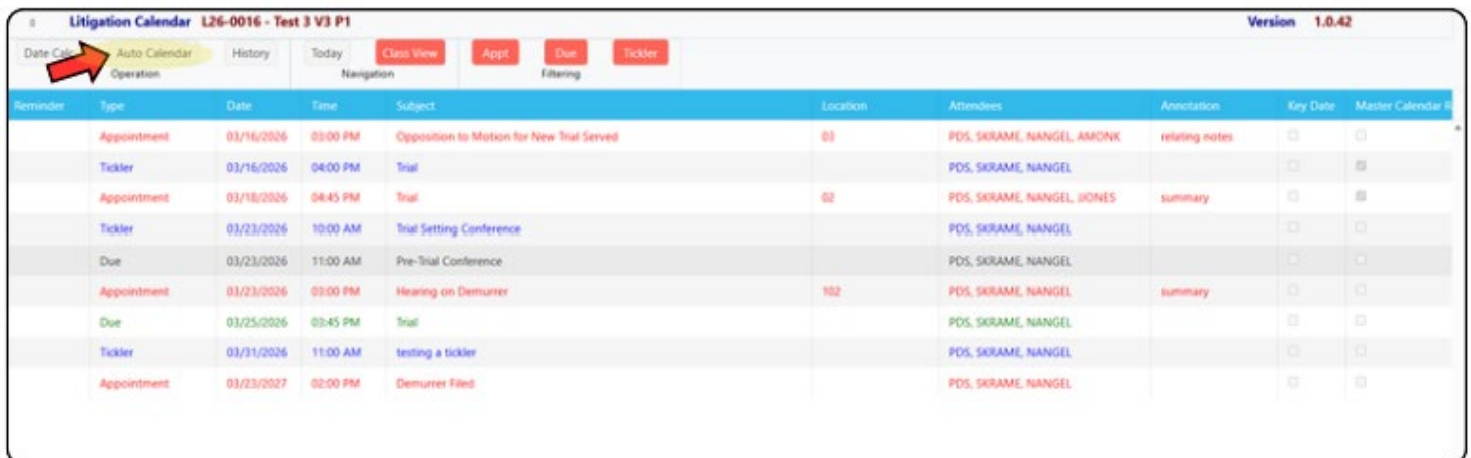
Step 1. Open the Calendar for the Matter

With a matter open, select the "**Calendar for this Matter**" button in the **Module Toolbar**.



Step 2. Display the Auto Calendar View

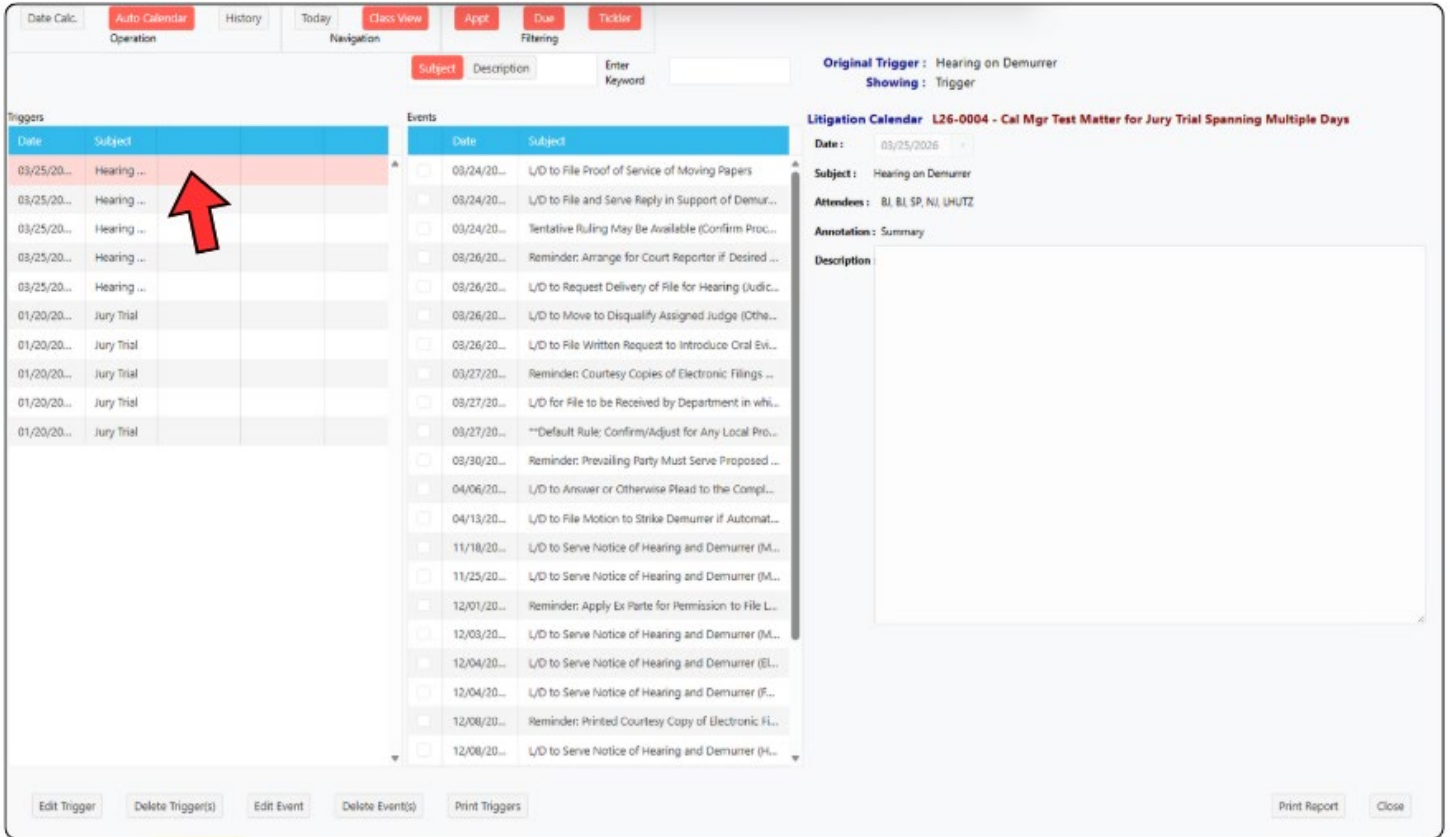
In the **Calendar**, press the **Auto Calendar** button to see the **Auto Calendar View**, which shows **Trigger** details.


 A screenshot of the Litigation Calendar Auto Calendar View. The view shows a table of triggers with columns: Reminder, Type, Date, Time, Subject, Location, Attendees, Annotation, Key Date, and Master Calendar. A red arrow points to the 'Auto Calendar' button in the top navigation bar.

Reminder	Type	Date	Time	Subject	Location	Attendees	Annotation	Key Date	Master Calendar
	Appointment	03/16/2026	03:00 PM	Opposition to Motion for New Trial Served	01	PDS, SKIRAME, NANGEL, AMONK	relating notes	☐	☐
	Tickler	03/16/2026	04:00 PM	Trial		PDS, SKIRAME, NANGEL		☐	☐
	Appointment	03/18/2026	04:45 PM	Trial	02	PDS, SKIRAME, NANGEL, JONES	summary	☐	☐
	Tickler	03/23/2026	10:00 AM	Trial Setting Conference		PDS, SKIRAME, NANGEL		☐	☐
	Due	03/23/2026	11:00 AM	Pre-Trial Conference		PDS, SKIRAME, NANGEL		☐	☐
	Appointment	03/23/2026	03:00 PM	Hearing on Demurrer	102	PDS, SKIRAME, NANGEL	summary	☐	☐
	Due	03/25/2026	03:45 PM	Trial		PDS, SKIRAME, NANGEL		☐	☐
	Tickler	03/31/2026	11:00 AM	testing a tickler		PDS, SKIRAME, NANGEL		☐	☐
	Appointment	03/23/2027	02:00 PM	Demurrer Filed		PDS, SKIRAME, NANGEL		☐	☐

Step 3. Select the Trigger(s) to Delete

In the **Auto Calendar View**, highlight the **Trigger(s)** you wish to delete.



The screenshot displays the CYCOM litigation calendar interface. At the top, there are navigation tabs: Date Calc., Auto Calendar (selected), History, Today, Class View, Appt., Due, and Tickler. Below these are sub-tabs: Operation, Navigation, and Filtering. A search bar with 'Subject' and 'Description' labels is present, along with an 'Enter Keyword' button.

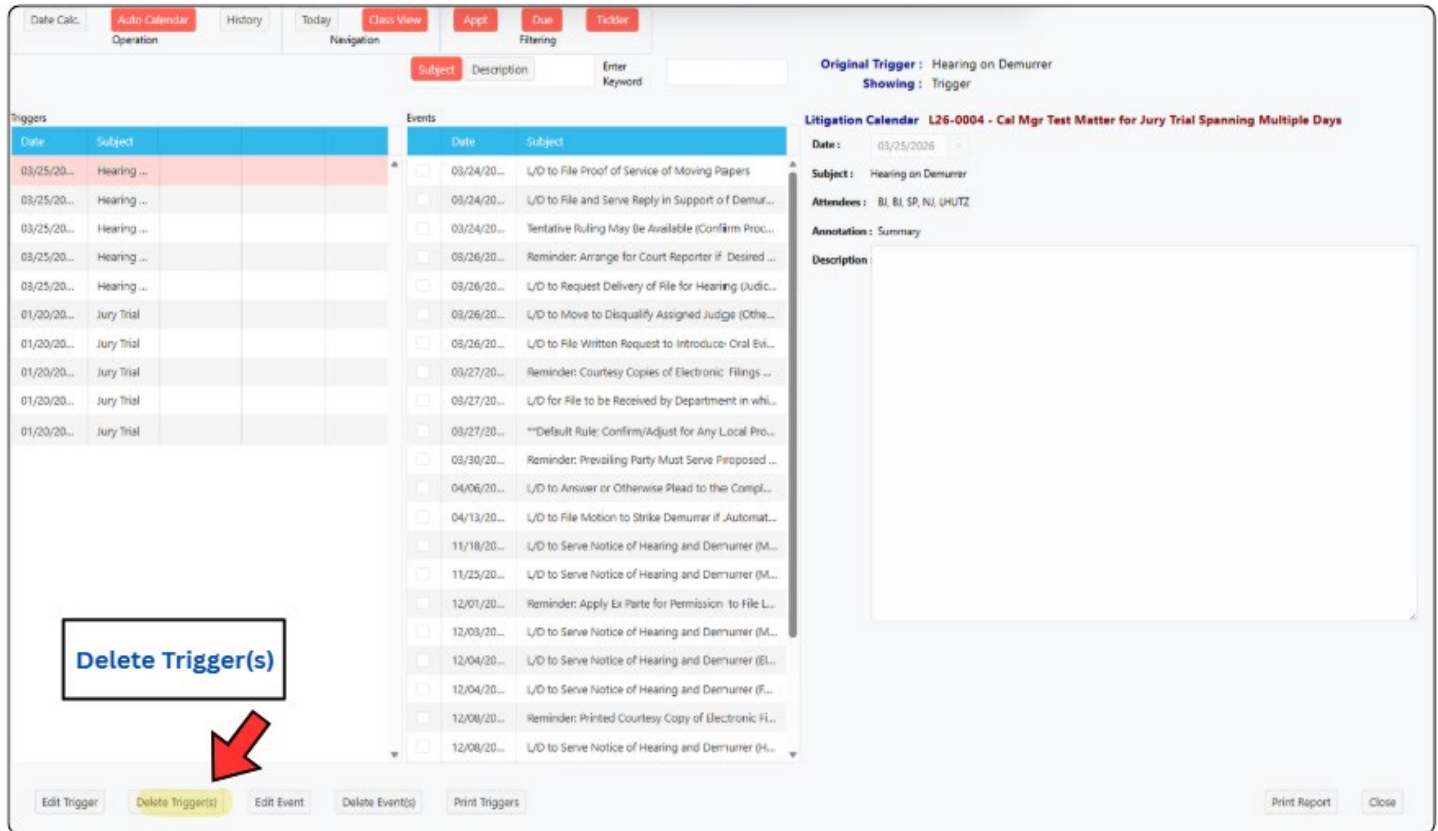
The main area is divided into two columns: 'Triggers' and 'Events'. The 'Triggers' column has a table with columns 'Date' and 'Subject'. The first row is highlighted in red and has a red arrow pointing to it. The 'Events' column has a similar table with 'Date' and 'Subject' columns, listing various legal events with checkboxes.

On the right side, there is a 'Litigation Calendar' section for 'L26-0004 - Cal Mgr Test Matter for Jury Trial Spanning Multiple Days'. It includes fields for 'Date' (03/25/2026), 'Subject' (Hearing on Demurrer), 'Attendees' (BJ, BL, SP, NI, LHUTZ), and 'Annotation' (Summary). A 'Description' field is also present.

At the bottom, there are buttons for 'Edit Trigger', 'Delete Trigger(s)', 'Edit Event', 'Delete Event(s)', 'Print Triggers', 'Print Report', and 'Close'.

Step 4. Select Delete Triggers and Confirm

Press the **Delete Trigger(s)** button.



The screenshot shows the 'Delete Trigger(s)' window in the CYCOM software. The window is divided into two main sections: 'Triggers' and 'Events'.

Triggers Table:

Date	Subject
03/25/20...	Hearing ...
03/25/20...	Hearing ...
03/25/20...	Hearing ...
03/25/20...	Hearing ...
03/25/20...	Hearing ...
01/20/20...	Jury Trial
01/20/20...	Jury Trial
01/20/20...	Jury Trial
01/20/20...	Jury Trial
01/20/20...	Jury Trial

Events Table:

Date	Subject
03/24/20...	I/D to File Proof of Service of Moving Papers
03/24/20...	I/D to File and Serve Reply in Support of Demur...
03/24/20...	Tentative Ruling May Be Available (Confirm Proc...
03/26/20...	Reminder: Arrange for Court Reporter if Desired ...
03/26/20...	I/D to Request Delivery of File for Hearing (Judic...
03/26/20...	I/D to Move to Disqualify Assigned Judge (Othe...
03/26/20...	I/D to File Written Request to Introduce Oral Evi...
03/27/20...	Reminder: Courtesy Copies of Electronic Filings ...
03/27/20...	I/D to File to be Received by Department in whi...
03/27/20...	**Default Rule: Confirm/Adjust for Any Local Pro...
03/30/20...	Reminder: Prevailing Party Must Serve Proposed ...
04/06/20...	I/D to Answer or Otherwise Plead to the Compl...
04/13/20...	I/D to File Motion to Strike Demurrer if Automat...
11/18/20...	I/D to Serve Notice of Hearing and Demurrer (M...
11/23/20...	I/D to Serve Notice of Hearing and Demurrer (M...
12/01/20...	Reminder: Apply Ex Parte for Permission to File L...
12/03/20...	I/D to Serve Notice of Hearing and Demurrer (M...
12/04/20...	I/D to Serve Notice of Hearing and Demurrer (EL...
12/04/20...	I/D to Serve Notice of Hearing and Demurrer (F...
12/08/20...	Reminder: Printed Courtesy Copy of Electronic Fil...
12/08/20...	I/D to Serve Notice of Hearing and Demurrer (H...

Buttons:

- Top Bar: Date Calc., Auto Calendar, History, Today, Class View, Appt, Due, Tickler
- Navigation: Subject, Description, Enter Keyword
- Bottom Bar: Edit Trigger, **Delete Trigger(s)**, Edit Event, Delete Event(s), Print Triggers
- Right Bar: Original Trigger: Hearing on Demurrer, Showing: Trigger, Litigation Calendar L26-0004 - Cal Mgr Test Matter for Jury Trial Spanning Multiple Days, Date: 03/25/2026, Subject: Hearing on Demurrer, Attendees: BJ, BL, SP, NJ, UHUTZ, Annotation: Summary, Description
- Bottom Right: Print Report, Close

A red arrow points to the **Delete Trigger(s)** button.

The **Delete Triggers** window appears, showing the affected **Due** events. Select the **Delete** button to delete the **Trigger** along with all the associated **Due** events.

Today Class View Appl Due Ticker

Delete Trigger(26)

Include	Event Date	Activity	Event Type	Court Rule	Date Rule
☒	03/30/2026	Reminder: Prevailing Party Must Serve Proposed Order within 5 Days of Ruling (Note: Service of Proposed Order Must be Reasonably Calculated to Ensure Delivery to Other Parties No Later than Close of N		Court Rule ...	Date Rule ...
☒	04/06/2026	L/D to Answer or Otherwise Plead to the Complaint if Ruling on Demurrer Issued at Hearing and Notice of Decision or Order Waived		Court Rule ...	Date Rule ...
☒	04/13/2026	L/D to File Motion to Strike Demurrer if Automatic 30-Day Extension Granted		Court Rule ...	Date Rule ...
☒	11/18/2026	L/D to Serve Notice of Hearing and Demurrer (Mail Outside U.S.)		Court Rule ...	Date Rule ...
☒	11/25/2026	L/D to Serve Notice of Hearing and Demurrer (Mail Outside State)		Court Rule ...	Date Rule ...
☒	12/01/2026	Reminder: Apply Ex Parte for Permission to File Longer Memorandum and Serve Notice of Application on Other Parties at least 24 Hours before Memorandum Due		Court Rule ...	Date Rule ...
☒	12/03/2026	L/D to Serve Notice of Hearing and Demurrer (Mail)		Court Rule ...	Date Rule ...
☒	12/04/2026	L/D to Serve Notice of Hearing and Demurrer (Electronic)		Court Rule ...	Date Rule ...

Delete Cancel

You will be prompted with a **Confirmation** window to confirm you wish to delete the **Trigger** and its **Events**. Select **Yes**.

Subject Date : 03/25/2026

Confirmation

Do you want to delete all selected trigger events ?

Yes No

L/D to Move to Disqualify Assigned Judge (Othe...

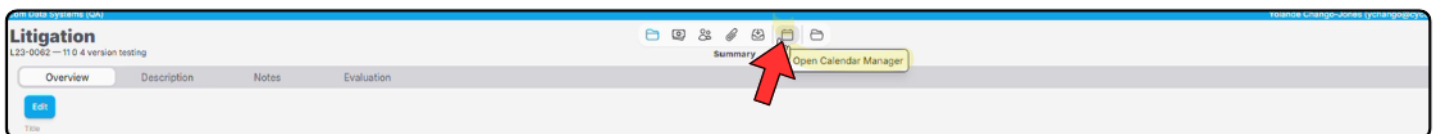
Delete Events with Triggers

There are four steps to complete this task:

1. Open the Calendar for the Matter.
2. Display the Auto Calendar View.
3. Select the Event(s) to Delete.
4. Select Delete Events and Confirm.

Step 1. Open the Calendar for the Matter

With a matter open, select the "**Calendar for this Matter**" button in the **Module Toolbar**.



Step 2. Display the Auto Calendar View

In the **Calendar**, press the **Auto Calendar** button to see the **Auto Calendar View**, which shows **Trigger** details.

Litigation Calendar L26-0016 - Test 3 V3 P1 Version 1.0.42

Date Calc. **Auto Calendar** History Today **Class View** Appl. Due Tickler

Operation Navigation Filtering

Reminder	Type	Date	Time	Subject	Location	Attendees	Annotation	Key Date	Master Calendar
	Appointment	03/16/2026	03:00 PM	Opposition to Motion for New Trial Served	03	PDS, SKRAME, NANGEL, AMONK	relating notes	☐	☐
	Tickler	03/16/2026	04:00 PM	Trial		PDS, SKRAME, NANGEL		☐	☐
	Appointment	03/18/2026	04:45 PM	Trial	02	PDS, SKRAME, NANGEL, JONES	summary	☐	☐
	Tickler	03/23/2026	10:00 AM	Trial Setting Conference		PDS, SKRAME, NANGEL		☐	☐
	Due	03/23/2026	11:00 AM	Pre-Trial Conference		PDS, SKRAME, NANGEL		☐	☐
	Appointment	03/23/2026	03:00 PM	Hearing on Demurrer	102	PDS, SKRAME, NANGEL	summary	☐	☐
	Due	03/25/2026	03:45 PM	Trial		PDS, SKRAME, NANGEL		☐	☐
	Tickler	03/31/2026	11:00 AM	testing a tickler		PDS, SKRAME, NANGEL		☐	☐
	Appointment	03/23/2027	02:00 PM	Demurrer Filed		PDS, SKRAME, NANGEL		☐	☐

Step 3. Select the Event(s) to Delete

In the **Auto Calendar View**, highlight the **Event(s)** you wish to delete.

Litigation Calendar L26-0004 - Cal Mgr Test Matter for Jury Trial Spanning Multiple Days Version 1.0.42

Date Calc. **Auto Calendar** History Today **Class View** Appl. Due Tickler

Operation Navigation Filtering

Triggers

Date	Subject
01/20/20...	Jury Trial
01/20/20...	Jury Trial
01/20/20...	Jury Trial
01/20/20...	Jury Trial
01/20/20...	Jury Trial

Events

Date	Subject
04/20/20...	Professional Negligence Cases Against Health C...
09/10/20...	Reminder: Consider Contacting Court to Confir...
09/11/20...	L/D to Serve Motion for Summary Judgment (M...
09/21/20...	L/D to Serve Motion for Summary Judgment (M...
09/24/20...	L/D to Serve Motion for Summary Judgment (M...

Original Trigger : Jury Trial
Showing : Event

Litigation Calendar L26-0004 - Cal Mgr Test Matter for Jury Trial Spanning Multiple Days

Date : 04/20/2026 9 month(s) on the 0 day(s) before triggering event. Adjustment: move to the previous court day if holiday or weekend.

Subject : Professional Negligence Cases Against Health Care Provider - L/D to File and Serve Motion to Amend Pleading to include Claim for Punitive Damages (or within 2 Years of Filing Complaint or Initial Plea)

Attendees : BJ, BL, SP, NL, LHUTZ

Annotation : test annotation

Description : CCP 425.13(a)
California Code of Civil Procedure
In any action for damages arising out of the professional negligence of a health care provider, no claim for punitive damages shall be included in a complaint or other pleading unless the court enters an order allowing an amended pleading that includes a claim for punitive damages to be filed. The court may allow the filing of an amended pleading claiming punitive damages on a motion by the party seeking the amended pleading and on the basis of the supporting and opposing affidavits presented that the plaintiff has established that there is a substantial probability that the plaintiff will prevail on the claim pursuant to Section 3294 of the Civil Code. The court shall not grant a motion allowing the filing of an amended pleading that includes a claim for punitive damages if the motion for such an order is not filed within two years after the complaint or initial pleading is filed or not less than nine months before the date the matter is first set for trial, whichever is earlier.

Tools

- Back
- Refresh
- Save as
- Print
- Send tab to your devices
- Create QR Code for this page
- Translate to English
- Screenshot
- More tools
- View page source
- Inspect

Shortcuts

- Alt+Left arrow
- Ctrl+R
- Ctrl+S
- Ctrl+P
- Ctrl+Shift+S
- Ctrl+U

Event Details

- 11/13/20... L/D to Serve Notice of Motion to bifurcate if No ...
- 11/16/20... L/D to Serve Written Discovery (Mail)
- 11/16/20... L/D to Serve Demand for Physical Examination if...
- 11/17/20... L/D to Serve Written Discovery (Electronic/Pax/O...

Buttons

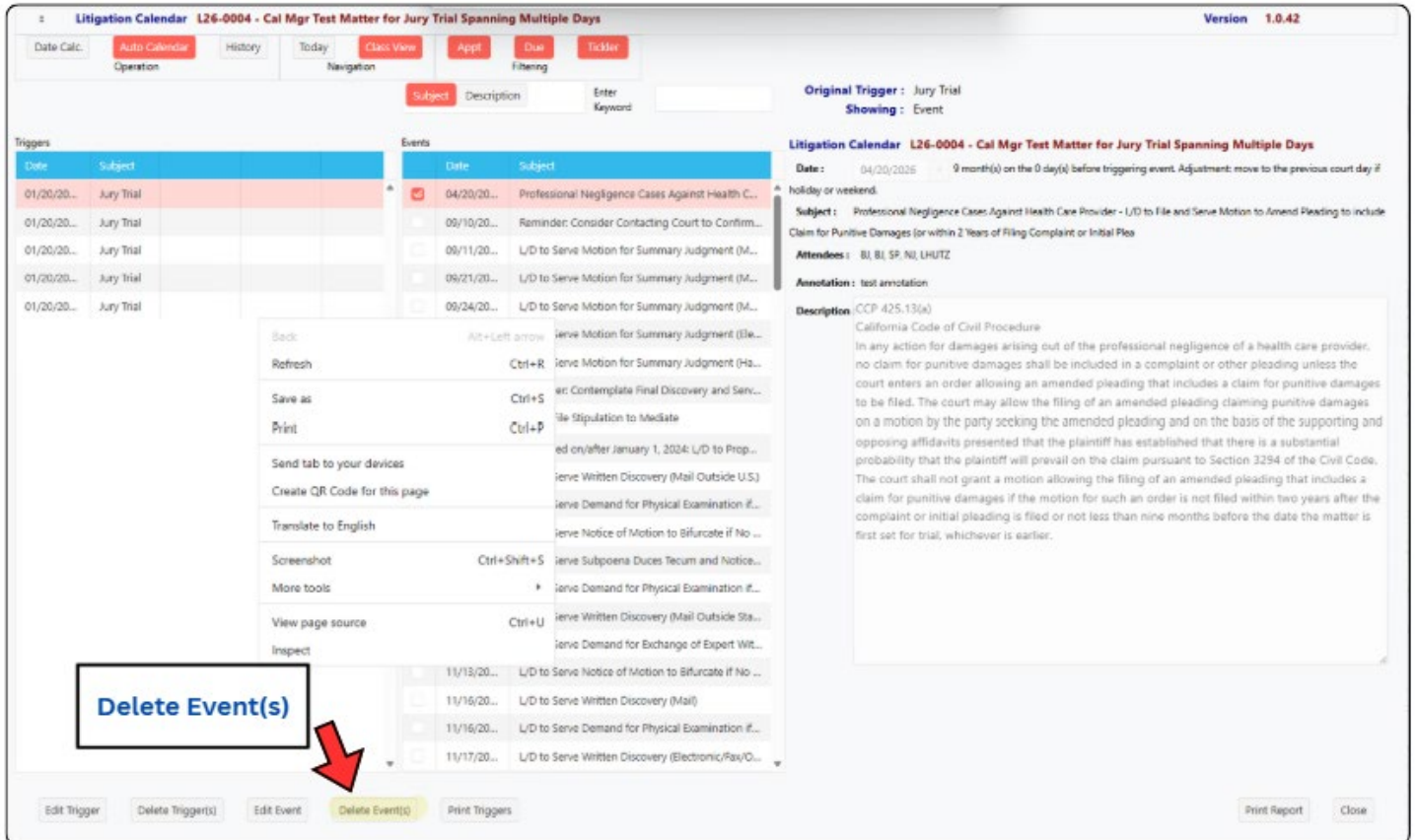
Edit Trigger Delete Trigger(s) Edit Event Delete Event(s) Print Triggers

Buttons

Print Report Close

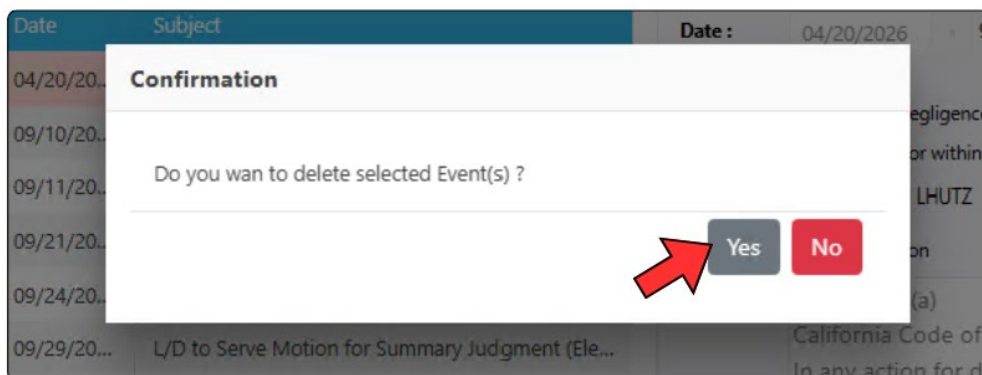
Step 4. Select Delete Events and Confirm

Select the **Delete Events** button.



The screenshot shows the 'Litigation Calendar' interface for 'L26-0004 - Cal Mgr Test Matter for Jury Trial Spanning Multiple Days'. The interface includes a top navigation bar with buttons like 'Date Calc.', 'Auto Calendar', 'History', 'Today', 'Class View', 'Appt.', 'Due', and 'Folder'. Below this is a 'Triggers' table with columns 'Date' and 'Subject'. A red arrow points to the 'Delete Event(s)' button in the bottom right corner of the interface.

You will be prompted with a **Confirmation** window to confirm you wish to delete the **Events**. Select **Yes**.



The screenshot shows a 'Confirmation' dialog box with the text 'Do you want to delete selected Event(s) ?'. There are two buttons: 'Yes' and 'No'. A red arrow points to the 'Yes' button.