



## District and Municipal Court Scheduling System Instructions

Below are instructions for the use of MWI's online District and Municipal Court scheduling system. These instructions are intended for panel members and those interested in joining the panel. Please read this document in its entirety before using the system for the first time. Should future questions arise, you may also refer back to this document or the copy posted in the Neutral Resource Center online at: <http://www.mwi.org/about/neutral-login>

### Instructions to access the scheduling system are as follows:

1. Save and/or bookmark the link <https://calendar.mwi.org/apex/FulfillmentCalendarDM> for login access in the future.
2. If you have not already done so, create a username and password for the scheduling system. If you ever forget your login information, you can reset them by clicking the blue "Forget Your Password?" link.
3. After logging in, you will be directed to the MWI District and Municipal Court Calendar.

### To request court dates using list view:

1. Directly below the filters you will notice a list view. To request court sessions using the list view, click on the arrow within the colored bar with the date, time, location, and case type of the session you wish to register for.
2. A box will open below the colored bar you clicked on, showing the full list of roles available for registration that day. Next to the role which you intend to register for, click the blue "Sign Up" link.
3. After clicking the link, you will receive the following message in a dialogue box: "Thank you for submitting your request through the MWI neutral scheduling system. MWI will review this request shortly and, if accepted, you will receive a confirmation email. Have a great day!" The session you requested will also change from its original color to black, confirming that you have requested that session.
4. Your request will have then been sent to Marcus Stergio for review. You will receive an email within 48 hours confirming that you've been accepted for that session. If you do not receive a confirmation email, you may login to scheduling system to see if your name is still pending acceptance. If it is still in pending status after 48 hours, please email Marcus Stergio to check on the status of your session request.

### To request court dates using calendar view:

1. Directly below the list view you will notice a calendar. To request court sessions using the calendar view, click on the colored box that features the time, location and case type you are interested in registering for.
2. A new page will open showing the full list of roles available for registration that day. Next to the role which you intend to register for, click the blue "Sign Up" link.
3. After clicking the link, you will receive the following message in a dialogue box: "Thank you for submitting your request through the MWI neutral scheduling system. MWI will review this

request shortly and, if accepted, you will receive a confirmation email. Have a great day!” The session you requested will also change from its original color to black, confirming that you have requested that session.

4. Your request will then be sent to Marcus Stergio for review and, if possible, for scheduling approval.

**Confirmation of requests:**

1. You will receive an email within 48 hours confirming that you’ve been accepted for that session. If you do not receive a confirmation email, you may login to the scheduling system to see if your name is still pending acceptance. If it is still in pending status after 48 hours, please email Marcus Stergio to check on the status of your session request.
2. If your request could not be approved, it is for one of the following reasons:
  - a. If the session is full (remember, two mediators and one observer are allowed for every session except New Bedford SC and Quincy SP, which allow more).
  - b. If your role type has already been scheduled (if you are a new mediator, you cannot use the “Mediator” role type, but if you are an experienced mediator you may use the “Mediator-new” role type).
3. If your request has been denied, please return to the calendars and find a different date that works for you.

**To cancel sessions or switch locations:**

1. Should you need to cancel your attendance, please email Marcus Stergio as soon as possible, advising on which session you are cancelling. That registration will then be removed from the calendar.
2. Should you need to switch your attendance from one court to another, or from one role type to another, please email Marcus Stergio as far in advance as possible to confirm which session you would like to have edited.
3. If changes or cancelations must be made less than 24 hours before a scheduled session, email is no longer an acceptable option for notifying Marcus. You must call him at 617-895-4029 to notify of the necessary change or cancelation.

If you have questions or difficulty with the system, please contact Marcus Stergio, Mediator and Manager of Commercial & Corporate Programs, at 617-895-4029 or [mstergio@mwi.org](mailto:mstergio@mwi.org).