FJC Bankruptcy Courtroom Use Study
Report to the CACM Committee

Technical Appendix 7

About DISCUS-B
Data Input System for the Courtroom Use Study-Bankruptcy

Federal Judicial Center
2010

This page left blank intentionally.

Table of Contents

This page left blank intentionally.

What Is DISCUS-B?

DISCUS-B is the Data Input System for the Courtroom Use Study-Bankruptcy. It is a software application built in Lotus Notes. Court staff who record information for the Bankruptcy Courtroom Use Study will record the information in DISCUS-B.

The software application has two components—referred to as "modules." The Scheduling module is the place where court staff record certain types of events scheduled for the future. The Actual Use module is the place where court staff record events that have taken place in courtrooms and certain other events that happened in other places.

The following sections describe more fully the DISCUS-B capabilities and the study requirements.

DISCUS-B is accessed via the Lotus Notes Client. When you open DISCUS-B, the main menu appears. Below is a snapshot of the main menu page.

There are six buttons on the DISCUS-B main menu. Click on a button to select the desired function.

- **Enter Scheduling Data:** Use this button to record all scheduling data.

- **Enter Actual Use Data:** Use this button to record all actual use data.

- **About the Study:** Use this button to access a brief description of the Bankruptcy Courtroom Use Study.

- **Contacts:** Use this button to find contact information for your FJC liaison.

- **Help:** Use this button to find a copy of the training materials.

- **Exit:** Use this button to close DISCUS-B.

All persons in your district with DISCUS-B privileges have access to every record in DISCUS-B. They can record, edit, cancel, and delete records for all judges and locations.

About the Scheduling Module

The Scheduling module is the place in DISCUS-B where you must record all events scheduled for your judge's courtroom and certain other events scheduled for other places. Scheduling data are information about the expected use and availability of courtrooms and other spaces that serve as courtrooms. You will record scheduling data in DISCUS-B when you learn that an activity or event will take place *in the future*. You will also record scheduling data in DISCUS-B when you know *in advance* that a courtroom will *not be available* for use.

Creating Scheduling Records in DISCUS-B

The Scheduling module includes a Calendar View and a Detail View. The Calendar View is the place to start entering scheduling information, since this is where you select the date and place where events will be held. You will then proceed to the Detail View, where you can record more specific information about the event. Each of the views is described below.

The Scheduling Calendar View

Click on the "Enter Scheduling Data" button on the main menu. DISCUS-B will open to the Calendar View. The example below shows the day view for July 16, 2010, in the Federal Building's Courtroom A.

There are several features to note about the Calendar View:

1. The name of the module appears in the upper left corner of the screen—in this case, "Scheduling Data." Always check to be sure you are recording data in the correct module. In addition to the name, notice the color. The Scheduling module is highlighted in blue; the Actual Use module is highlighted in green.

2. A courtroom name appears on the left and also at the top of the screen. This is your default courtroom—that is, the one your court liaison identified as the room for which you would most often be entering data. Most likely, it is your judge's assigned courtroom. When you first open the Scheduling module, DISCUS-B will present the Calendar View for your default courtroom.

3. On the left below the monthly calendar are listed the courtrooms and other locations where events might take place in your district. Notice that the rooms in your version of DISCUS-B have been customized for your district.

4. The Calendar View defaults to today's date.

5. At the top is a button for "New Event," which you will click on when you want to record an event that is being scheduled for your judge's calendar. You can also create a new event and automatically schedule a one-hour block of time for that event by double-clicking on the appropriate hour in the daily Calendar View. Also at the top is the "Go to" button, which is used to open, in a separate window, the Actual Use module, the Help screen, or the Main Menu.

6. The "Formatting" button on the upper right allows you to choose the "Summarize" option, which gives you a detailed view of events you've scheduled.
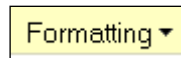

7. The "Other Views" link on the lower left allows you to see the data in different ways—for example, by data recorder, room, or judge.

8. The "Link Status" option under "Other Views" can be used to see whether scheduling records have been linked to corresponding actual use records (see

illustration at 7, above). If there is a scheduling record in DISCUS-B, there must be some resolution of the scheduled event—that is, it must be resolved through an actual use record, or it must be cancelled or rescheduled. If a scheduling record is linked to an actual use record, a handshake icon will appear, as shown below.
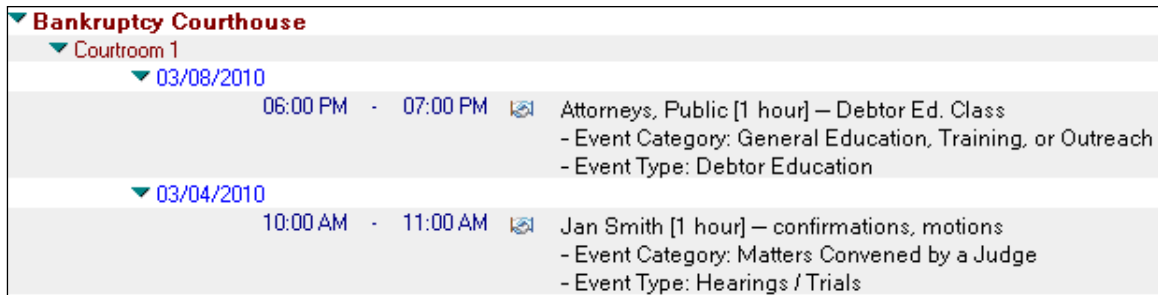
9. The "Unresolved Events" option is a very important feature (see illustration at 7, above). It allows you to see any events you have scheduled for dates in the past but you haven't yet "resolved"—that is, events that haven't been either cancelled, rescheduled, or linked to an actual use event. This is a helpful view for checking whether you've entered an actual use event for every event you've scheduled.

10. The "Cancelled Events" view allows you to see all the scheduled events that have been cancelled (see illustration at 7, above). If you need to restore a previously cancelled event, you can pull up the event under this view and click on "Restore."

11. The "Quality Control Reports" view displays records that do not conform to the expectations or requirements for recording data in DISCUS-B. Each Quality Control Report is available in both the Scheduling module and Actual Use module. Each of these reports summarizes records in a different way. Most start by grouping events by an anomaly not expected in the data records—for example, records on weekends or holidays. All anomalous records included in these reports should be either corrected or approved as correct by the court liaison.

The Scheduling Detail View

This is the view where you will record specific information about an event you are scheduling for a future date. All fields are required, and you can't save a record until you have completed all fields. Since several of the items in the Detail View are defaults, you will have to record only a few pieces of information in this view:

1. Event category and event type
2. Calendar and case information
3. Event description
4. Whether the courtroom was the judge's assigned courtroom and, if not, why not
5. Whether the need to use the selected room affected the date or time of the scheduled event, and if so, how

The principal features to note in the Detail View are as follows:

1. The "General Information" section of this view identifies the site, room, date, and time for the event being scheduled. These items are carried over from the Calendar View, but you can change them by using the pull-down menus in this section.

2. The "Event Information" section (pictured at the top of the next page) asks you to identify the "Event Category" and "Event Type" for the event you're scheduling. If you've chosen "Matters Convened by a Judge" as the event category, DISCUS-B requires you to record the event's calendar information and case information.

Event Information

*Event Category:	⦿ Matters Convened by a Judge
	○ Other Case-Related Activity
	○ Bankruptcy Court Ceremony
	○ General Education, Training, or Outreach
	○ Maintenance (during normal court hours)
	○ Special Circumstances: Room Cannot be Used or Judge Away
	○ Other Use

*Event Type:	○ Hearings / Trials
	○ Conferences (e.g., status, settlement, etc.)
	⦿ A Mix of Event Types (e.g., both hearings and conferences)
	○ Other Matters Convened by a Judge

| *Calendar Information: | ⦿ Regularly Scheduled Calendar |
| | ○ Specially Set Time |

*Case Information: Identify the types of cases included in the proceeding *(check all that apply)*	☑ Chapter 7	☐ Chapter 15
	☐ Chapter 9	☐ SIPA (15 U.S.C. Sections 78aaa et seq)
	☑ Chapter 11	☐ Adversary Proceedings
	☐ Chapter 12	☐ Other
	☐ Chapter 13	

3. The "Event Description" section asks for a brief description of the event, such as "status conference" or "emergency hearing." It is a free text field.

> *Event Description:
> (*brief*)

4. The name of the judge is carried over as a default. You can change it by using the pull-down menu or entering the correct name manually.

> *Judge Convening the Proceeding:
> Smith , Jan ▾
> Johnson , William ▲
> Jones , Robert
> **Smith , Jan**
> m Selection Informa Visiting Judge
> Other Judge ▼

5. DISCUS-B assumes the event is being held in your judge's assigned courtroom, but if it isn't, DISCUS-B asks that you record that fact and then answer a question about why the event was scheduled in a different location. This question appears in the "Room Selection Information" section (pictured on the next page).

Room Selection Information

*Is the Selected Room the Judge's Assigned Courtroom?	○ Yes ◉ No ○ Judge does not have an assigned courtroom
*Reason(s) for Using this Room: *(check all that apply)*	☐ Assigned Courtroom Is Unavailable ☐ Is Convenient for Trustee, Attorneys, or Parties ☐ Is Handicap Accessible ☐ Has Computer / Audio / Video Equipment ☐ Has Larger Space (e.g., for multiple parties) ☐ Has Special Security Features ☐ Is Available / No Special Features Required ☐ Preferred Non-Courtroom Space for this Event ☐ Using Courtroom in Divisional Office or Other Location ☐ Other
*Did the Need to Use the Selected Room Affect the Date or Time of the Scheduled Event?	○ Yes ○ No

6. The "Room Selection Information" section also asks "Did the Need to Use the Selected Room Affect the Date or Time of the Scheduled Event?" If the answer is yes, two follow-up questions appear regarding the reasons for the selection and its effect.

|	
*Did the Need to Use the Selected Room Affect the Date or Time of the Scheduled Event?	◉ Yes ○ No
*What Effect Did the Need to Use the Selected Room Have On the Scheduled Date or Time? *(check all that apply)*	☐ Chose a date a week or less different from the preferred date ☐ Chose a date more than a week different from the preferred date ☐ Chose a time an hour or less different from the preferred time ☐ Chose a time more than an hour different from the preferred time
*What Were the Reasons for Choosing a Date or Time Other Than the Preferred Date or Time? *(check all that apply)*	☐ Could not schedule enough time on the preferred date ☐ Could not schedule enough time at the preferred time ☐ Could not schedule time for consecutive days ☐ Other

7. Once you've finished recording all the data, click on the "Save" button at the top of the screen. Note that DISCUS-B will not permit you to close a record until you've completed every field. DISCUS-B will display the message below if you recorded the event successfully.

Status ✕

ⓘ   Event saved successfully.

[OK]
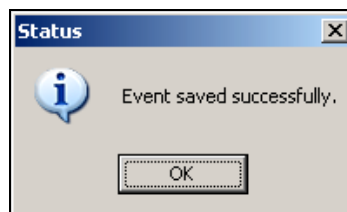
Scheduling a Recurring Event

Many events, such as regularly scheduled motions days, occur repeatedly on a regular schedule. DISCUS-B permits you to schedule these types of proceedings through a single entry using the "Repeat" function.

1. Schedule the event as you would any other event using the instructions on the preceding pages.

2. Before saving your entry, click on the "Repeat" button at the top of the screen. It's located near the "Save" button.
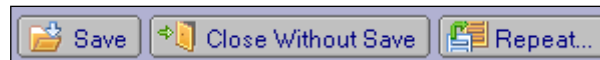
3. A pop-up window appears, asking for information on how the event repeats. Create the repeating event using the appropriate pull-down menus and click on "OK." Remember that the Repeat function defaults to the present day of the week—that is, if it's Tuesday, the Repeat function will default to Tuesday. Make sure to click on the appropriate day of the week for the event you're scheduling.
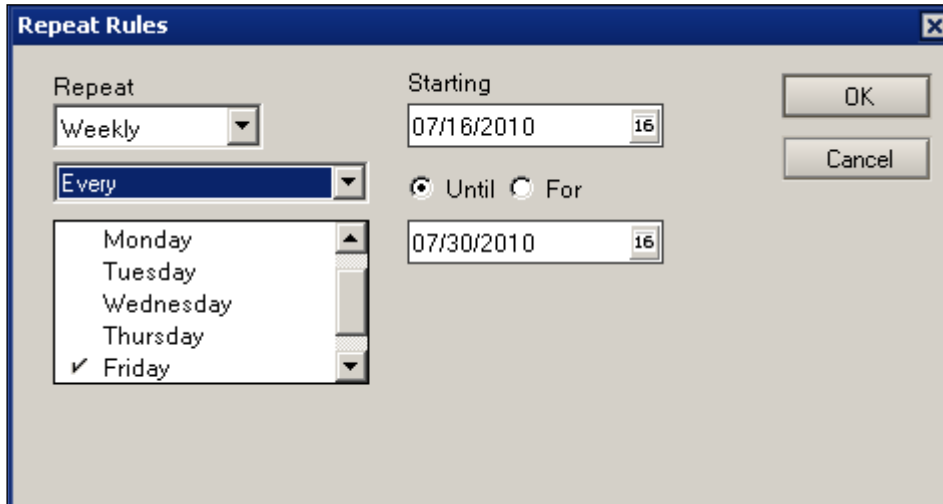
4. Click on the "Save" button. The word "Repeat" will appear next to the event description to let you know it's a recurring event.

Modifying, Canceling, and Restoring Scheduled Events
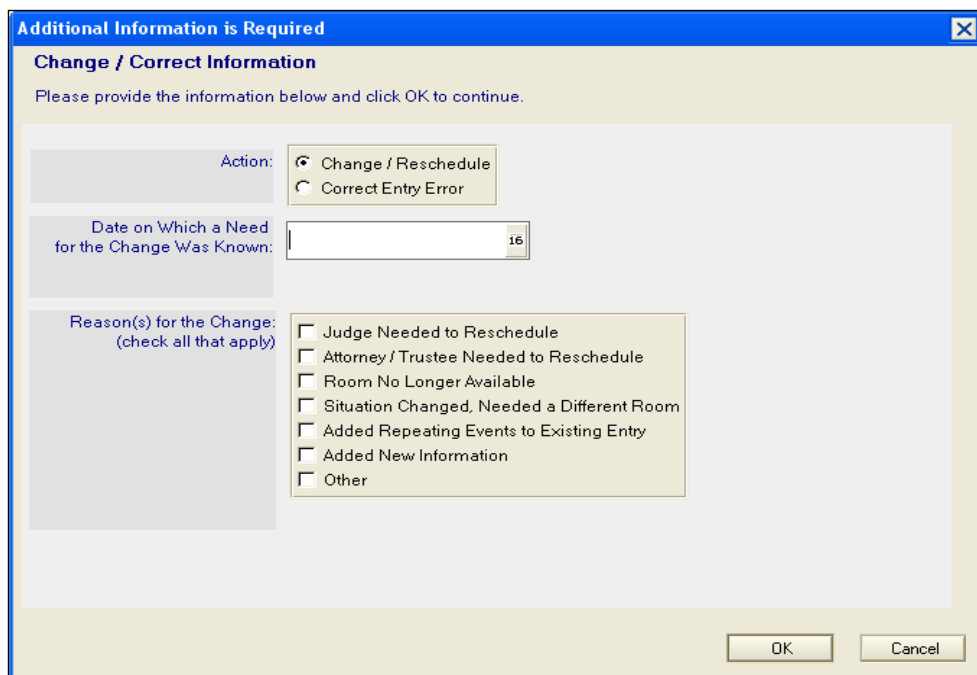
For any number of reasons, you may need to modify or cancel events you've already scheduled. You may also want to restore a previously cancelled event. Making such changes in DISCUS-B is a very straightforward process.
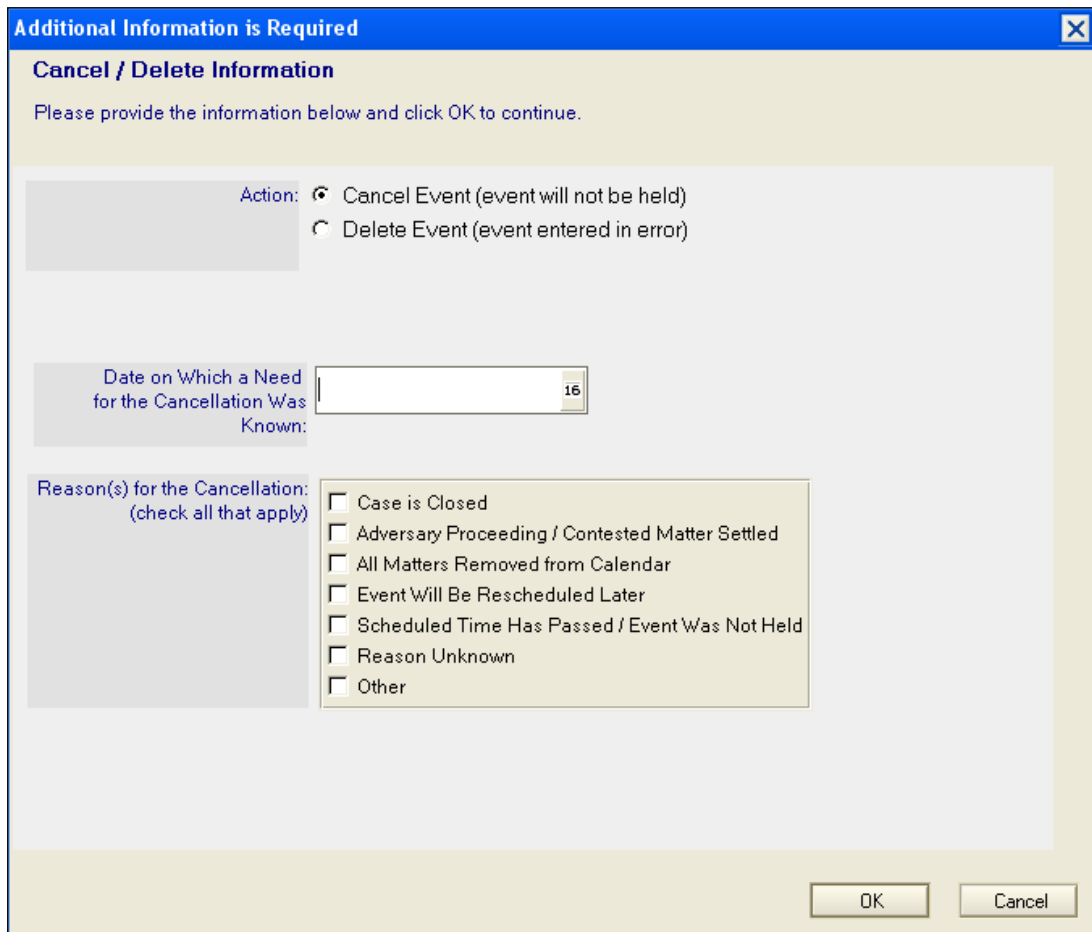
Modifying a Scheduled Event

1. Find the scheduled event you want to modify and double-click on it to open it.

2. Click on the "Edit or Cancel Event" button at the top of the screen.

3. Make the change to the "General Information" section and any other sections as necessary.

4. Click on "Save Change/Correction."

5. Complete the "Change/Correct Information" pop-up window that appears. First, choose "Change/Reschedule" or "Correct Entry Error," as appropriate. Then record the date when the court learned about the change. Select all the reasons the event is being modified. Note that different "Reason(s) for the Change" appear depending on whether it is a change/rescheduling or an error correction.

6. Click on "OK." If your event is one in a series of events, you have the option to make the change for all events. In that case, choose "All Instances" (rather than "Just This Instance") and click on "OK."

7. After saving an event, DISCUS-B returns you to the Scheduling Calendar View for the date and location you were viewing before editing the event. If you changed either the date or the location while editing the event in the Scheduling Detail View, you will have to navigate to that new date and/or location to see the saved event. If you're rescheduling all instances of a multi-day event and your modification will span a weekend or holiday, check to make sure that the individual days of the event have been shifted as you intended. If any events have been shifted into weekends or holidays, you will need to manually reschedule them.

Canceling a Scheduled Event

1. Find the scheduled event you want to cancel and double-click to open it.

2. Click on the "Edit or Cancel Event" button at the top of the screen.

3. Click on "Cancel/Delete Event" (next to "Save Change/Correction" near the top of the screen).

4. Complete the "Cancel/Delete Information" pop-up window that appears. First, choose "Cancel Event (event will not be held)". Then record the date when the court learned about the cancellation. Select all the reasons for the cancellation.

5. Click on "OK." The event has been cancelled.

6. If the event never should have been entered (i.e., it was entered in error), follow Steps 1–3, above. In the "Cancel/Delete Information" window, select "Delete Event." Then record the date when the court learned about the need for deletion. Select the "Reason(s) for the Cancellation." Click on "OK." The event has been deleted. Note that deleted records cannot be retrieved.

Restoring a Cancelled Scheduling Event

1. In the Calendar View, click on "Other Views" and then "Cancelled Events."

2. Choose the site and date on which the entry was originally scheduled (prior to cancellation). Find the correct event and highlight it by clicking on it.

3. Click on the "Restore" button at the top of the screen.

4. Once the event opens, change any information necessary.

5. Click on the "Restore" button near the top of the Detail View screen.
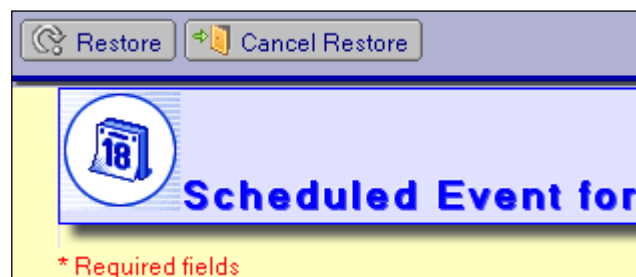
6. Complete the "Restore Information" pop-up window. Record the date when the court learned about the need to restore the event. Then, select all the reasons the event is being restored.

7. Click on "OK."

Scheduling Record History

For all scheduling events, you can see a record history, including who recorded the original entry and when, and all modifications to the original entry. In the Detail View of an event record, scroll to the bottom of the screen and click on "Record History" to see this complete record history. An example is shown below.

Resolving Scheduled Events

If there is a scheduling record in DISCUS-B, there must be some resolution of the scheduled event—that is, it must be resolved through an actual use record, or it must be cancelled or rescheduled. We've already demonstrated how to cancel or reschedule a previously scheduled event. Those are both done in the Scheduling module. To resolve an event that actually happened, create an event in the Actual Use module. See the next section for specific instructions on linking the actual use record to the scheduling record.

Below is the "Unresolved Events" view in "Other Courtroom Views," which allows you to see which scheduled events have not been resolved. This view is refreshed in real time. If you've resolved the scheduled event (e.g., rescheduled it, canceled it, or created an actual use event and linked it), the event will disappear from the "Unresolved Events" view immediately.

Room	Date	Start		End	Event Information
▼ Bankruptcy Courthouse					
▼ Courtroom 1					
▼ 01/12/2010					
		08:00 AM	-	06:00 PM	Jan Smith [10 hours (Repeat)] — judge at FJC conference - Event Category: Special Circumstances: Room Cannot be Used or Judge Away - Event Type: Judge on Official Business Elsewhere for 6+ Hours
▼ 01/11/2010					
		08:00 AM	-	06:00 PM	Jan Smith [10 hours (Repeat)] — judge at FJC conference - Event Category: Special Circumstances: Room Cannot be Used or Judge Away - Event Type: Judge on Official Business Elsewhere for 6+ Hours
▼ 12/02/2009					
		02:30 PM	-	03:00 PM	Jan Smith [30 mins] — Ch 11 hearing - Event Category: Matters Convened by a Judge - Event Type: Hearings / Trials

About the Actual Use Module

The Actual Use module is the place in DISCUS-B where you must record all events that take place in courtrooms and certain other events scheduled for places outside the courtroom. What events should you record that occur outside the courtroom? There are two types. The first is any matter convened by a judge. These matters include settlement conferences, status conferences, and any other event involving a case and the parties, no matter where these events occur (e.g., in chambers, in a state courthouse). The second is any ceremony, such as a naturalization ceremony or a swearing in of new attorneys, conducted in some place other than the courtroom.

Actual use data record things that have already happened. You will record actual use data in DISCUS-B when you learn that an activity or event *has taken place*.

Creating Actual Use Records in DISCUS-B

The Actual Use module includes a Calendar View and a Detail View. The Calendar View is the place to start entering actual use information, since this is where you select the place and date events were held. You will then proceed to the Detail View, where you can record more specific information about the event. Each of the views is described on the following pages.

The Actual Use Calendar View

To access the Actual Use module, go to the DISCUS-B main menu and click on the "Enter Actual Use Data" button. Or, if you already have the Scheduling module open, use the "Go to" button and click on "Actual Use Data."

The module will open to the Calendar View. The example below shows the day view for October 20, 2009, in the Federal Building's Courtroom A.

There are several features to note about the Calendar View:

1. The name of the module appears in the upper left corner of the screen—in this case, "Actual Use Data." Always check to be sure you are recording data in the correct module. In addition to the name, notice the color. The Actual Use module is highlighted in green; the Scheduling module is highlighted in blue.

2. A courtroom name appears on the left and also at the top of the screen. This is your default courtroom—that is, the one your court liaison identified as the room for which you would most often be entering data. Most likely, it is your judge's assigned courtroom. When you first open the Actual Use module, DISCUS-B will present the Calendar View for your default courtroom.

3. On the left below the monthly calendar are listed the courtrooms and other locations where events might take place in your district. Notice that the rooms in your version of DISCUS-B have been customized for your district.

4. The Calendar View defaults to today's date.

5. At the top is a button for "New Event," which you will click on when you want to record an event that has happened.

6. Also at the top is the "Go to" button, which is used to open, in a separate window, the Scheduling module, the Main Menu, or the Help screen.
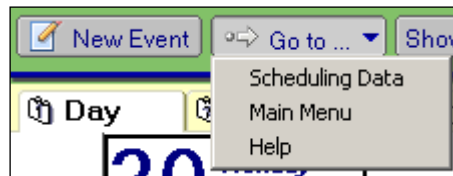
7. The "Formatting" button on the upper right allows you to choose the "Summarize" option, which gives you a detailed view of events you've recorded.
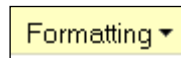
8. The "Other Views" link on the lower left allows you to see the data in different ways—specifically, by data recorder, room, date, judge/other user, or link status.

The Actual Use Detail View

This is the view where you record information on an event *that has been held* and also where, if the event was previously recorded, you can edit or delete it. All fields are required, and you can't save a record until you have completed each field.

The principal features to note in the Detail View are as follows:

1. The "General Information" section of this view identifies the site, room, and date the event occurred. These items are carried over from the Calendar View, but you can change them by using the pull-down menus in this section. The only data you have to record in this section are the start and end times, which you can enter either manually or by clicking on the respective clocks.

2. If there is at least one previously scheduled event (in the Scheduling module) on the date and in the room you've selected, a "Copy Scheduled Event Information" button will appear in the "General Information" section. Click on this button to see a list of events scheduled for that date and location. Highlight the event you want (i.e., the one you want to create an actual use record for) by clicking on it and then click on "OK." This will pull all scheduling data over from the Scheduling module. Note that you can create an actual use record without a corresponding scheduling event, since not all events that occur are scheduled in advance (e.g., an emergency hearing, an impromptu meeting between attorneys).

3. If you've successfully copied the scheduling information, the word "Linked" will appear in the upper right-hand corner of the Detail View. A parenthetical will also indicate how many scheduling records have been linked to this actual use record (e.g., "1 event," "2 events").

Linked (1 event)

4. On the Detail View screen, the "Event Information" section asks you to identify the "Event Category" and "Event Type" for the event you're scheduling. If you copied the information from a scheduled event, this will already be filled in.

Event Information

*Event Category:
- ○ Matters Convened by a Judge
- ○ Other Case-Related Activity
- ○ Bankruptcy Court Ceremony
- ◉ General Education, Training, or Outreach
- ○ Maintenance (during normal court hours)
- ○ Special Circumstances: Room Cannot be Used or Judge Away
- ○ Other Use

*Event Type:
- ◉ Debtor Education
- ○ Attorney / Trustee Education and Training
- ○ Staff Education and Training
- ○ Public Education and Outreach
- ○ Other Education, Training, or Outreach

5. The "Event Description" section asks for a brief description of the event, such as "status hearings" or "debtor education." It is a free text field.

*Event Description:
(brief)

6. The name of the judge is carried over as a default. You can change it by using the pull-down menu or entering the correct name manually.

*Judge Convening the Proceeding: Smith , Jan

- Johnson , William
- Jones , Robert
- Smith , Jan
- Visiting Judge
- Other Judge

m Selection Informa

7. If you selected "Matters Convened by a Judge" in the "Event Category" field, a question will appear: "Is This a Continuation of a Previous Actual Use Event?" Choose "Yes" only if this actual use event is connected to another actual use event. And when asked to identify which event it's connected to, enter the immediately preceding date on which the event was held. For example, if it's the end of the day on Wednesday and you're recording time for a multi-day trial that began Monday morning, you'll answer yes (because the event is a continuation of a previous actual use event), and when asked for the date of the previous event, you'll give Tuesday's date, which is the immediately preceding date.

8. DISCUS-B assumes the event is being held in your judge's assigned courtroom, but if it isn't, DISCUS-B asks that you record that fact and then answer the question about why the event was scheduled in a different location. This question is found in the section "Room Selection Information."

9. The last section in the Detail View is "Related Activity Information." This section of DISCUS-B, which is shown on the next page, is intended to provide a time-saving way for you to capture the time spent by others in the courtroom either before or after the main event (i.e., before or after the hearing, ceremony, etc.) that was held in the courtroom. Always record the main event first, and then include the related activities.

Remember that for purposes of the study, "court staff" include courtroom deputies, judicial assistants, court security officers, court reporters, interpreters, and IT staff. You do not need to record the time for each individual who is in the courtroom. We want you to capture only the time of the earliest arrival and the final departure for each category of persons in the room.

10. Once you've finished recording all the data, click on the "Save" button at the top of the screen. Note that DISCUS-B will not permit you to close a record until you've completed each field. DISCUS-B will display the message below if you recorded the event successfully.
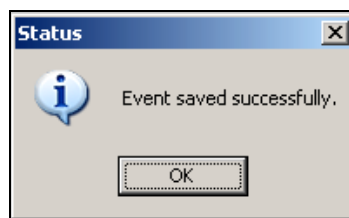
Modifying or Deleting Actual Use Events

For any number of reasons, you may need to modify or delete actual use events. Making such changes in DISCUS-B is a very straightforward process.
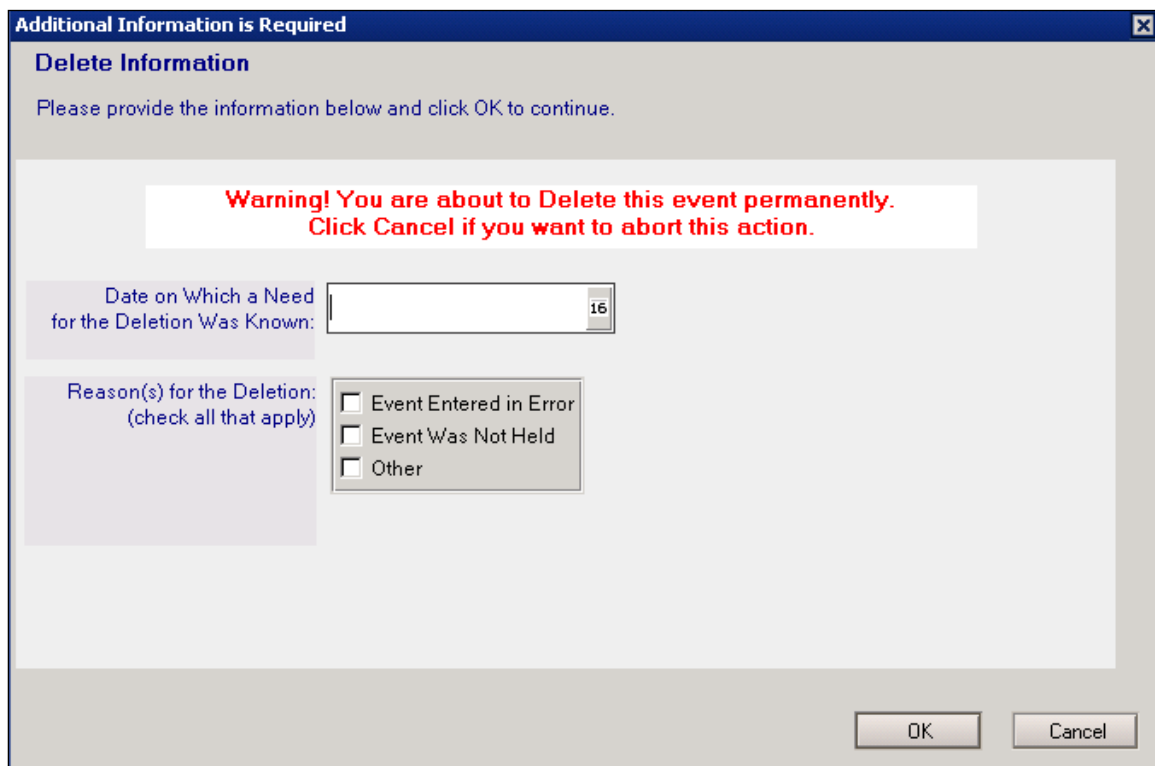
Modifying an Actual Use Event
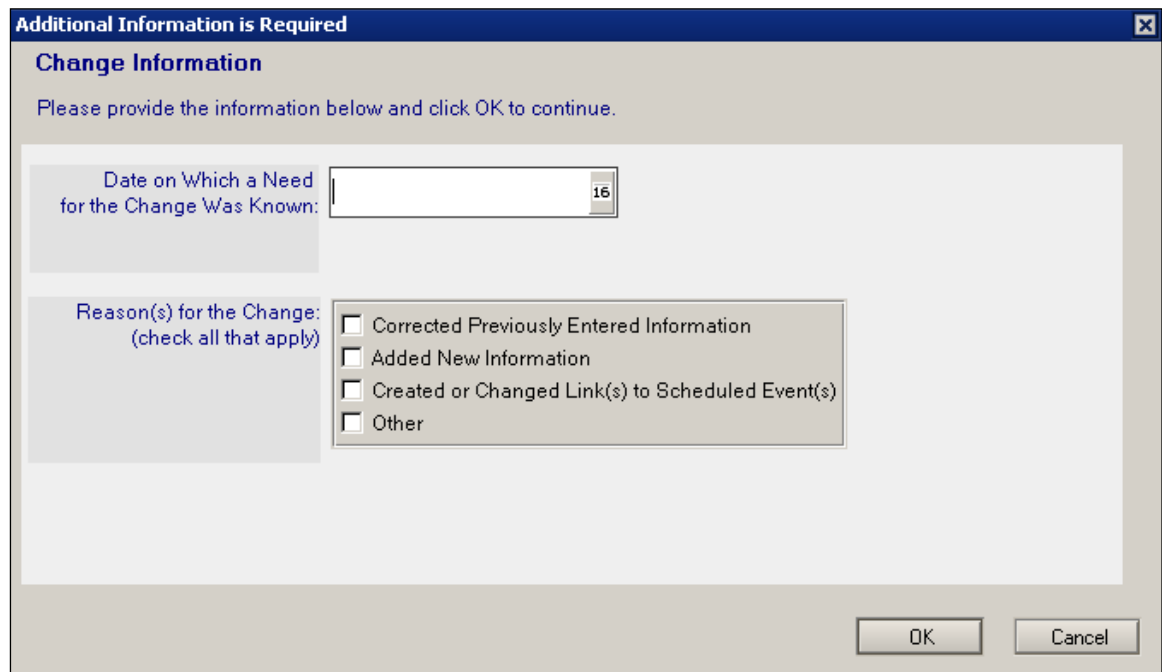
1. Find the actual use event you want to modify and double-click on it to open it.

2. Click on the "Edit or Delete Event" button at the top of the screen.

3. Make the change to the "General Information" section and any other sections as necessary.

4. Click on "Save Change."
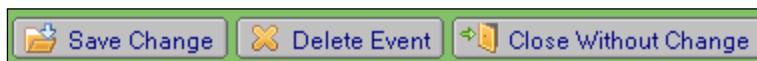
5. Complete the "Additional Information is Required" pop-up box that will appear. Record the date when the court learned about the change and select all the reasons the event is being modified.

6. Click on "OK."

7. After saving an event, DISCUS-B returns you to the Actual Use Calendar View for the date and location you were viewing before editing the event. If you changed either the date or the location while editing the event in the Actual Use Detail View, you will have to navigate to that new date or location to see the saved event.

Deleting an Actual Use Event

1. Find the scheduled event you want to delete and double-click to open it.

2. Click on the "Edit or Delete Event" button at the top of the screen.

3. Click on "Delete Event."
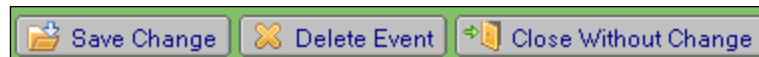
4. Complete the "Additional Information is Required" pop-up box that will appear. Record the date when the court learned about the need to delete the record, and select all the reasons for the deletion.

5. Click on "OK." The event will be deleted. The Actual Use module does not have a "Restore" option. Once an event has been deleted, it cannot be restored. If you've deleted the event in error, simply create a new scheduling record for the event. Don't forget to link it to the scheduling record (if there is one).

Actual Use Record History

For all actual use events, you can see a record history, including who recorded the original entry and when, as well as all modifications to the original entry. In the Detail View, scroll to the bottom of the screen and click on "Record History" to see this complete record history.


Linking Actual Use Events to Scheduled Events

The "Link Status" option under "Other Courtroom Views" is used to see whether actual use records have been linked to corresponding scheduling records. If there is a scheduling record in DISCUS-B, there must be some resolution of the scheduled event—that is, it must be resolved through an actual use record, or it must be cancelled or rescheduled. If an actual use record is linked to a scheduling record, a handshake icon will appear, as shown below.
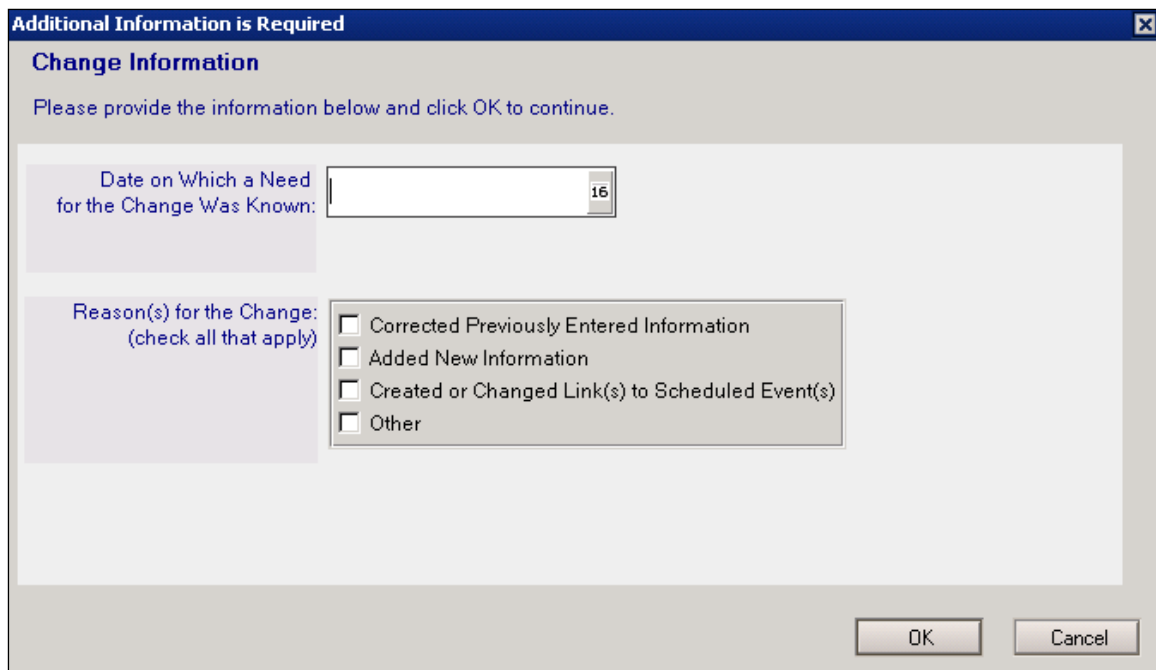

If an event in this view does not have a handshake icon, but you know it should be linked to a previously scheduled event, you can link it after the fact. In the "Link Status" view, double-click on the actual use event you want to link. On the "Detail View" screen, click

on the "Edit or Delete Event" button. Click on the button in the "General Information Section" that says "Link to Scheduled Event Only."
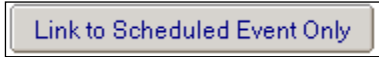
Select the event you want to link to and click on "OK." The phrase "Linked (1 event)" will appear in red at the top right of the screen. Click on "Save Change."

Complete the "Additional Information is Required" pop-up box that will appear. Record the date when you learned about the need to link the record, and under "Reason(s) for the Change," select "Created or Changed Link(s) to Scheduled Event(s)."

When you go back to the "Link Status" view, you will immediately see the handshake icon for the event you just linked.