

Conference Scheduling with Appointment Slots

Appointments are to be made in accordance with any order or protocols issued specific to that courtroom.

Click on the link below to access the calendar you need.

[Providence Superior Courtroom 4 Calendar](#)

[Providence Superior Courtroom 9 Calendar](#)

Note: Courtroom 9 will do their best to accommodate the requested time but start times may be delayed due to video conferencing commitments with the Department of Corrections.

You will need to sign in with a google account. You can create a Google account [here](#).

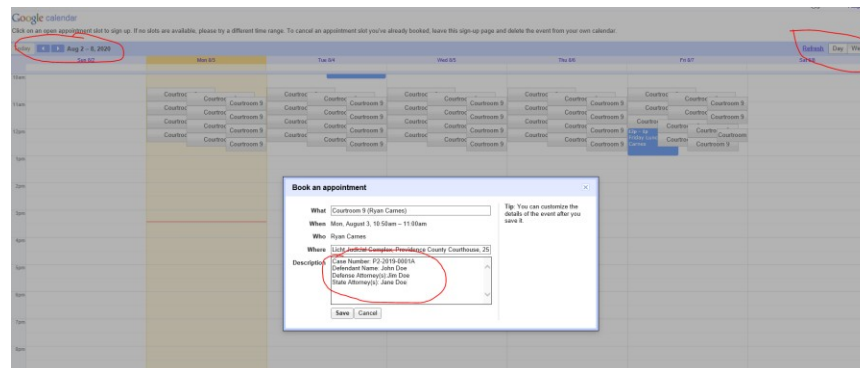
Once you have logged onto your Google Account and clicked on the specific Providence Superior Courtroom Calendar link, you will see the Courtroom Calendar.

The date range will be in the upper right corner. Toggling between a Week or Day view will be in the upper left corner.

Scheduling a Court Appointment

Follow the steps below to schedule a court appointment:

1. Click on the specific Providence Superior Courtroom Calendar link
2. Click on the Appointment Slot for the Day and Time you want to book a Court Appointment
3. A “Book an appointment” box should pop up, which looks like this:



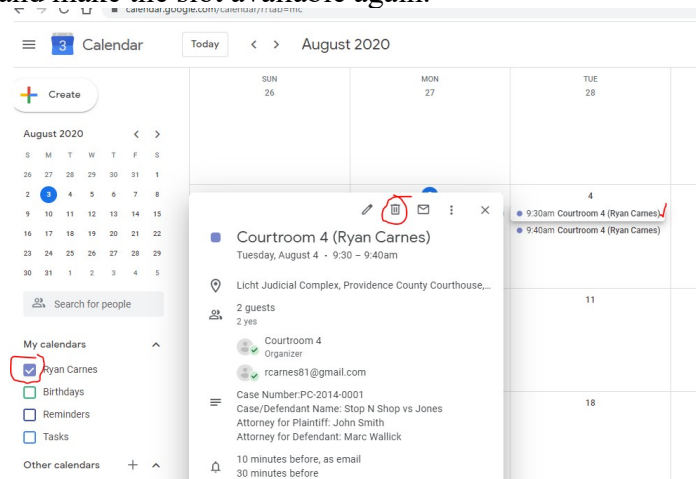
4. Edit **ONLY** the **DESCRIPTION** field with the requested information and **SAVE**

(continued)

Cancelling a time slot

If you need to cancel a timeslot go to **YOUR** google calendar. Follow the steps below to cancel a scheduled Court Appointment Slot:

1. Log onto the Calendar of **YOUR** Google account
2. Click on the timeslot you scheduled and click the trash can icon. This will cancel the appointment and make the slot available again.



Please note that if you delete the Court Appointment Slot, you will be deleting the event on all calendars (i.e. the Courtroom Calendar, your calendar, and any other invitee's calendar).

Do not send emails to or reply to emails to or from the Court Gmail account.

Updated: May 13th, 2021