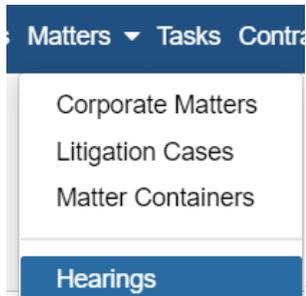


Awesome Manage Hearings

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How to access it

From the main menu "**Matters -> Hearings**"



Add/Edit a Hearing

Hearings can be added in 2 ways

1- From the Quick Add drop-down list

Add ▾

- Company
- Contact
- Corporate Matter
- Contract
- Matter Container
- Litigation Case
- Hearing**
- Intellectual Property
- Task
- Log Time
- Expense
- Meeting
- Reminder

2- From the Stages & Activities tab in a Litigation Case via the actions button Add hearings

M00000144 Criminal Agency Grid x Bandia
Matter - Litigation Case

Trust 0.00 USD | Paid 0.00 USD | Due 0.00 USD

Dispute | **First Instance Court** (Judge)

last attended hearing 2021-05-10 10:00:00 By Michael James, Anastasia Katts

Court Type: Commercial Court | **Court Degree / Circuit:** Court of First Instance (Primary)
Court Region: Dubai | **Court:** Dubai DIFC Courts
Client: Collection Department | **Client Position:** Plaintiff
Judgment Date: 2021-05-10 | **In this Stage for:** 35 day(s)

External/Court Reference | Date

External/Court Reference	Date
212/2021	2021-05-02

Hearings (2) | Tasks (1) | Events

Actions: Add Stage, Add Hearing, Add Event, Add Task, Add Reminder, Export to Excel

The Hearings grid is as such:

Hearings | My Hearings | Save Filter

Filter Search | Search

Hearing Date	Court Type	Name	Assignee(s)	Hearing Type	Stage
2021-06-30 10:00	Appeal Court	Online Court Hearing Branding VS Bessy	William Singleton	Investigation Hearing	First Instance Cot
2021-06-29 10:00	Criminal Courts	Criminal Agency Grid x Bandia	Michael James,William Singl...	Court hearing	Dispute
2021-06-02 10:00	Criminal Courts	Criminal Agency Grid x Bandia	Michael James,William Singl...	Court hearing	Dispute
2021-05-31 10:00	Execution Court	Debt Collection Dispute	Michael James		Execution

You will be able to add the latest development of every hearing from the grid itself.

Once the Litigation Case is inserted in the Hearing form, all the data that is inserted in the Litigation Data tab is fetched such as Client, Opponent, Lawyers assigned, Judges, Opponent Lawyers and more. If the Hearing is being added from within the Stages & Activities tab in a litigation case, the associated litigation Case is selected by default.

Add Hearing

Matter Name* →
Start typing to select from possible matches of matter, client or use the Matter ID ex. M10

Stage **First Instance Court** ⓘ Select ×

Hearing Type +

Hearing Date* 📅

Assignee(s) +
[Assign to me](#)

Time Spent ?

Send Notification by email Save Cancel

Once a Hearing is saved, a Reminder is created to the Lawyers in charge with the Hearing Date being the Due date of the newly created Reminder. A Hearing is designated with a Subject. The Subject is the hyperlink that will open the edit form of a Hearing.

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Postpone a Hearing

In a Hearing form, there is a field to inserted the Postponed to Date.

Postponed Until 📅

Reasons of Postponement

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Clone a Hearing

From the three dots next to the Hearing entry, there is a Clone action. The Clone feature will copy the same information of the Hearing entry to another one to be added and saved. It is basically used, in case a user at the Hearing form edited some of the data that is fetched from the Litigation Data tab such as a Judge change. The next time the user wants add a Hearing and maintain the changes, the clone feature is used.

