How to Add New Hearing

Objectives

• Add New Hearings for Litigation Cases

Steps

In LEXZUR, you can add hearings seamlessly via different methods.

To create a new hearing, users can effortlessly use the "Create" button in the navigation menu:

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ĥ	Company
1	Person
I	Corporate Matter
<u></u>	Litigation Case
1	Hearing
	Matter Container
i)	Contract/Document from Template
ý	Upload Contract/Document
Ŵ	Intellectual Property
Ē	Task
Ø	Time entry
	Expense
٩\$	Invoice
<u>:</u>	Meeting
	Reminder

Also, hearings can be added under the litigation Stages & Activities.

LEXZUR Dashboards -	Agile * Contacts * Matters * Tasks Contracts & Do	cuments * Reports * Time * Billing * More	* Create +				Universal Search	Ō D 🛗	ŋ 🖉 🖉 🍥 💄
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	Hearings (1) 🟦 Tasks 🔋	Events							
	> Common								

Here, you have the flexibility to manage the stages a case goes through and add related hearings under each stage or separately.

Hearings will be listed and tracked under the stages of the litigation case. Clicking on the hearing section reveals the list of hearings related to the selected stage.

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	Assigned to:					AP Assignees:			
e1.	Postponed Until:					Attachments: 0 Document(s)			
	A Hearing Type: Case List					Summary by lawyer:			
	Judgment: Set Judgment					w comments:			
									< < 1 > >> 1

To add a new hearing, click on the Actions button -> Add Hearing, or from the "+" button under the Hearings section within each stage

You must fill out some fields such as the related case name, hearing date and time, and hearing type. Users can also add a custom hearing type if not found in the predefined list. Lawyers can also attach related files if necessary.

New Hearing		•
Name:*		\rightarrow
M0000367: Litigation Case between A	BC x Maria	×
Start typing to select from possible matche ex. M10	s of matter, client or	use the Matter ID
Stage: Appeal Court (2) Select		← ×
Hearing Type:		Add Handar Torr
Online Hearing		
Hearing Date:*	Time:*	
2024-01-17	10:00	~
Assignee(s):		Assign to me
Start typing		
Sam Marven		×
Drop files here to t	Dupload or Browse	
Comments & Summary		~
Comments: ()		~
Comments & Summary Comments: Comments		~

Additional details, include specifying the stage, assigning lawyers to attend the hearing, and recording time spent.

 \bigwedge The time spent will be reflected in the related time logs of the case.

Lawyers can also add their comments before the hearing, and summaries after attending.

lew Hearing			
Comments & Summ	ary		~
Comments: 💿 🔸	-		
Comments			
Summary by lawyer: (2)	-		**
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			h
Summary to client: ⑦	-		
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[2024-01-17 09:56:01]:			
			1
			**
Save Save & Ad	d New		Cancel

Once done, an event will be created automatically on the calendar and a reminder for the attendees of the hearing.

For more information about LEXZUR, kindly reach out to us at help@lexzur.com.

Thank you!