

How to log time on Litigation Cases

Objectives

- Add time entries related to a litigation case.
- Record the time on matters using a timer.

Steps

The Time Tracking module In LEXZUR enables you to track your time manually by adding your time logs, or automatically by using the timer embedded inside the system.

To do that, simply open the case, click on the **Time Entries** tab, click on the **Actions** button, then choose **"Time entry"**, to record the time spent on a particular activity.

M00000230

Agency Grid X ABC Company

Matter - Litigation Case

General Info

Stages & Activities

Emails New

Related Advisor Tasks

Bills

Attachments

Expenses

Time Entries

Matters

Contracts & Documents

Settings

Trust

-900.00 USD

Paid

0.00 USD

Due

0.00 USD

Billable

<input type="checkbox"/>	Date	User	Effort	Rate	Category	Internal Status	Billable	Description
<input type="checkbox"/>	2023-06-02	Carolina Robinson	1h (1.00h)		Attending		No	
<input type="checkbox"/>	2023-06-02	Carolina Robinson	1h (1.00h)	300	Attending	To-Be Reviewed	Yes	

Save

Actions

Time entry

Export to Excel

Start Timer

Bulk Transfer to another Matter

Filter

Related Entity

App4Legal-USD (USD)

User

Username

From

YYYY-MM-DD

To

YYYY-MM-DD

Balance

Total Effort

2h

Billable

1h

Non-billable

1h

Total

300.00 USD

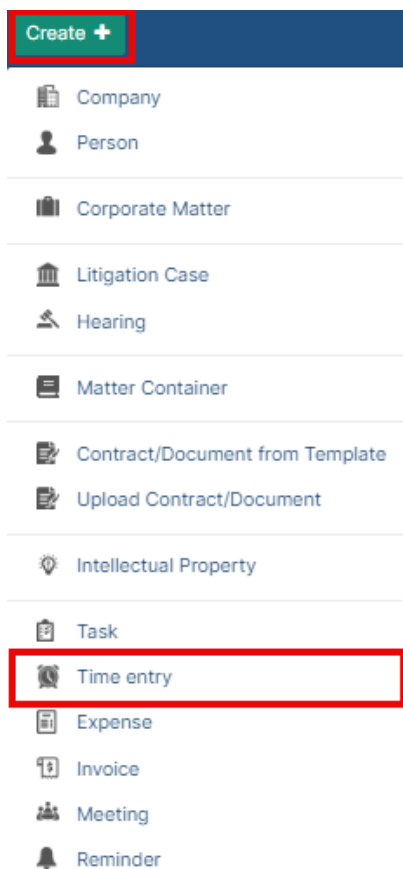
1

1 - 2 OF 2 ITEMS

10



You can also add any time entry directly from the **Create** button, and link it to the desired matter.



Adding time entries from the matter's page automatically sets some values, such as **Type** and the **Matter name**.

Likewise, the current **date** is set. However, you may choose another date and indicate the **Effort** logged in hours.

The **Client Name** is automatically retrieved from the related case's information as well.

Time entry



Type*
Matter

Matter*
M00000220: Backboss Company x Alvah Batz

Date*
2022-05-24

Effort*
H:MM

Comments

Category
None

Internal Status
Not Set

Client*
BackBoss Company

☐ Repeat

☐ Non-Billable

> More Fields

> Audit

Save

Save and duplicate

Cancel

Time log entries are billable by default unless you check the non-billable box.

Additionally, admins can choose the user related to such time entry and the user rate. Therefore, they can choose between either the system's predefined rate or a fixed rate (from the More Fields).

Time Logs could also be repeated on a daily basis. Check the **Repeat** option and set the **To Date**.



Weekend days and holidays will not be included in the repeated time logs.

Furthermore, you can also log time automatically by starting the timer embedded inside the system.

Click on the timer within the navigation menu **Start Timer**.

Choose the Type and specify the matter name, choose a category, and add comments if needed.

Start Timer



☒ Matter ☐ Task

Matter*


Category None

Comments

Start Timer

Cancel

Upon finishing, you will have the option to pause or end the timer, and the system will automatically calculate and log the time to the related litigation case.

Universal Search 

Manage Timer Start Timer

No Task
M00000229 - Legal
Opinion on Purchase
Agreement for BLP
No Contract
No Description

00: 00: 10
End Timer

No Task
M00000237 - legal
opinion on Service
Agreement
No Contract
No Description

02: 02: 05
End Timer

No Task

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

Thank you!