

# How to Add New Hearing

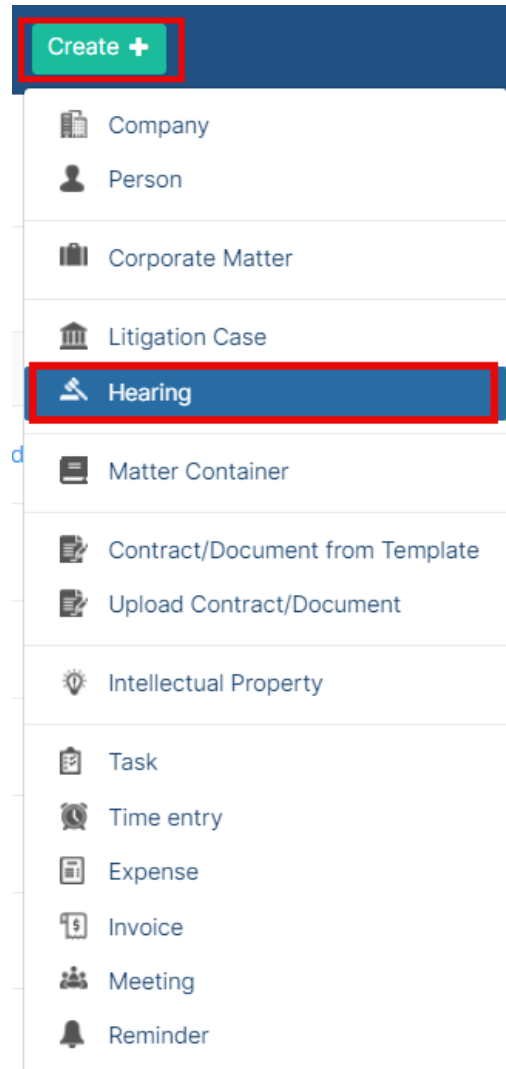
## Objectives

- 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:



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

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.



Under the **Common** section, you can add hearings that are separate and not related to any stage

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:\*

M0000367: Litigation Case between ABC x Maria

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

Stage: Appeal Court

Select

Hearing Type:

Online Hearing

+ Add Hearing Type

Hearing Date:\*

2024-01-17

Time:\*

10:00

Assignee(s):

Start typing

Sam Marven

Assign to me

Time Spent:

1:00

☒ Show hearing details in client portal

Drop files here to upload or Browse

Comments & Summary

Comments:

Comments

Save

Save & Add New

Cancel

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



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.

New Hearing

Comments & Summary

Comments:

Comments

Summary by lawyer:

Summary by lawyer

Summary to client:

Summary to client

Important Development:

[2024-01-17 09:56:01]:

Add Timestamp

Save

Save & Add 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](mailto:help@lexzur.com).

Thank you!