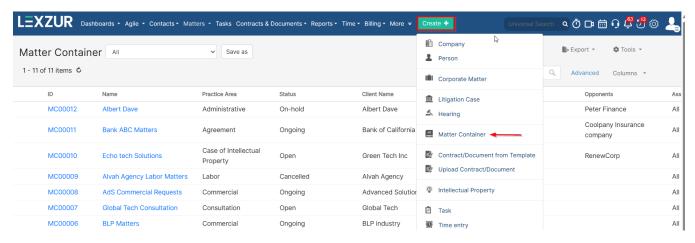# How to Manage Matter Containers

Objectives

- Insert a matter container in the database
- Correct/Revise/Update data related to an existing matter container
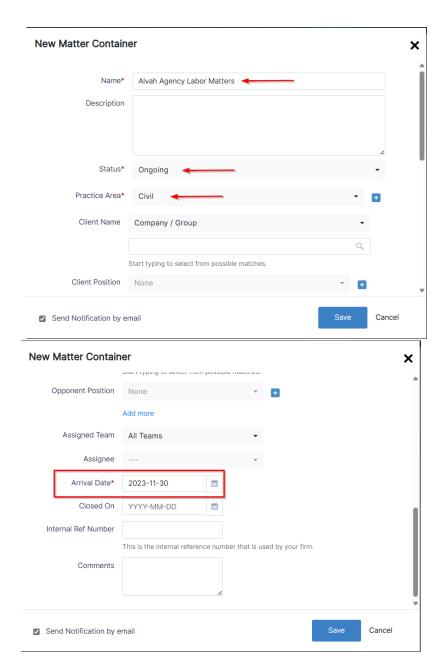- Capture and manage a matter container's details

Steps

In LEXZUR, you can easily and efficiently manage your matter containers. First, you have to add matter container to your database. You do that quickly from the **Create** button in the main menu.

There are 4 required fields:

- Name
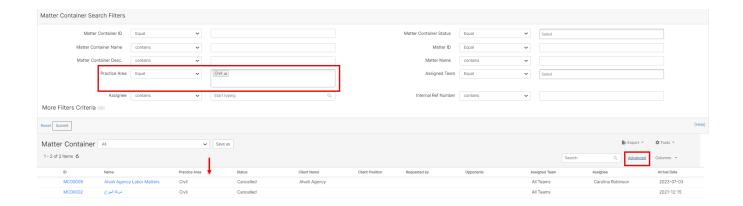- Status
- Practice Area
- Arrival Date

Other fields are optional; however, you can fill out these fields to make it easier to generate reports at a later stage. Optional fields include the description, client position, opponent, opponent position, requested by, assignee and so on.
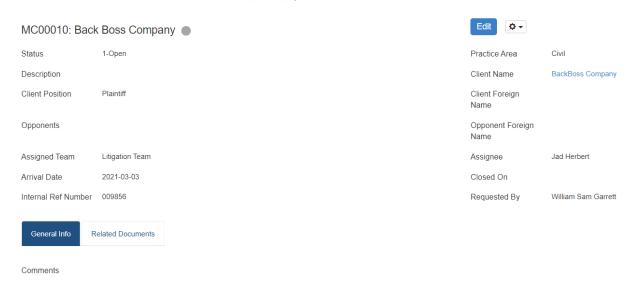
Once you've added your matter container, you can now manage all related information.

You can start by using the advanced filters that will help you search for Matter container based on criteria of your selection.
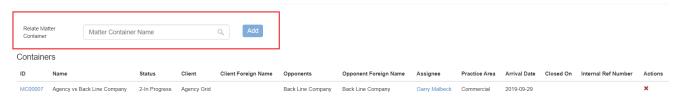
For example, you can search for matter container by Practice Area.

You can click on the Matter container's name or ID to open its page and edit or capture more information.

MC00010: Back Boss Company ⬤

Status	1-Open	Practice Area	Civil
Description		Client Name	BackBoss Company
Client Position	Plaintiff	Client Foreign Name	
Opponents		Opponent Foreign Name	
Assigned Team	Litigation Team	Assignee	Jad Herbert
Arrival Date	2021-03-03	Closed On	
Internal Ref Number	009856	Requested By	William Sam Garrett

General Info | Related Documents

Comments

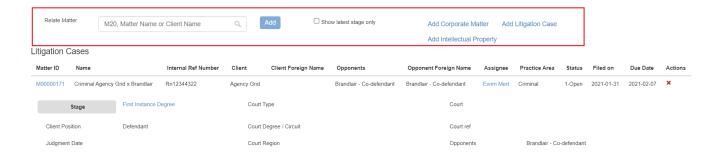You can relate matter containers by simply entering the matter container name and then press on the add button.

You can also relate matters by simply entering the matter ID, matter name or the client name and then press on the add button.

You have the option also to click on "**Show latest stage only**" checkbox and to add corporate matter, litigation case and intellectual property directly from this page.

Relate Matter	M20, Matter Name or Client Name 🔍	Add	☐ Show latest stage only		Add Corporate Matter	Add Litigation Case
					Add Intellectual Property	

Litigation Cases

Matter ID	Name	Internal Ref Number	Client	Client Foreign Name	Opponents	Opponent Foreign Name	Assignee	Practice Area	Status	Filed on	Due Date	Actions
M00000171	Criminal Agency Grid x Brandlair	Rn12344322	Agency Grid		Brandlair - Co-defendant	Brandlair - Co-defendant	Evrim Mert	Criminal	1-Open	2021-01-31	2021-02-07	✖

Stage	First Instance Degree		Court Type		Court	
Client Position	Defendant		Court Degree / Circuit		Court ref	
Judgment Date			Court Region		Opponents	Brandlair - Co-defendant

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

Thank you!