## How to Manage Litigation Stages

## Objectives

Manage Litigation stages

## Steps

The stages and activities tab includes the different Litigation Case stages with the associated litigation information. The information includes court type, court region, client position, and so on.

L M00000220 Backboss Com Matter - Litigation Case	ipany x Alvah Batz									=	E Actions
📄 General Info	Trust	0.00 USD	🐻 Paid	408.72 USD	Due	0.00 USD	Billable	0.00 USD	👩 Cap	10,000	.00 USD
Stages & Activities	Appeal Cou		m̂ ×								
📋 Related Advisor Tasks	ast attended hear	ng 2022-05-24 10:00	0:00 By Garry Malbec	k				<ol> <li>Audit</li> </ol>	🏂 Judges 🧴	Opponent	Lawyers
ocuments	Court Type:	Appeal Court		Court Degree / Cir	cuit: Court of Appeal						
Expenses	Court Region:	Abu Dhabi		Court:	Abu Dhabi Courts	S	Exter	nal/Court Reference		Date	Ð
🙆 Time Logs	Client:	BackBoss Compa	ny	Client Position:	Defendant			There	are no records.		
hatters 🖄	Judgment Date:	2022-01-30		In this Stage for	0 day(s) ?						
📴 Contracts	Hearings (1)	1 Tasks	<b>*</b>	Events 🚊							
🔅 Settings											
	> First Instan	ce Degree	Judged								
	> Common										

You can change a litigation stage by clicking on the Actions button -> Change Stage, and set the new stage as the "to".

M00000220 Backboss Com Matter - Litigation Case	npany x Alvah Batz								E Actions
General Info	Trust	0.00 USD 🐻 F	aid 408.72 USD	Due	0.00 USD	Billable 0.00 USD	5	Change Stag	je 🔶
The Stages & Activities	Appeal Cou	urt Ongoing 🛱 🔀						New Task	
Related Advisor Tasks	😁 last attended hear	ring 2022-05-24 10:00:00 By Garr	y Malbeck			<ol> <li>Audit</li> </ol>	i 🖄 Judges	New Remind Export to Ex	er cel
	Court Type:	Appeal Court	Court Degree / Circ	uit: Court of Appeal		External/Court Reference	L	Date	Ð
Time Logs	Court Region:	Abu Dhabi	Court:	Abu Dhabi Courts		The	re are no records	i.	
A Matters	Judgment Date:	2022-01-30	In this Stage for	0 day(s) ?					
📝 Contracts	(1)		i ruun 🖻						
🔅 Settings	Hearings (1,		Events						
	<ul><li>&gt; First Instant</li><li>&gt; Common</li></ul>	ICE Degree Judged	ŵ						
۲									0

At the top of this window, you can enter the court reference number, which is issued by the courts.

Change Stage	Cł	nan	ge	Stage
--------------	----	-----	----	-------

From	Appeal Court				ĺ
to*	None	Ŧ	ŧ		
External/Court Reference Details	No Data		Ŧ	_	
Client Position	Defendant	•	Ŧ		
Stage Status	None	Ŧ	Ŧ		
Judgment Date	YYYY-MM-DD	Ê	Hijri		
Opponent (1)	Person	•			
	Alvah A		C	2	
	Start typing to select from	possible ma	tches.		
Opponent Position	Co-Defendant		•	Ð	
				Save	Cancel
Add External/Court Re	eference				×

×

## External/Court Reference\* External/Court Reference YYYY-MM-DD m Date\* Hijri Comments

Save	Cancel

You can also enter other data:

- Client position: the position of your client in this new stage
  Stage status: the status of the stage
  Judgment date: Once judged, this date can be set.
  Opponent(s): Select who the opponents of this stage are, and what their positions are.
  Court Details:

Change Stage						×
Opponent (1)	Person •					•
	Alvah A	Q,				
	Start typing to select from possible ma	tches.				
Opponent Position	Co-Defendant	•	+			
	Add more					
Court Type	Nothing selected		•	Ð		
Court Degree / Circuit	Nothing selected		•	<b>H</b>		
Court Region	Nothing selected		~	Ð		
Court	Nothing selected		•	Ð		
	More Fields					*
				Save	Cano	cel

- Court Type: Based on the case type ex. Criminal Courts, Economy, Finance, etc.
   Court Degree: Based on the stage, ex. First Instance Court, Court of Cassation, High Courts
   Court Region: The area this court is located in.
   Court: The name of the court itself.

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

Thank you!