How to Add Reminders for Litigation Cases
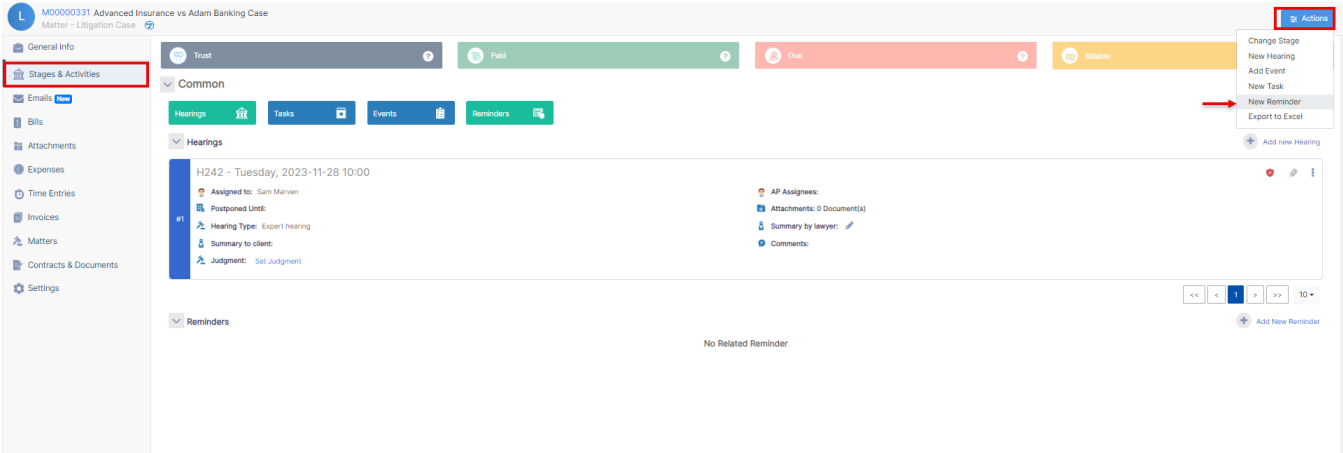
Objectives

- Insert a reminder related to the litigation case in the database

Steps

In LEXZUR you can add a new reminder via the **Actions** button in the Stages & Activities tab or via the **Create** button from the main menu.

When adding a new reminder, there are 5 mandatory fields:

- Reminder type: A customizable list of value
- Remind on: date & time
- Notify Before
- User to remind: you can add yourself by simply clicking on the "add me" hyperlink.
- Summary: add a summary related to the reminder.

New Reminder   ✕

Reminder Type*   Hearing   ▼   ⊞

Remind On*   2022-05-24   📅   08:00

Repeat   Never   ▼

Notify before*   5   day(s) ▾   by   Reminder Popup   ▼

User to Remind*   [   ]
                  Add me

Summary*   [   ]

          Save   Cancel

New Reminder   ✕

              ☐ Clone Users

Related Matter   M00000220: Backboss Company x Alvah Batz   🔍
                  Start typing to select from possible matches of matter, client or use the Matter ID ex.
                  M10

Related Contract [   ]   🔍
                  Start typing to select from possible matches.

Related Company   [   ]   🔍
                  Start typing to select from possible matches.

Related Person   [   ]   🔍
                  Start typing to select from possible matches.

Related Task   [   ]   🔍
                  Start typing to select from possible matches.
                          ⌃ Less Fields

          Save   Cancel

You can also relate a reminder to a Matter, Contract, Company, Person, and Task.

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

Thank you!