

How to Edit Hearings

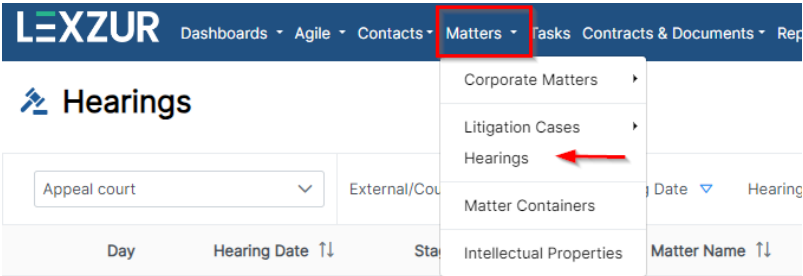
Objectives

- Edit a hearing (Postpone/Modify Information/Set Judgement)

Steps

After attending the hearing, updating its details is essential.

To do so, navigate to the hearings grid from the main menu (**Matters** **Hearings**).



All hearings will be listed here, allowing you to search for the necessary hearing based on various filter criteria such as date, assignee, or related litigation case.

Hearings

Export Manage Filters Add Hearing

Appeal court	External/Court Reference	Hearing Date	Hearing Type	Assignee(s)	All Filters (2)	Save Filter as	Clear Filters	Q Search	Columns
Day	Hearing Date	Stage	Matter Name	Court Degree / Circuit	Summary by lawyer	Summary to client	Important Development	Hearing Type	Assignee(s)
⋮	Saturday	2022-09-03 10:00:00	Appeal Court	Branding Company x Alvah	For next hearing, Agree	Please send us Agreement 52f		Expert hearing	Carolina Robinson;Sam M
⋮	2022-12-12 10:00:00	Appeal Court	LNP Vs Basil Crown Collection	Appeal Court	Notes taken listed below: 1	Legal documents needed for n		Expert hearing	Carolina Robinson;Michae
⋮	2022-12-13 10:00:00	Appeal Court (Expert)	Test Case					Judgment	Alice Jones;Carolina Robi
⋮	2022-12-13 10:00:00	Appeal Court	PIC vs Adam Skims					Expert hearing	Carolina Robinson
⋮	2023-08-11 10:00:00	Appeal Court	BLP vs Adam				[2023-08-09 08:52:58]: appro	Case List	Carolina Robinson;Sam M
⋮	Wednesday	2023-08-09 10:00:00	Appeal Court	BLP Industry Case			[2023-08-09 16:14:59]: Review	Case List	Carolina Robinson;Sam M
⋮	Wednesday	2023-10-25 10:00:00	Appeal Court	Green Tech Vs ReneCorp Echo	missing files, evidence to be	Hearing postponed for Next m	[2023-10-23 13:10:33]: Settlen	Answering note	Carolina Robinson
⋮	Thursday	2023-11-02 10:00:00	Appeal Court	Albert Dave VS Peter company			[2023-10-31 13:13:16]: 123	Answering note	Carolina Robinson
⋮	Thursday	2023-11-02 10:00:00	Appeal Court	Albert Dave VS Peter company			[2023-10-31 13:13:16]: 123	Answering note	Carolina Robinson

Click on the three dots next to the hearing date to access available actions such as editing, generating reports, setting judgments, etc...

Similar actions can be performed on hearings within the litigation cases page. Within the Stages and Activities tab, open the hearings section and select the specific hearing. Then, click on the three dots and choose View/Edit.

L

M00000220 Backboss Company x Alvah Batz
Matter - Litigation Case

Actions

General Info

Stages & Activities

Related Advisor Tasks

Documents

Expenses

Time Logs

Matters

Contracts

Settings

Client:

BackBoss Company

Client Position:

Defendant

There are no records.

Judgment Date:

2022-01-30

In this Stage for

126 day(s)

Hearings 1

Tasks

Events

Hearings

+

Add new Hearing

H238 - Tuesday, 2022-05-24 10:00

Assigned to:

Garry Malbeck

AP Assignees:

Documents: 0 Document(s)

Summary by lawyer:

Comments:

Postponed Until:

Hearing Type: Court hearing

Summary to client:

Judgment:

View / Edit

Verify

Clone

Generate Report

Set Judgment

Export to Word

Add Expense

Bulk Expenses

Delete

<<

<

1

>

>>

> First Instance Degree

Judged

> Common

You have the option to modify certain details such as type, and date, add your comments, update the summary, or attach files.

Additionally, hearings can follow one of two paths: either you choose to set a judgment or postpone the hearing to another date.

1. Judgment Released:

- Click on the "show more" hyperlink.
- Input the judgment date, which may be the same as the hearing date.
- Specify the judge's issued judgment and the ordered value.
- Add details about the hearing outcome and provide reasons for a Win or Loss.

Edit Hearing

×

Name:*

→

Branding Company x Alvah

×

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

Stage: Appeal Court

ⓘ

Select

×

Hearing Type:

←

+ Add Hearing Type

Expert hearing

×

▼

Hearing Date:*

2022-09-03

📅

Time:*

10:00

▼

Assignee(s):

←

Assign to me

Start typing

Carolina Robinson

×

Sam Marven

×

Time Spent: ⓘ

1:00

☒ Show hearing details in client portal

Judged?: 🗑️ No Show More

Drop files here to upload or Browse

Save

🔔

Cancel

Edit Hearing

×

Set Judgment

Stage Status:

+ Add Stage Status

select an option

▼

Judgment Date:*

📅

Judgment Value:

2000.00

Judgment:

Judgment

✎

Hearing Outcome:

select an option

▼

Reason of Win or Lose:

+ Add Reason of Win or Lose

select an option

▼

×

Cancel

📄 Save

Drop files here to upload or Browse

Save

🔔

Cancel

2. Judgment Postponed to the Next Hearing:

- Enter the postponed date and time for the subsequent hearing.
- Specify the Reasons for Postponement.
- Include any additional comments or a hearing summary, and attach relevant documents.

Edit Hearing

Drop files here to upload or [Browse](#)

Postponed Date

Postponed Date:

Postponed Time:

select an option

Reasons of Postponement:

Reasons of Postponement

Comments & Summary

Comments: ⓘ

Comments

Save

Cancel

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

Thank you!