

How to log time on Litigation Cases

Objectives

- Add time entries related to a litigation case.
- Record the time on matters using a timer.

Steps

The Time Tracking module In LEXZUR enables you to track your time manually by adding your time logs, or automatically by using the timer embedded inside the system.

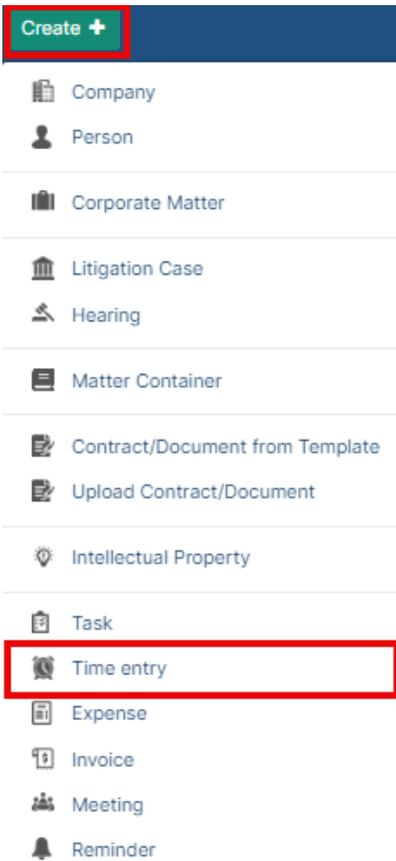
To do that, simply open the case, click on the **Time Entries** tab, click on the **Actions** button, then choose **"Time entry"**, to record the time spent on a particular activity.

The screenshot displays the LEXZUR interface for a litigation case. The top navigation bar includes a 'Save' button and an 'Actions' button, which is highlighted with a red box. A dropdown menu is open from the 'Actions' button, showing options: 'Time entry' (highlighted with a red arrow), 'Export to Excel', 'Start Timer', and 'Bulk Transfer to another Matter'. The main content area shows a table of time entries with columns: Date, User, Effort, Rate, Category, Internal Status, Billable, and Description. Two entries are visible, both for Carolina Robinson on 2023-06-02. A 'Filter' panel on the right shows 'Related Entity' as 'App4Legal-USD (USD)'. A 'Balance' panel at the bottom right shows a total effort of 2h, with 1h billable and 1h non-billable, totaling 300.00 USD. The 'Time Entries' tab in the left sidebar is also highlighted with a red box.

Date	User	Effort	Rate	Category	Internal Status	Billable	Description
2023-06-02	Carolina Robinson	1h (1.00h)		Attending		No	
2023-06-02	Carolina Robinson	1h (1.00h)	300	Attending	To-Be Reviewed	Yes	



You can also add any time entry directly from the **Create** button, and link it to the desired matter.



Adding time entries from the matter's page automatically sets some values, such as **Type** and the **Matter name**. Likewise, the current **date** is set. However, you may choose another date and indicate the **Effort** logged in hours. The **Client Name** is automatically retrieved from the related case's information as well.

Time entry



Type*	Matter*
Matter	M00000220: Backboss Company x Alvah Batz
Date*	Effort*
2022-05-24	H:MM
Comments	Category + Add New
	None
	Internal Status + Add New
	Not Set
	Client* <input type="checkbox"/> Non-Billable
	BackBoss Company
	<input type="checkbox"/> Repeat

[> More Fields](#)

[> Audit](#)

[Save](#) [Save and duplicate](#) [Cancel](#)

Time log entries are billable by default unless you check the non-billable box.

Additionally, admins can choose the user related to such time entry and the user rate. Therefore, they can choose between either the system's predefined rate or a fixed rate (from the More Fields).

Time Logs could also be repeated on a daily basis. Check the **Repeat** option and set the **To Date**.



Weekend days and holidays will not be included in the repeated time logs.

Furthermore, you can also log time automatically by starting the timer embedded inside the system.

Click on the timer within the navigation menu **Start Timer**.

Choose the Type and specify the matter name, choose a category, and add comments if needed.

Start Timer



Matter Task

Matter*

Category

Comments

Start Timer

Cancel

Upon finishing, you will have the option to pause or end the timer, and the system will automatically calculate and log the time to the related litigation case.

Universal Search

Manage Timer

Start Timer

No Task	00: 00: 10
M00000229 - Legal Opinion on Purchase Agreement for BLP	End Timer
No Contract	
No Description	
No Task	02: 02: 05
M00000237 - legal opinion on Service Agreement	End Timer
No Contract	
No Description	
No Task	

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

Thank you!