

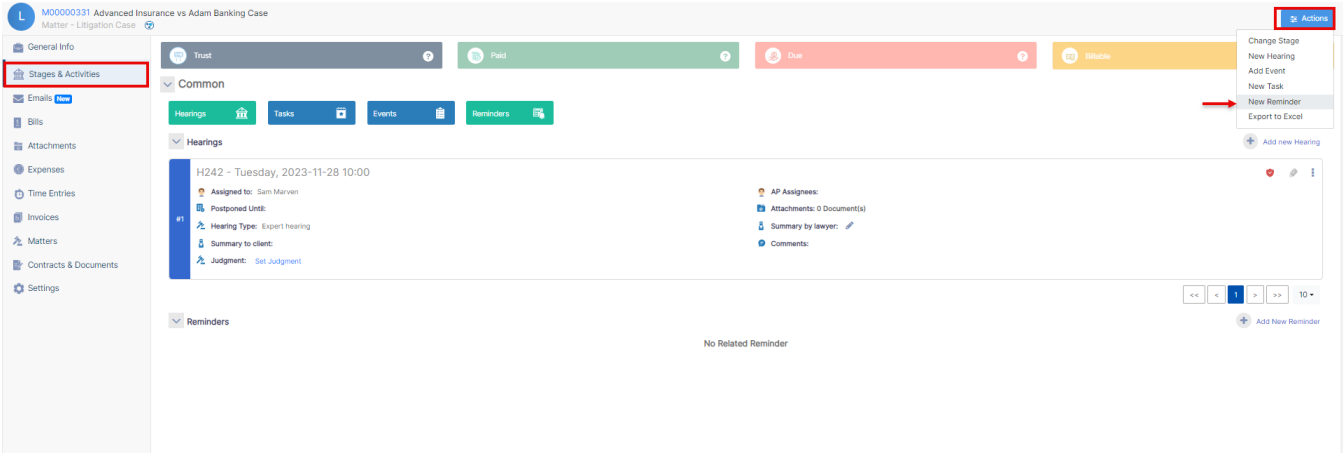
# How to Add Reminders for Litigation Cases

## 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.




Create +


 Company


 Person

---


 Corporate Matter

---


 Litigation Case


 Hearing

---


 Matter Container

---


 Contract/Document from Template


 Upload Contract/Document


---


 Intellectual Property


---


 Task

 Time entry

 Expense

 Invoice

 Meeting

 Reminder

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

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](mailto:help@lexzur.com).

Thank you!