

Court filing and deadline management

Automates court filing submissions and deadline tracking to ensure compliance with court requirements while maintaining accurate case calendars and client notifications.

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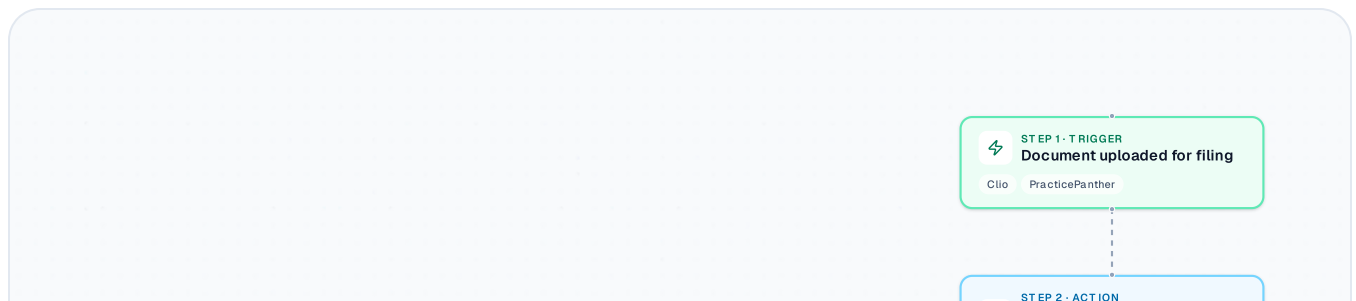
WORKFLOW TRIGGER

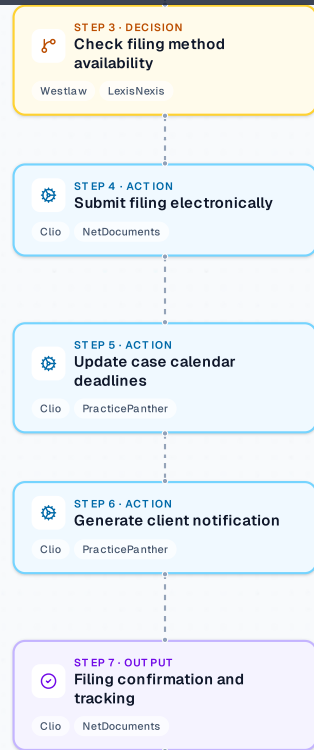


Court filing document is uploaded to case management system with specified court and deadline information.

Visual Flow

Each node represents an automated step. Connections show how data and decisions move through the workflow.





Step-by-Step Breakdown

Detailed explanation of each automated stage in the workflow.

1

↳ TRIGGER

Document uploaded for filing

Legal staff uploads a court document to the case management system with court details and filing deadline. The system captures metadata including case number, court jurisdiction, and required filing date.

2

 ACTION

Validate document formatting requirements

System checks document against court-specific formatting rules and filing requirements. Validates page limits, font requirements, citation formats, and required attachments.

NetDocuments

Westlaw

3

 DECISION

Check filing method availability

Determines whether the court accepts electronic filing or requires physical delivery. Routes workflow based on court's filing system capabilities and document type requirements.

Westlaw

LexisNexis

4

 ACTION

Submit filing electronically

Automatically submits document through court's electronic filing system with proper case citations and party information. Captures filing confirmation and timestamp.

Clio

NetDocuments

5

 ACTION

Update case calendar deadlines

Creates calendar entries for response deadlines, hearing dates, and follow-up actions based on filing type. Sets automated reminders for attorneys and support staff.

Clio

PracticePanther

6

 ACTION

Generate client notification

Sends automated update to client confirming successful filing with case status and next expected milestones. Includes copy of filed document and court confirmation.

Clio

PracticePanther

7

 OUTPUT

Filing confirmation and tracking

Produces complete filing record with court confirmation, updated case timeline, and scheduled deadline reminders. All stakeholders receive status notifications.

Clio

NetDocuments



Outputs

- Court filing confirmation receipt

- Updated case calendar with deadlines

AI Business OS

- Client notification with case status



Key Metrics

- Filing deadline compliance rate
- Average time from document to submission
- Client notification response time



Tools & Integrations

- Clio
- PracticePanther
- NetDocuments
- Westlaw
- LexisNexis

AI Business OS

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