



## **Do-It-Yourself Management Reports**

Because court rules and litigation schedules are constantly changing, eLaw's do-it-yourself Management Reports provide customized information to help paid subscribers keep track of outstanding motions, court deadlines and appearance schedules.

Covering all 62 New York Supreme Courts and five City Civil Courts, Management Reports allow subscribers to get high-level and detailed views, such as outstanding motions that include their history. With future appearance reports, subscribers can view all of their appearances for any date range they select. Management Reports also feature the courts' standard and goals on each case, a list of all notified parties and how many times a case has appeared on a trial calendar. All of the reports have the option of exporting the information in either a Microsoft<sup>®</sup> Excel<sup>®</sup> or PDF format. All customized reports can be saved as a template and run at any time in the future.

The Management Reports fall into six main categories:

- My Future Supreme Appearance Calendar
- My eWatch cases/Standard & Goals
- My Supreme eWatch cases/Notify Parties
- Supreme Pending Motion History
- My Future Civil Appearance Calendar
- My Civil eWatch cases/Notify Parties



LAW			eDocket eWatch eCalendar eC
ADD TO eWATCH	Reports		
ORDER eCOPY	My Future Supreme Appearance Calendar	My eWatch cases/Standard & Goals	My Supreme eWatch cases/Notify Parties
	This report provides in excel or PDF format a	This report provides in excel or PDF format a	This report provides in excel or PDF format a
	customized future appearance reminder with	customized list of my eWatch cases which includes	customized list of my eWatch cases with all of my
Alerts List eWatch List	several date filter and column options.	the courts standard and goals.	notified parties.
Reports Clients			
Address Book Move eWatches	Supreme Pending Motion History	My Future Civil Appearance Calendar	My Civil eWatch cases/Notify Parties
	This report provides pending Motion information	This report provides in excel or PDF format a	This report provides in excel or PDF format a
	including the relief sought, the result of prior	customized future appearance reminder with	customized list of my eWatch cases with all of my
	appearances on the Motion and the date of the next appearance.	several date filter and column options.	notified parties.

Subscribers have the option of drilling down into specific details using an array of parameters to personalize their reports. Users simply check off the categories they want to appear in the report, such as case name, index number, county, appearance data, judge, courtroom, appearance type, trial appearances, motion status as well as internal case numbers if the firm uses them. Additional information, such as if subpoenaed documents have arrived at the court, can also be included. Subscribers can sort the results in ascending or descending order.

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www.elaw.com • tel: (973) 642-1440 x 8 • email: help@elaw.com eLaw, LLC • 890 Mountain Avenue, Suite 300 • New Providence, NJ 07974 Some of the different parameters that can be selected for **My Future Supreme Appearance Calendar** include (see screenshot below):

 Report Columns: Case Name, File/Matter #, County, Index/Year, Appearance Date, Judge, Part/Room, Appearance Type, Motion Relief Sought, Comments, Trial Appearances, Motion Status

ORDER COOPY Alerts List eWatch List Reports Clients Address Book Move eWatches	My Futur	My Future Supreme Appearance Calendar					
	<ul> <li>Dor</li> <li>Print</li> </ul>	er of Days :		Saved Reports My Reports - Choose a template Save As : Save As : SAVE			
	Sort	Filter	Report Columns				
	\$		Case Name	Description: The name the court provided or a personalized one you used when adding the case to eWatch.			
	\$		File/Matter #	Description: An optional field if you added a file or matter number when you added the case to eWatch.			
	\$		Index/Year	Description: The Court provided index number and year of the case.			
		Y	County	Description: One of the skty-two New York Supreme Court counties.			
	\$		Appearance Date	Description: The future date that the Court has scheduled for an appearance.			
	\$		Judge	Description: The Judge assigned to the appearance.			
	\$		Part/Room	Description: The Court Part or Room where the appearance will be heard.			
	\$		Appearance Type	Description: The type of Court appearance.			
	\$		Motion Relief Sought	Description: If the appearance is as a result of a Motion then the name of the Motion.			
	\$		Comments	Description: Case comments that one of the clerks in the court have entered in the case.			
	\$		Trial Appearances	Description: The number of times this case has appeared on a trial calendar.			
	\$		Motion Status	Description: The current motion status if the appearance involves a motion.			

Just check off the information you wish to view in any of the Management Reports.

**My eWatch cases/Standard & Goals** (see screenshot below) reports focus on every case a firm is tracking on eLaw. Information in this report targets the date a request for judicial intervention (RJI) was filed, the standard and goal dates set by the court as well as when the court expects the trial to commence and end. Some of the different parameters that can be selected include:

- Report Columns: Case Name, , File/Matter #, Index/Year, County, Court Status, RJI (Request for Judicial Intervention) Date, NOI (Note Of Issue) Date, the Court's Standard & Goals NOI Date, Standard & Goals Resolved Date, and Standard & Goals Trial Complete Date, Primary Notify, Secondary Notifies, Last eLaw Alert Date
- Filter: Limiting reports to a specific county or counties as well as any court case status

TO eWATCH	My eWate	My eWatch cases/Standard & Goals					
S List	Prin	mioad MS Exc t PDF REPORT	cel	Saved Reports My Reports - Chooce a transpiller Save As - Save - Save As - Save As - Save As - Save As - S			
ports ents Idrass Book vve eWatches	Sort	Filter	Report Columns				
	\$		Case Name	Description: The name the court provided or or a personalized one if have changed it when you added the case to eWatch.			
	\$		File/Matter #	Description: An optional field if you added a file or matter number when you added the case to eWatch.			
	\$		Index/Year	Description: The Court provided index number and year of the case.			
		$\nabla$	County	Description: One of the skity-two New York Supreme Court counties.			
		$\nabla$	Court Status	Description: The current status the Court has assigned to the case.			
	\$		RJI Date	Description: Request for Judicial Intervention Date.			
	\$		NOI Date	Description: Note of Issue Date.			
	\$		S&G NOI Date	Description: The Court's Standard and Goals Note of Issue filing Date .			
	\$		S&G Resolved Date	Description: The Court's Standard and Goals case Resolved Date .			
	\$		S&G Trial Complete Date	Description: The Court's Standard and Goals Date when the trial on this case should be completed.			
	\$		Primary Notify	Description: The primary person that is receiving eWatch e-mail alerts on this case.			
	\$		Secondary Notifies	Description: Every additional person that is receiving eWatch e-mail alerts on this case.			
	\$		Last Alert Date	Description: The last date eLaw sent an eWatch case activity update e-mail on this case.			

All the reports can be exported in either a Microsoft® Excel® or PDF format. All reports can be saved as a template and run at any time in the future.

**My Supreme eWatch cases/Notify Parties** report focuses on who in the firm is receiving emailed reports from eLaw. This primary recipient receives an email anytime the case's index number is referenced.

**Supreme Pending Motion History** tracks the motions that a firm currently has pending. This benefit of this report allows firms to know: What motions have not been decided by the court yet? What exposures do I have?

My Future Civil Appearance Calendar and My Civil eWatch cases/Notify Parties focus on the five city civil courts. eLaw tracks Supreme Court cases and the changing of their index numbers that get transferred to the civil courts.