FIRM CENTRAL®

CUSTOMIZATION OF MATTERS IN FIRM CENTRAL – ADMINISTRATORS

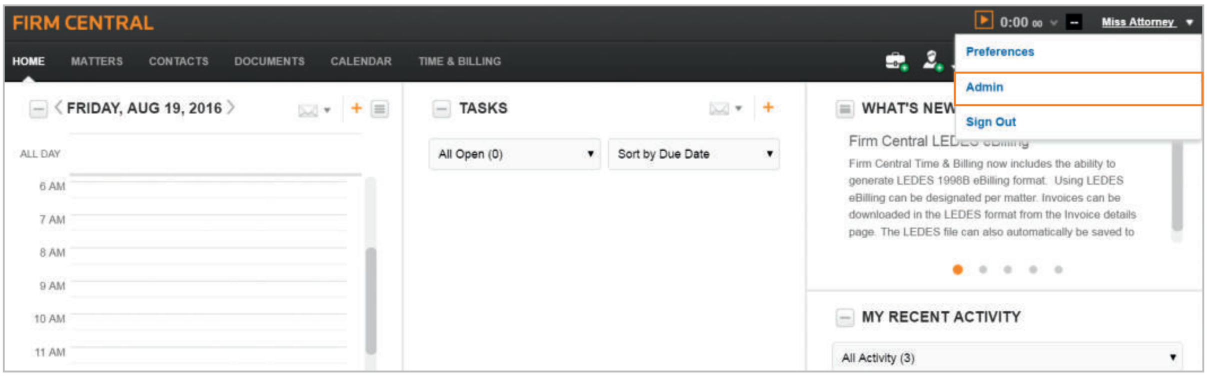
QUICK START GUIDE

STEP 1

Access Firm Central with OnePass via **firmcentral.westlaw.com**.

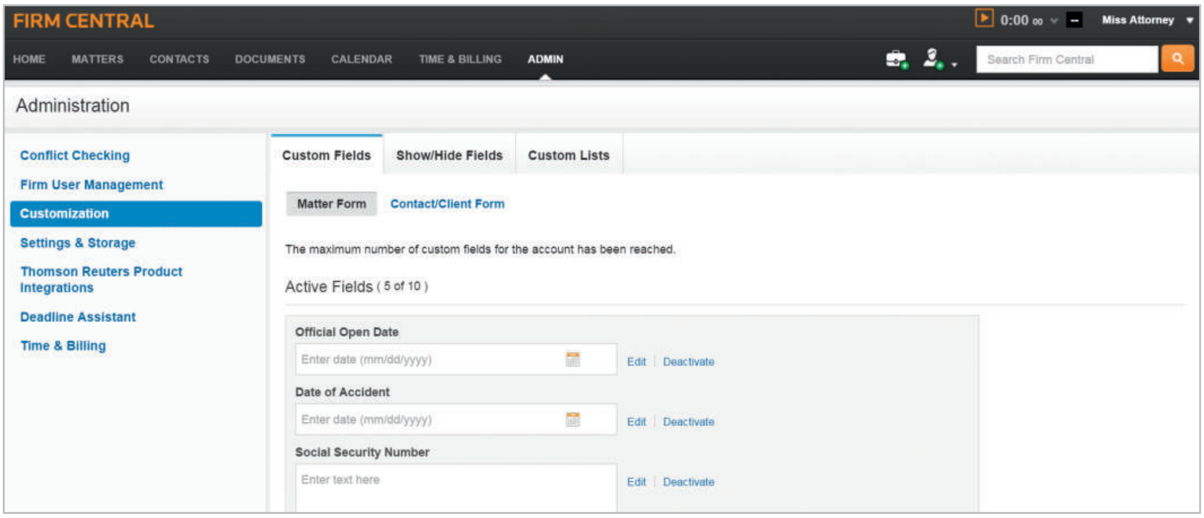
STEP 2

From the Firm Central homepage, switch to Admin access by pulling down the menu under your name in the upper right-hand corner of the page. Then use the **Admin** link that appears next to Time & Billing.



STEP 3

Customization options allow the administrator to alter the pre-existing Matter Forms within Firm Central to best accommodate the needs of the office (see above).



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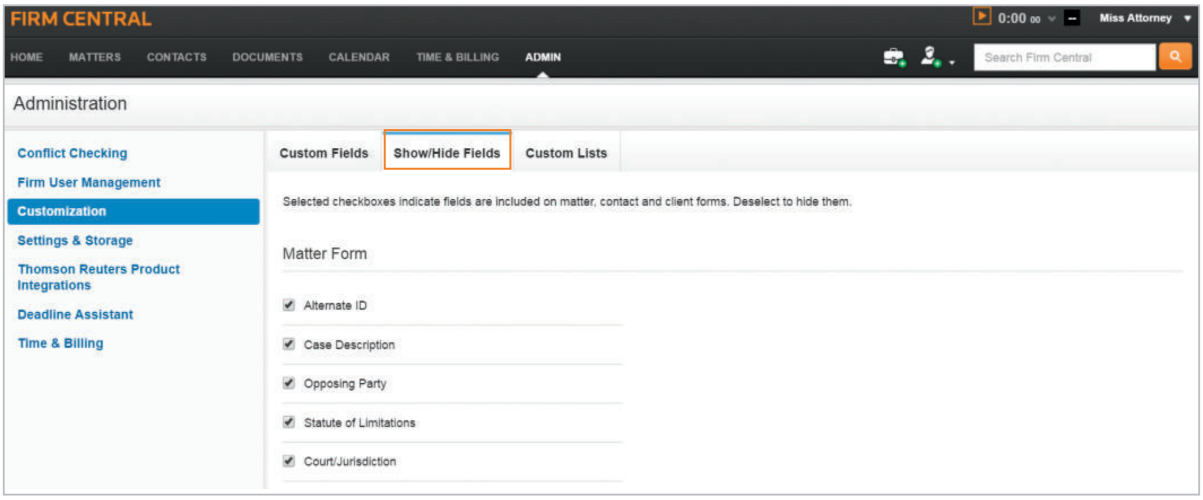
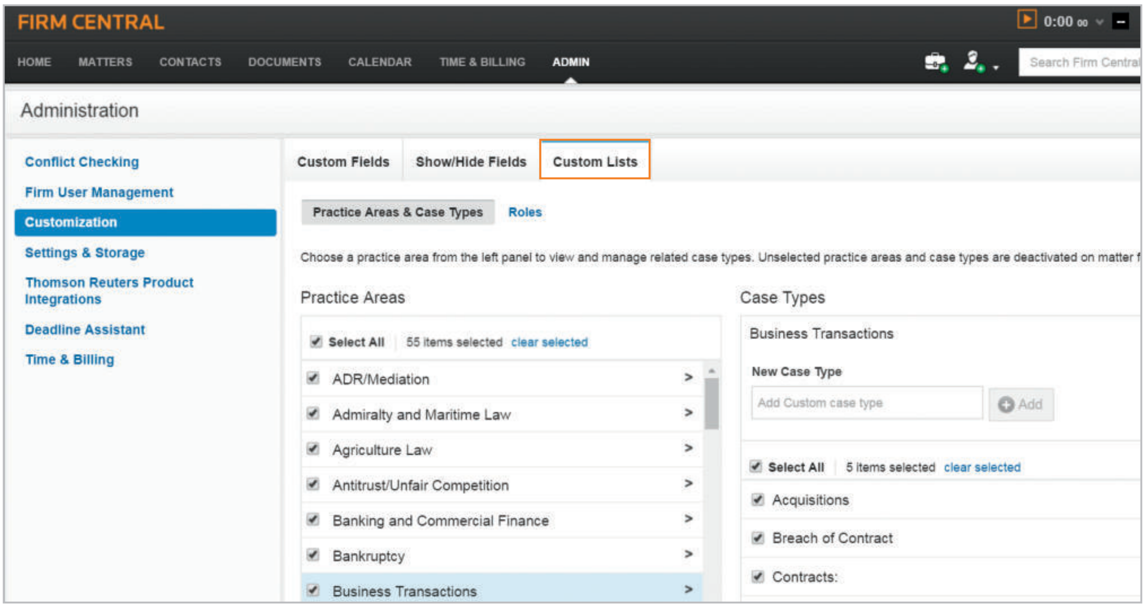
STEP 4

The Show/Hide Fields tab allows the administrator to strip out certain fields, such as Alternate ID or Statute of Limitations, that may not be relevant to the type of matters handled in the firm.



STEP 5

The Custom Lists tab allows the administrator to specify particular Practice Areas and Case Types handled by the firm, streamlining the process of creating a matter.



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