

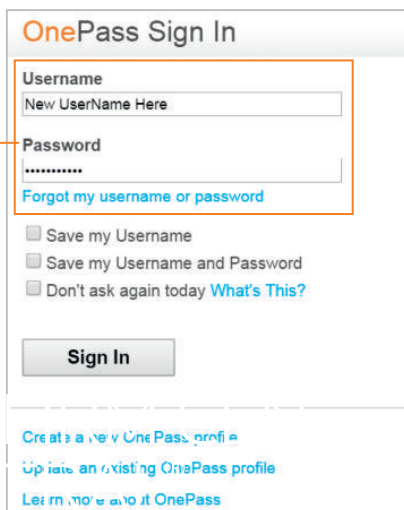
FIRM CENTRAL[®]

TIME & BILLING FEATURE – DEADLINE ASSISTANT

QUICK START GUIDE

STEP 1

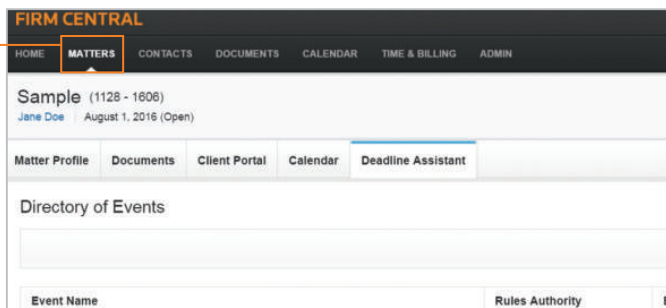
Go to **firmcentral.westlaw.com** and sign in with your usual OnePass.



The image shows a OnePass Sign In form. It has a title "OnePass Sign In" at the top. Below the title are two input fields: "Username" with the placeholder text "New UserName Here" and "Password" with a masked password ".....". Below the password field is a blue link "Forgot my username or password". There are three checkboxes: "Save my Username", "Save my Username and Password", and "Don't ask again today" followed by a blue link "What's This?". At the bottom of the form is a grey "Sign In" button. Below the form are three blue links: "Create a new OnePass profile", "Update an existing OnePass profile", and "Let me know about OnePass".

STEP 2

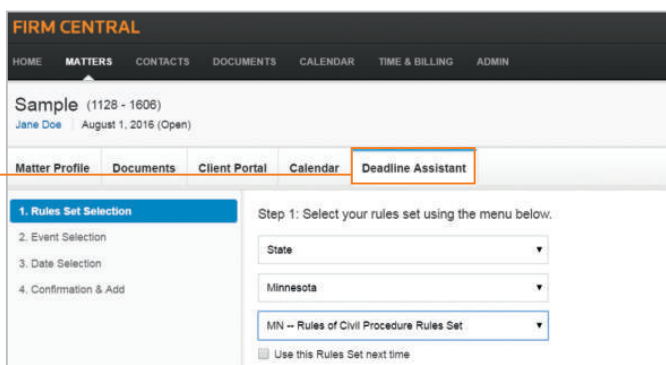
Click on **Matters** and navigate to the Matter that you want to work with.



The image shows the FIRM CENTRAL web interface. At the top is a navigation bar with "HOME", "MATTERS", "CONTACTS", "DOCUMENTS", "CALENDAR", "TIME & BILLING", and "ADMIN". Below the navigation bar is a header for a matter: "Sample (1128 - 1606)" with "Jane Doe" and "August 1, 2016 (Open)". Below the header are tabs: "Matter Profile", "Documents", "Client Portal", "Calendar", and "Deadline Assistant". Below the tabs is a "Directory of Events" section with a search bar and a table with columns "Event Name", "Rules Authority", and "Ev".

STEP 3

From the relevant matter, click on **Deadline Assistant**.

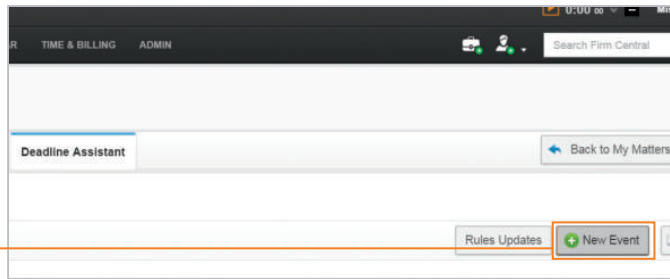


The image shows the FIRM CENTRAL web interface with the "Deadline Assistant" tab selected. Below the tabs is a "1. Rules Set Selection" section. It has a list of steps: "1. Rules Set Selection", "2. Event Selection", "3. Date Selection", and "4. Confirmation & Add". To the right of the list is a "Step 1: Select your rules set using the menu below." section. It has three dropdown menus: "State" with "Minnesota" selected, "Minnesota" with "MN -- Rules of Civil Procedure Rules Set" selected, and "MN -- Rules of Civil Procedure Rules Set" with "Use this Rules Set next time" checked.



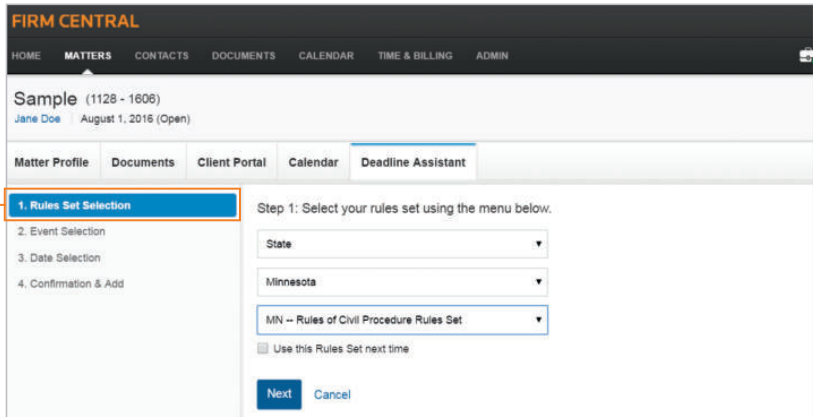
STEP 4

Click on **New Event**.



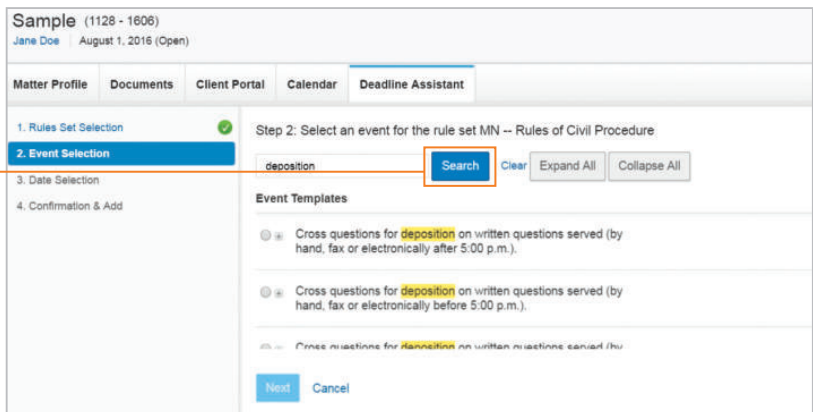
STEP 5

Select the rule set that you wish to use.



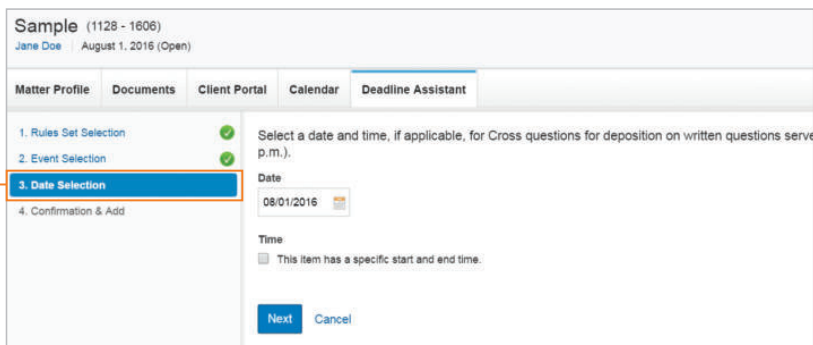
STEP 6

Use the Search feature to find the event that you already have a date for. Deadline Assistant will use this date to calculate all other related dates.



STEP 7

Select a date and time, if applicable, for the event.

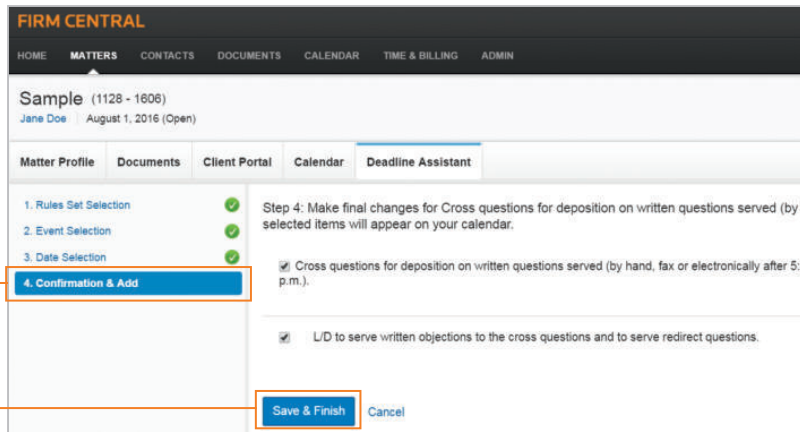


STEP 8

If necessary you can make customizations and edit the dates to the deadlines.

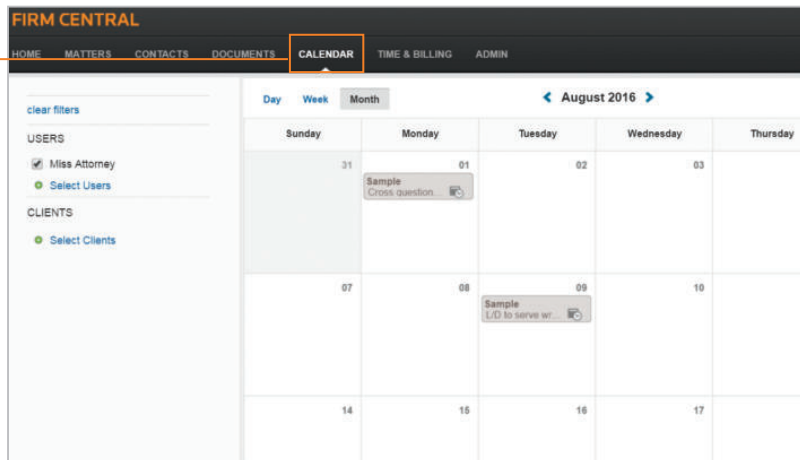
STEP 9

Click **Save & Finish** to publish the dates on your calendar.



STEP 10

To review the dates in your calendar, simply click on the **Calendar** from the Matter page, or the **Calendar** from the Firm Central homepage.



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