

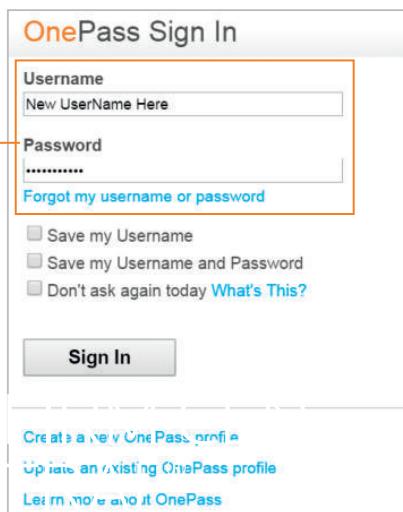
# FIRM CENTRAL®

## TIME & BILLING FEATURE – DEADLINE ASSISTANT

### QUICK START GUIDE

#### STEP 1

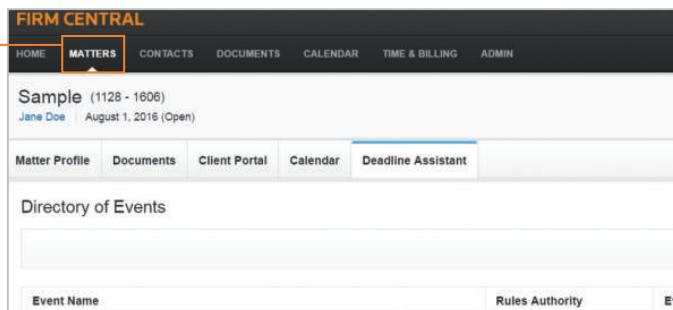
Go to [firmcentral.westlaw.com](http://firmcentral.westlaw.com) and sign in with your usual OnePass.



The screenshot shows the OnePass Sign In page. It has fields for 'Username' (containing 'New UserName Here') and 'Password' (containing '\*\*\*\*\*'). Below these is a link 'Forgot my username or password?'. There are three checkboxes: 'Save my Username', 'Save my Username and Password', and 'Don't ask again today [What's This?](#)'. A 'Sign In' button is at the bottom. Below the sign-in area are links: 'Create a new OnePass profile', 'Update an existing OnePass profile', and 'Learn more about OnePass'.

#### STEP 2

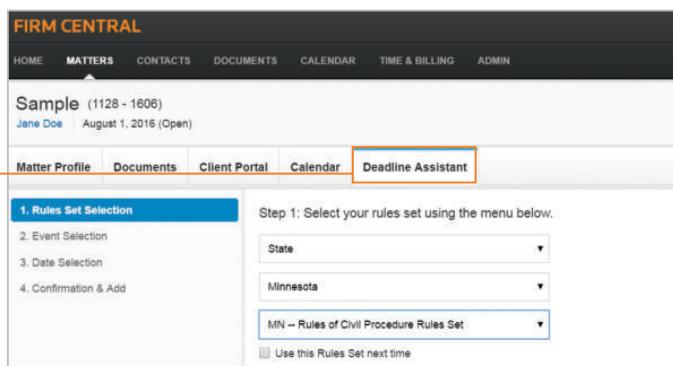
Click on **Matters** and navigate to the Matter that you want to work with.



The screenshot shows the Firm Central Matters screen for a matter titled 'Sample (1128 - 1606)'. The 'MATTERS' tab is selected. Below the header, there are tabs: Matter Profile, Documents, Client Portal, Calendar, Deadline Assistant (which is highlighted in blue), and Rules Authority. A 'Directory of Events' section is visible, along with a search bar for 'Event Name'.

#### STEP 3

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



The screenshot shows the 'Deadline Assistant' screen for the 'Sample' matter. The 'Deadline Assistant' tab is selected. A sidebar on the left lists steps: 1. Rules Set Selection (which is highlighted in blue), 2. Event Selection, 3. Date Selection, and 4. Confirmation & Add. The main content area shows a message: 'Step 1: Select your rules set using the menu below.' It includes dropdown menus for 'State' (set to 'Minnesota') and 'Rules Set' (set to 'MN -- Rules of Civil Procedure Rules Set'). There is also a checkbox 'Use this Rules Set next time'.

## QUICK START GUIDE – FIRM CENTRAL TIME & BILLING FEATURE – DEADLINE ASSISTANT



### STEP 4

Click on **New Event**.

Step 1: Select your rules set using the menu below.

State: Minnesota

MN -- Rules of Civil Procedure Rules Set

Use this Rules Set next time

Next Cancel

### STEP 5

Select the rule set that you wish to use.

Step 2: Select an event for the rule set MN -- Rules of Civil Procedure

Event Templates

Deposition

Cross questions for deposition on written questions served (by hand, fax or electronically after 5:00 p.m.).

Cross questions for deposition on written questions served (by hand, fax or electronically before 5:00 p.m.).

Cross questions for deposition on written questions served (by hand, fax or electronically before 5:00 p.m.).

Next Cancel

### 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.

Select a date and time, if applicable, for Cross questions for deposition on written questions served (by hand, fax or electronically after 5:00 p.m.).

Date: 08/01/2016

Time: This item has a specific start and end time.

Next Cancel

### 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.

1. Rules Set Selection  
2. Event Selection  
3. Date Selection  
**4. Confirmation & Add**

Step 4: Make final changes for Cross questions for deposition on written questions served (by selected items will appear on your calendar.)  
Cross questions for deposition on written questions served (by hand, fax or electronically after 5: p.m.).

L/D to serve written objections to the cross questions and to serve redirect questions.

**Save & Finish** Cancel

**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.

Day Week Month **August 2016**

Sunday	Monday	Tuesday	Wednesday	Thursday
31	01 Sample Cross question	02	03	
	07	08 Sample L/D to serve wr...	09	10
	14	15	16	17

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