

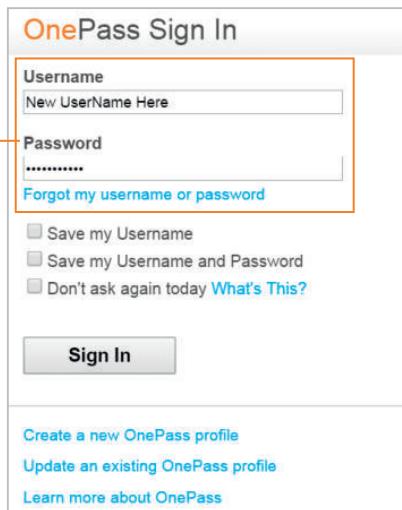
FIRM CENTRAL®

TIME & BILLING FEATURE – DEADLINE ASSISTANT – CREATING AND EDITING RULES

QUICK START GUIDE

STEP 1

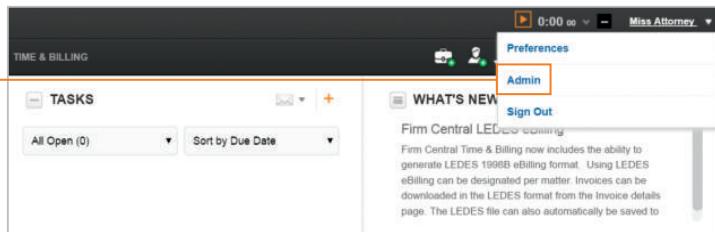
Go to firmcentral.westlaw.com and sign in with your usual OnePass.



The screenshot shows the OnePass Sign In interface. It has fields for 'Username' (containing 'New UserName Here') and 'Password' (containing '*****'). Below these 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'.

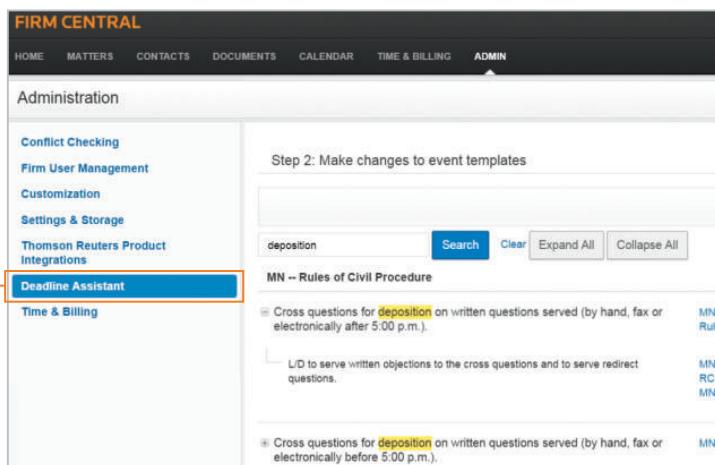
STEP 2

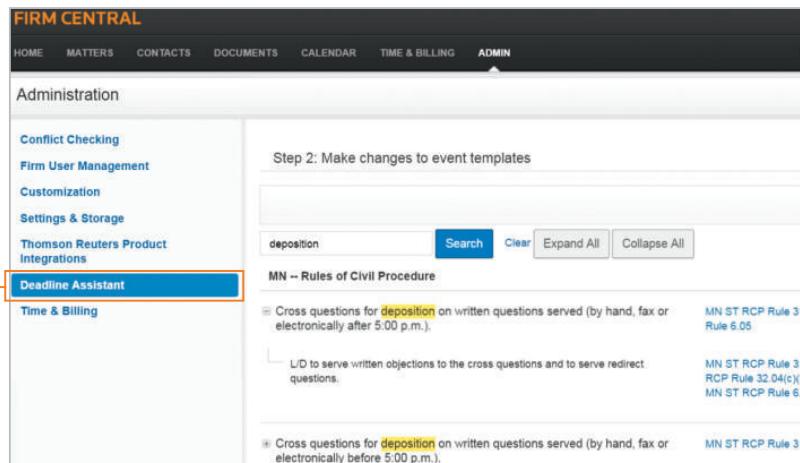
Click the **drop down arrow** next to your name in the upper right and select **Admin**.



STEP 3

Click on the **Deadline Assistant** link on the left side of the page.





Step 2: Make changes to event templates

Search Clear Expand All Collapse All

MN -- Rules of Civil Procedure

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

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

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

MN ST RCP Rule 31
Rule 6.05

MN ST RCP Rule 31
RCP Rule 32.04(c)(3)
MN ST RCP Rule 6.05

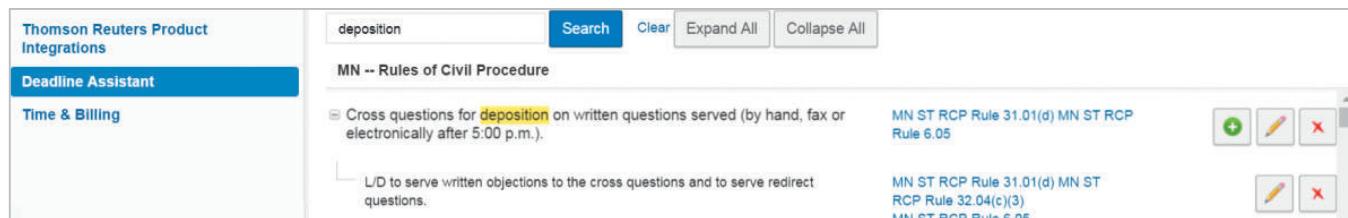
MN ST RCP Rule 31

STEP 4

If you wish to edit in the rule set, you can open up the rule you wish to modify from this page, and modify it accordingly.

STEP 5

Once you locate the rule that you would like to modify, you have the option to rename rules, add notes to rules, or even add Child/Parent events to existing rules if applicable.



Thomson Reuters Product Integrations

Deadline Assistant

Time & Billing

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MN -- Rules of Civil Procedure

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

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

MN ST RCP Rule 31.01(d) MN ST RCP Rule 6.05

MN ST RCP Rule 31.01(d) MN ST RCP Rule 32.04(c)(3)
MN ST RCP Rule 6.05

MN ST RCP Rule 31

STEP 6

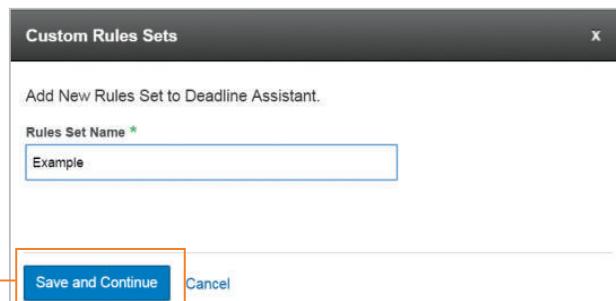
If you would like to revert your customized rules to their defaults, click on the **Revert All** button on the top right side of the screen.

STEP 7

If you'd prefer wish to create a new rule set, click **Select New Rules Set** from the Deadline Assistant Administration page.

**STEP 8**

Give the New Rules Set a name, and click **Save and Continue**.



Custom Rules Sets

Add New Rules Set to Deadline Assistant.

Rules Set Name *

Example

Save and Continue Cancel

STEP 9

If applicable, create a Parent Event for the custom rules set by giving the event a title, and clicking **Save and Return**.

STEP 10

To add dates and events based on the Parent Event, click on the + symbol next to the event.

STEP 11

To add a new Parent Event, give the event a name under Event Title, set the parameters for the event, and click **Save and Return**.

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