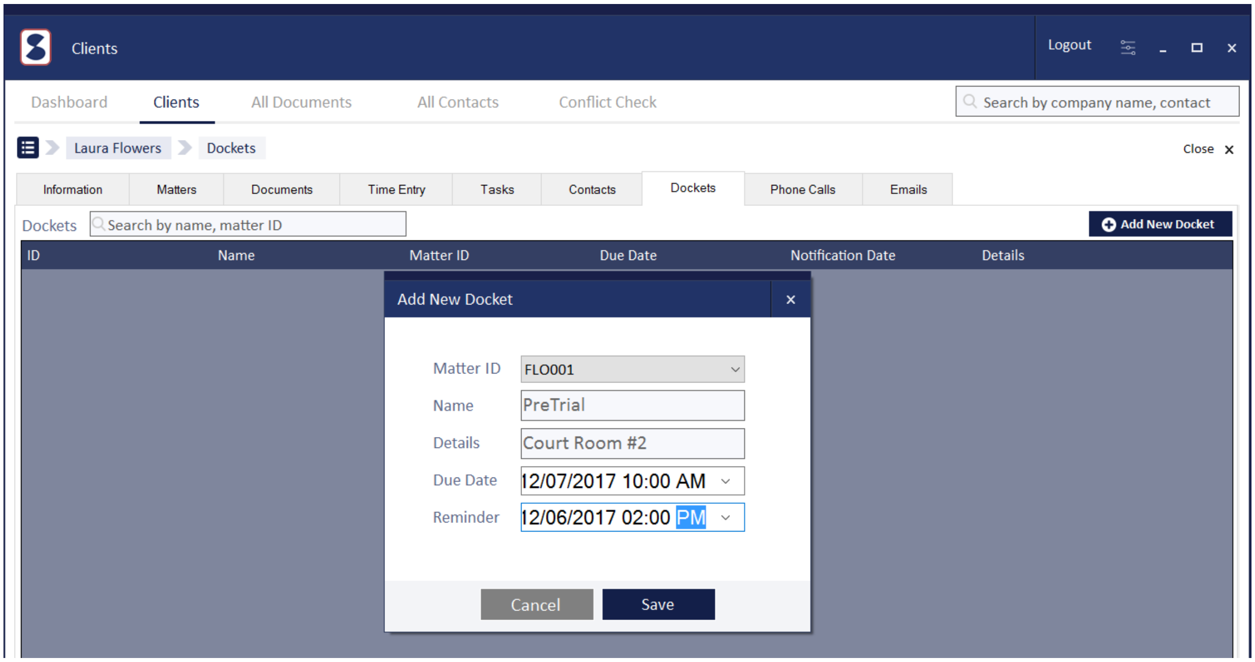
Adding dockets

From your client tab, click the “Edit” button to find a specific client then go to the “Dockets” tab. You can add new dockets by clicking the “Add New Docket” button and filling in the corresponding fields.



Editing an existing docket

You can edit an existing docket by clicking the “Edit” button.

Deleting an existing docket

You can delete an existing docket by clicking the “Delete” button. Note: Sentian Solutions does not recommend deleting any dockets.

Searching for a docket

You can search for dockets by entering keyword such as: “name, matter id, etc” in the search field.