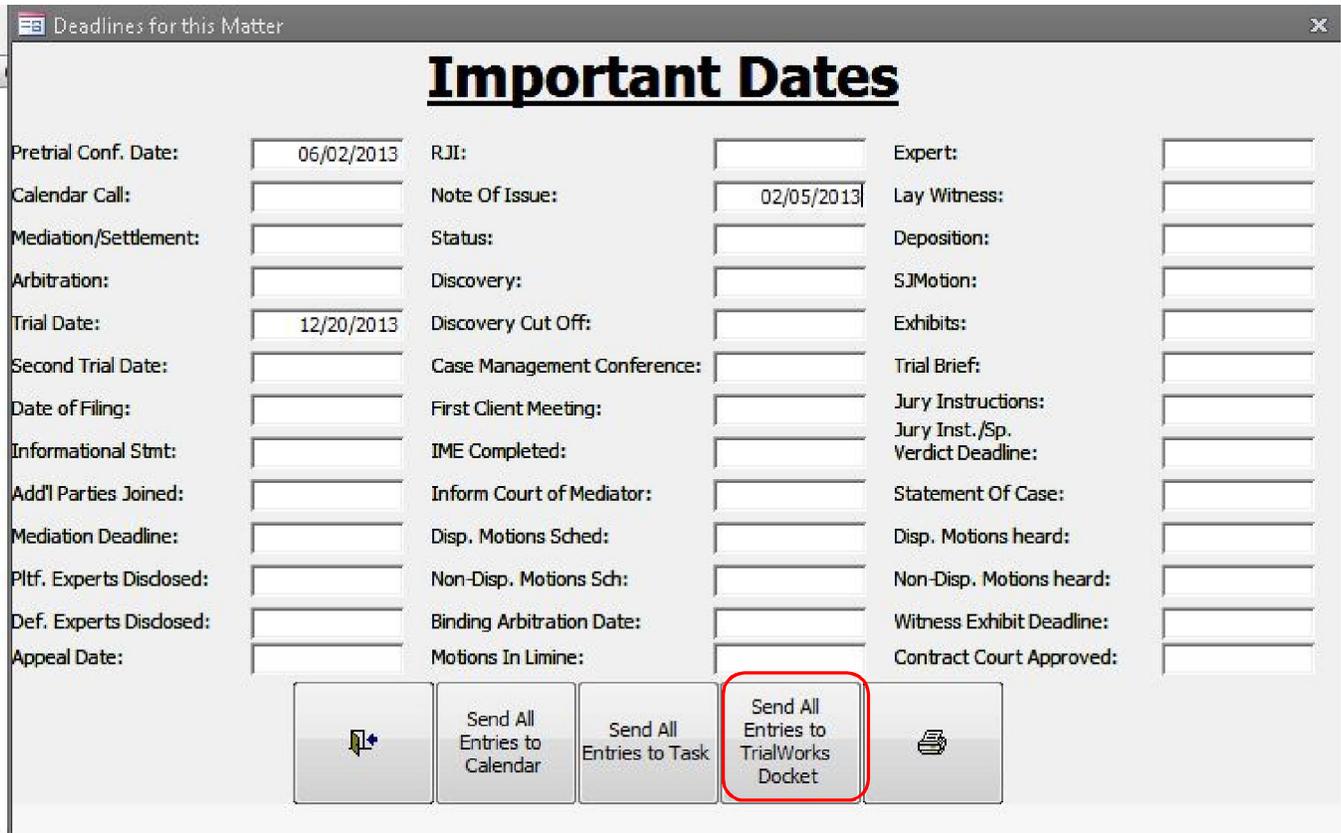# IMPORTANT DATES SHEET

Automating a Trial Order to populate your TrialWorks Docket (reminders) and your Outlook Calendar (if desired) can be done from the **Date Info** button located on the bottom

Deadlines for this Matter

Important Dates

Pretrial Conf. Date:	06/02/2013	RJI:		Expert:	
Calendar Call:		Note Of Issue:	02/05/2013	Lay Witness:	
Mediation/Settlement:		Status:		Deposition:	
Arbitration:		Discovery:		SJMotion:	
Trial Date:	12/20/2013	Discovery Cut Off:		Exhibits:	
Second Trial Date:		Case Management Conference:		Trial Brief:	
Date of Filing:		First Client Meeting:		Jury Instructions:	
Informational Stmt:		IME Completed:		Jury Inst./Sp. Verdict Deadline:	
Add'l Parties Joined:		Inform Court of Mediator:		Statement Of Case:	
Mediation Deadline:		Disp. Motions Sched:		Disp. Motions heard:	
Pltf. Experts Disclosed:		Non-Disp. Motions Sch:		Non-Disp. Motions heard:	
Def. Experts Disclosed:		Binding Arbitration Date:		Witness Exhibit Deadline:	
Appeal Date:		Motions In Limine:		Contract Court Approved:	

[Send All Entries to Calendar] [Send All Entries to Task] [Send All Entries to TrialWorks Docket]

Enter all the dates from the Trial Order. Make sure that you enter the Trial date to enable several Trial Reports.

Docketing. Finally, all the dates entered may be sent to the TrialWorks Docket by clicking on the SEND ALL ENTRIES TO TRIALWORKS DOCKET button. You will see an Add to Docket Tickler window for each date. As with all docketing functions in TrialWorks, you will be given the opportunity to add the date to an Outlook Calendar.