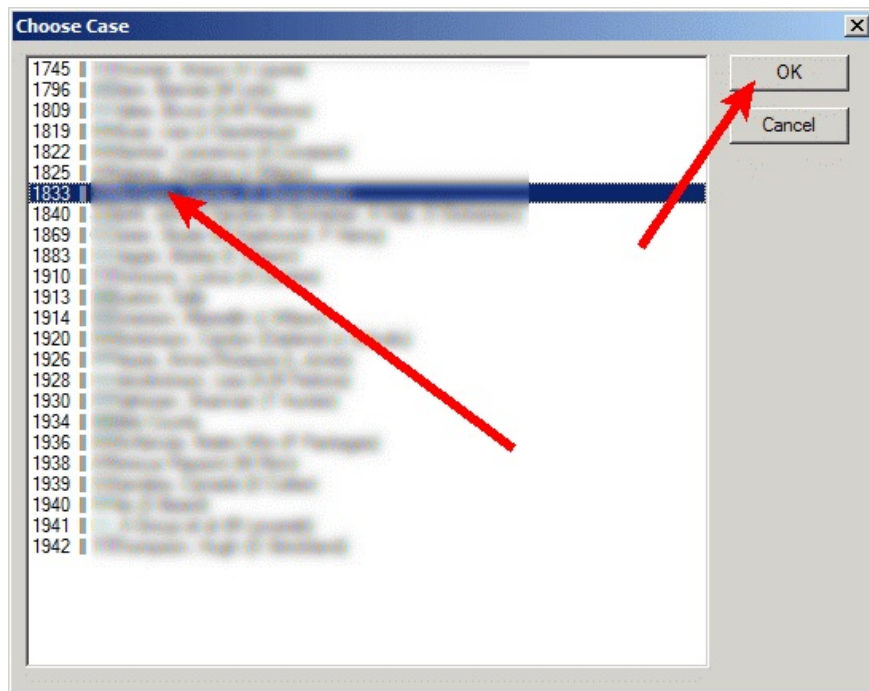


Adding Rule-Based Deadlines in Zenas

This example shows how to add deadlines that arise when an appeal is docketed in Georgia.

| Add New Deadline | | Sort-Date | Deadline Done | Old Deadlines -> | | | | |
|---------------------|--------|-----------|---------------|------------------|----------|------|-----|-----------------|
| Rule-Based Deadline | | Sort-Case | | Status Report -> | | | | |
| Case# | Client | Due | Done | Event | Trigger | Days | +/- | Today: 04/14/13 |
| 1809 | | 06/30/13 | | | 06/30/13 | | | 77 |
| 1819 | | 04/15/13 | | | 04/22/13 | | -7 | 1 |
| 1819 | | 05/30/13 | | | 05/30/13 | | | 46 |
| 1822 | | 06/30/13 | | | 06/30/13 | | | 77 |
| 1825 | | 04/15/13 | | | 03/11/13 | 30 | 5 | 1 |
| 1825 | | 04/24/13 | | | 01/30/13 | 84 | | 10 |
| 1833 | | 07/07/13 | | | 01/03/13 | | 180 | 70 |

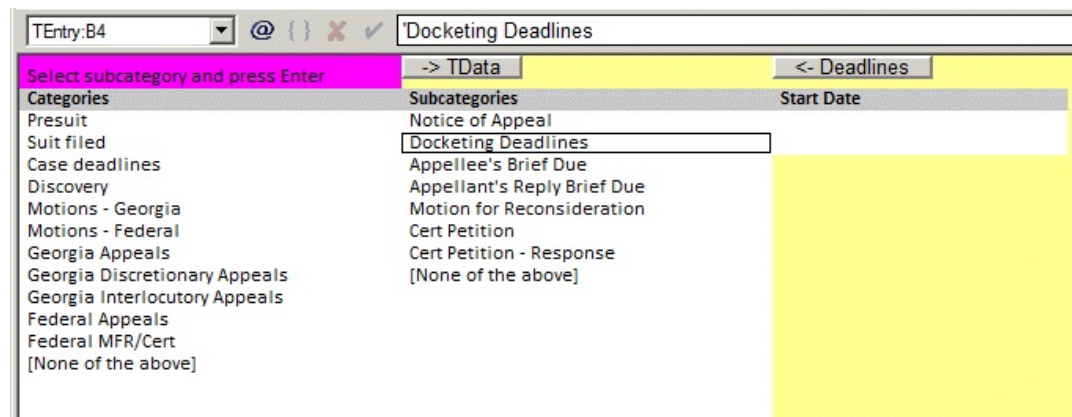
Start by clicking the “Rule-Based Deadline” button on the Deadlines page.



A listing of all current cases appears. Select the correct one and press OK.



A list of customizable deadline categories appears. Select the correct category, and press Enter.



A list of subcategories appears. Select the correct one and press Enter.

Enter the starting date -> TData <- Deadlines

| Categories | Subcategories | Start Date |
|-------------------------------|-----------------------------|-----------------------|
| Presuit | Notice of Appeal | Enter the D/Docketing |
| Suit filed | Docketing Deadlines | 04/10/13 |
| Case deadlines | Appellee's Brief Due | |
| Discovery | Appellant's Reply Brief Due | |
| Motions - Georgia | Motion for Reconsideration | |
| Motions - Federal | Cert Petition | |
| Georgia Appeals | Cert Petition - Response | |
| Georgia Discretionary Appeals | [None of the above] | |
| Georgia Interlocutory Appeals | | |
| Federal Appeals | | |
| Federal MFR/Cert | | |
| [None of the above] | | |

Enter the triggering date, here the date of docketing. Then press Enter.

| Case# | Client | Due | Done | Event | Trigger | Days | +/- | Today: 04/14/13 |
|-------|--------|----------|------|-----------------------|----------|------|-----|-----------------|
| 1920 | | 06/30/13 | | | 06/30/13 | | | 77 |
| 1926 | | 06/04/13 | | | 02/05/13 | | 119 | 51 |
| 1928 | | 04/30/13 | | | 04/30/13 | | | 16 |
| 1930 | | 04/30/13 | | | 04/30/13 | | | 16 |
| 1934 | | 04/30/13 | | | 04/30/13 | | | 16 |
| 1938 | | 07/12/13 | | | 03/14/13 | 120 | | 89 |
| 1939 | | 04/30/13 | | | 04/30/13 | | | 16 |
| 1940 | | 04/30/13 | | | 04/30/13 | | | 16 |
| 1941 | | 04/30/13 | | | 04/30/13 | | | 16 |
| 1942 | | 04/15/13 | | | 04/12/13 | | 3 | 1 |
| 1833 | | 04/30/13 | | Appellant's Brief Due | 04/10/13 | 20 | | 16 |
| 1833 | | 04/30/13 | | Request Oral Argument | 04/10/13 | 20 | | 16 |
| 1833 | | 05/20/13 | | Appellee's Brief Due | 04/10/13 | 40 | | 36 |

Zenas adds three deadlines at the bottom of the database, which can be sorted.