
Cultivating Excellence through Collaborative Docketing

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**REVOLUTIONIZE YOUR
THINKING ABOUT
DOCKETING!**

Calendaring Our Future Together.™





Overview

The content of this session will be divided into three distinct parts

- People



- Process



- Technology





Poll Question

- Do you feel your firm has transparency in its policies?
- Do you feel your department has transparency in its policies and initiatives?
- Are you included in departmental initiatives?



People

- Determine when it may be necessary to seek a different work environment through a checklist of self-reflective questions.
 - Is there transparency?
 - Are you included in departmental initiatives?
 - Are you involved in group projects?
 - Is there a collaborative approach to work, or do silos exist?





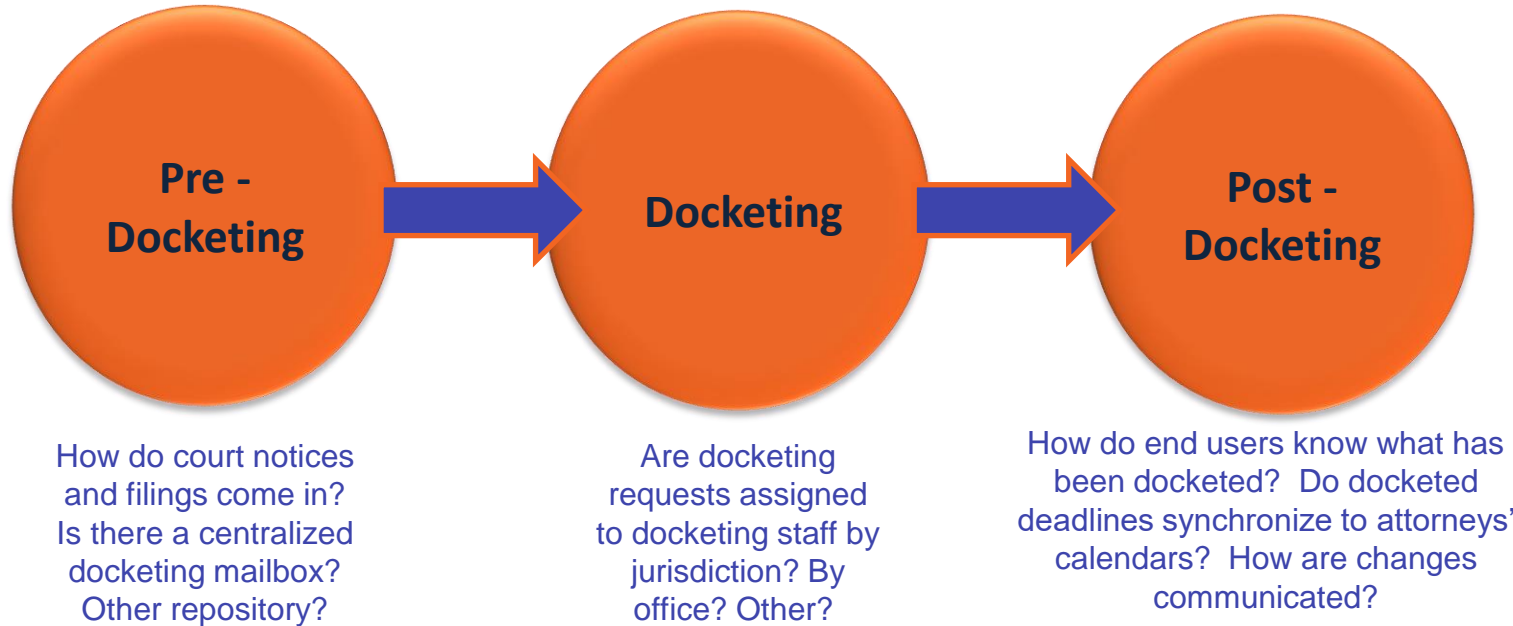
Poll Question

- Are docketing notices processed manually or received in a centralized docketing in box?
- Do you have a say in docketing policies?
- Who is responsible for follow up questions on docket entries? How are changes communicated?





Process





Process

- Pre-docketing - How do court notices/filings come in? Centralized Docketing Box? Other?
- Docketing - Are docketing requests assigned to docketing staff by jurisdiction? By office? Other?
- Post docketing - How do end users know what has been docketed? Do docketed deadlines synchronize to attorneys' calendars? How are updates communicated to the attorneys?



Poll Question



- Is there a collaborative approach to work, or do silos exist?





Poll Question

- Does your firm invest in docketing technology?
Updates?
- Does your firm use third-party services to automate court notices?
- Does your firm allow you to use generative AI to calculate dates?





Technology

- Discover internal collaborative project tools such as Smartsheet (<https://www.smartsheet.com>) and Jira that can streamline processes, enhance communication, and facilitate teamwork within your organization.
- Explore the use of external collaborative tools and AI solutions like ChatGPT (<https://openai.com>) and SALI Codes (<https://www.sali.org>) that can revolutionize your docketing practices and drive efficiency.





How To Reach Us



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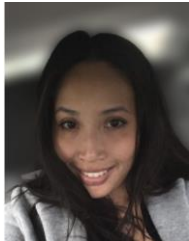
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