

LawToolBox .com

Virtual Hearings in LawToolBox Teams for Legal

 Microsoft Teams

What does LawToolBox Virtual Hearings for Courts Include?

- virtual hearings with breakout rooms
- integrated calendaring, files, video and transcripts
- RSVP for daily webinars virtual hearings in Teams today
- add LawToolBox to your Microsoft invoice tomorrow



- Activity (11)
- Chat (2)
- Teams
- Calendar
- Calls
- Files
- LawToolBox
- ...
- Apps
- Help

Teams

Your teams

- CS CA Superior Crt- Acme County - Smith ...
- General**
- CC CA Courts ...
- JS Jones v Smith 20 CV 1234 ...
- General
- Docketing

Hidden teams

- LawToolBox

Join or create a team

General Posts Files Wiki Virtual Hearings Info LawToolBox +

Matters

My Matters

Jones v Smith 20 CV 1234 ⚡

CA State - Superior Court - Civil (LA County)
Created: 05/22/2020

Showing 1 to 1 of 1 entries (filtered from 116 total entries)

Step 1:

Create an Office 365 case inside Teams using LawToolBox

- Matter Dashboard
- Calculate Deadlines
- Add Deadline or Appt
- View & Edit Deadlines
- Meetings**
- Calendar
- Share Matter
- Audit Sharing
- Matter Contacts
- View Analytics
- Document Folders
- Copy Template
- Teams Chat
- Open Calendar
- Shared Inbox

5/4 9:06 AM
Added a new tab at the top of this channel. Here's a link.

LawToolBox

Reply

- Activity 11
- Chat 2
- Teams
- Calendar
- Calls
- Files
- LawToolBox
- ...
- Apps
- Help

Teams

- Your teams
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 - JS Jones v Smith 20 CV 1234 ...
 - General
 - Docketing
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- LawToolBox

Step 2:

Create an virtual hearing & breakout sessions inside a case in Teams using LawToolBox.

Courts can join hearing from here or their Outlook calendar

General Posts Files Wiki Virtual Hearings Info LawToolBox +

List of Meetings

Jones v Smith 20 CV 1234 ⚡

search meetings

Meeting

MAIN EVENT - Summary Judgment Hearing [Join Meeting](#)

| Organizer | StartTime | EndTime | Location | Description: |
|--------------|---------------------|---------------------|--------------|--------------------------------|
| Allie Porter | 2020-06-01 09:00:00 | 2020-06-01 12:00:00 | Team Meeting | Please arrive 15 minutes early |

Attendees: BG JB CL PS AP

BREAKOUT ROOM SIDEBAR - Judge and Attorneys [Join Meeting](#)

| Organizer | StartTime | EndTime | Location | Description: |
|-----------|---------------------|---------------------|--------------|-----------------|
| | 2020-06-01 09:00:00 | 2020-06-01 12:00:00 | Team Meeting | Private meeting |

Attendees: JB CL AP

BREAKOUT ROOM 1 - Attorney Client [Join Meeting](#)

| Organizer | StartTime | EndTime | Location | Description: |
|-----------|---------------------|---------------------|--------------|---------------------------|
| | 2020-06-01 09:00:00 | 2020-06-01 12:00:00 | Team Meeting | This is a private meeting |

5/4 9:06 AM
Added a new tab at the top of this channel. Here's a link.

[LawToolBox](#)

Reply

Teams Meeting

Today Next 7 Days

Day Work Week Week Month Schedule View

Open Calendar Calendar Groups

E-mail Share Publish Calendar Calendar Online Permissions

New Group Browse Groups

Search People Address Book

Go To

Arrange

Manage Calendars

Share

Groups

Find

June 1, 2020 Aurora, Colorado

Today 79° F / 53° F Tomorrow 80° F / 48° F Sunday 59° F / 42° F

Search Calendar

MONDAY

1

Acme Inc. v Brown Construction - Reschedule Virtual Hearing for July 7; Acme Inc_v Brown Construction_D11_

8 AM

Judge Smith Courtroom - Morning Meeting; Marketing_TeamUp_Meetings

9

10

BREAKOUT ROOM SIDEBAR - Judge and Attorneys
 Team Meeting
 Jones v Smith 20 CV 1234

MAIN EVENT – Summary Judgment Hearing

Start: 6/1/2020 10:00 AM
End: 6/1/2020 1:00 PM

Organizer: Jones v Smith 20 CV 1234
Location: Team Meeting
Reminder: 15 minutes

MAIN EVENT – Summary Judgment Hearing
 Team Meeting
 Jones v Smith 20 CV 1234

Step 3:

Attorneys, parties and witnesses will join virtual hearing main event and breakout sessions from their Outlook calendar.

3

Teams

- Your teams
- CS CA Superior Crt- Acme County - Smith
 - CC CA Courts
 - JS Jones v Smith 20 CV 1234
- General
Docketing
- Hidden teams

General Posts Files Wiki +

you are viewing future deadlines!

| All | Detail |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <p>3/13/2020 (Friday)</p> <p>All Day *Deadline to file and serve SJ motion/papers - BY MAIL CCP 437c(a) & c(f)(2)</p> <p style="text-align: right;">Deadline</p> <p>#summaryjudgment #sj #dispositivemotions #motions #motion #brief</p> |
| <input checked="" type="checkbox"/> | <p>3/16/2020 (Monday)</p> <p>All Day DL to file and serv SJ motion/papers - BY FAX/COUR/ELEC CCP 437c(a) & c(f)(2) Legal Research</p> |

Reply

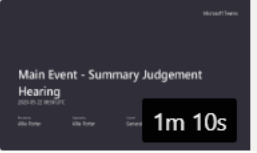
Today

AP 12:49 AM
Scheduled a meeting

Main Event - Summary Judgement Hearing
Monday, June 1, 2020 @ 10:00 AM

4 replies from you

Meeting ended: 1m 20s



Meeting

Recorded by: Allie Porter

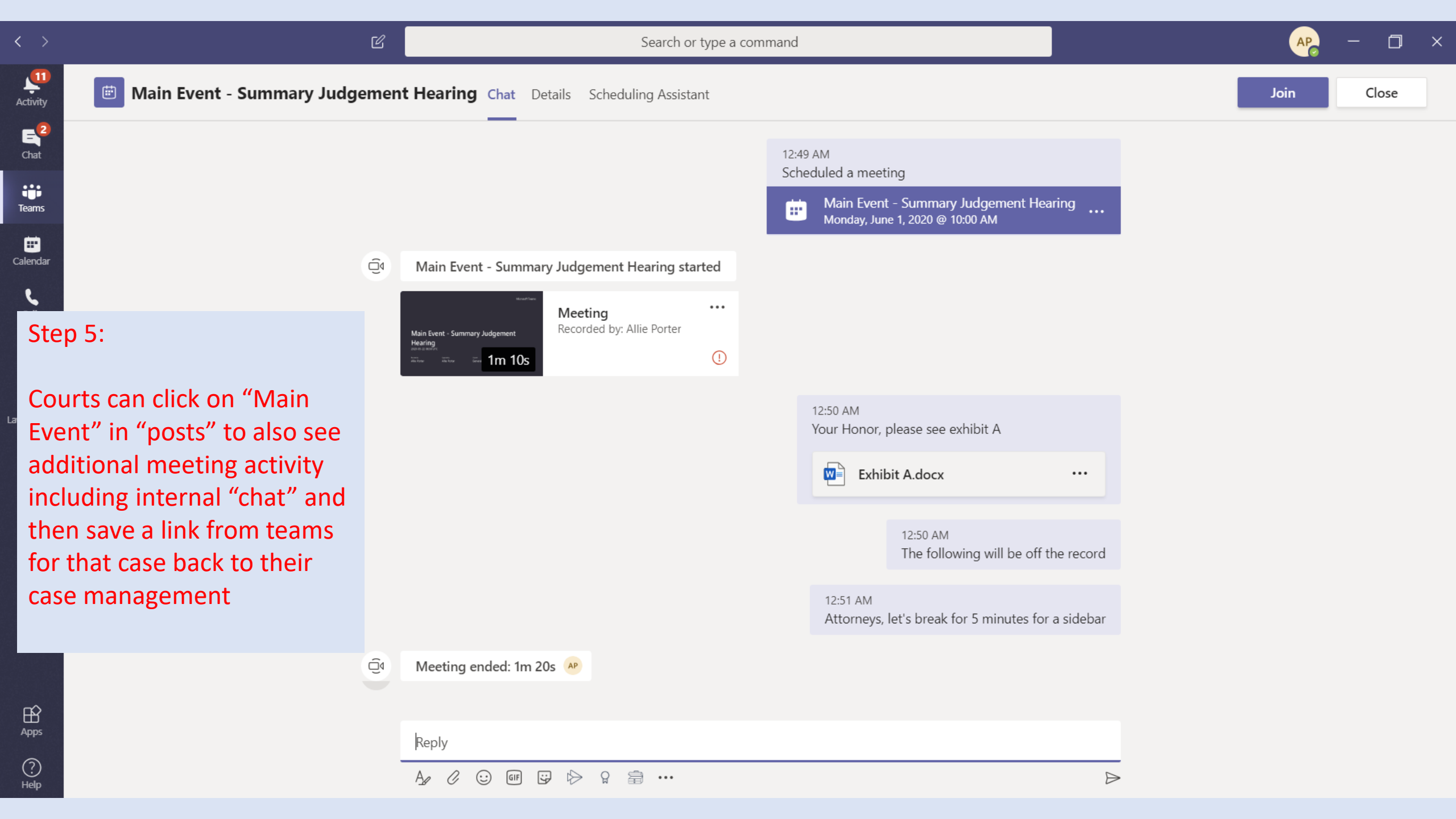
1m 10s

Reply

Start a new conversation. Type @ to mention someone.

Step 4:

From the case LawToolBox creates in Teams under the General Channel's "Posts" area, courts can access hearing audio, video, transcript, notes, files and exhibits



Step 5:
Courts can click on “Main Event” in “posts” to also see additional meeting activity including internal “chat” and then save a link from teams for that case back to their case management

Search or type a command

Main Event - Summary Judgement Hearing Chat Details Scheduling Assistant

Join Close

12:49 AM
Scheduled a meeting
Main Event - Summary Judgement Hearing
Monday, June 1, 2020 @ 10:00 AM

Main Event - Summary Judgement Hearing started

Meeting
Recorded by: Allie Porter
1m 10s

12:50 AM
Your Honor, please see exhibit A
Exhibit A.docx

12:50 AM
The following will be off the record

12:51 AM
Attorneys, let's break for 5 minutes for a sidebar

Meeting ended: 1m 20s AP

Reply

Teams

Your teams

- CA Superior Crt- Acme County - Smith
- CA Courts
- Jones v Smith 20 CV 1234

General

Docketing

Hidden teams

JS **General** Posts Files Wiki +

+ New Upload Sync Copy link Download Open in SharePoint

General > **2020.06.08 - SJ Hearing - EXTERNAL SHARE**

| Name | Modified | Modified By |
|------------------------------------|---------------|--------------|
| Exhibits Defendant | 8 minutes ago | Allie Porter |
| Email Messages | 8 minutes ago | Allie Porter |
| Exhibits Admitted | 8 minutes ago | Allie Porter |
| Exhibits Plaintiff | 8 minutes ago | Allie Porter |
| Exhibits tendered but not admitted | 8 minutes ago | Allie Porter |
| Legal papers | 8 minutes ago | Allie Porter |

Step 6:

From the case LawToolBox creates in Teams under the General Channel's "Files" area, courts can access files and exhibits included in the file-share leading up to, during and following hearing

LawToolBox + Microsoft Teams for Courts

| Features | Teams | LawToolBox |
|---|-------|------------|
| virtual main hearing event (3x3 video, raising hand, Live Stream to YouTube) | x | |
| breakout room - sidebar | | x |
| breakout room - attorney client | | x |
| external user waiting room | x | |
| auto-admit bot for breakout room | | June |
| video recording | x | |
| live transcription | x | |
| integrated calendaring | | x |
| file sharing | x | |
| reports | | x |
| daily onboarding webinars | | x |
| link to case management | | x |

Learn More Virtual Hearings in Teams

www.lawtoolbox.com/register

LawToolBox .com

 Microsoft Teams