

Recording Time in LegalServer

First option to select the case that you need to add time to.

NEVADA: Home x +
https://nevada.legalserver.org

State of Nevada Department of Indigent Defense Services

Note Drafts 2 Messages 0 MyTime 0 HOURS Stanley Morrice

Home Cases Outreach Timekeeping Contacts Organizations SMS Reports Funding Sources Users Admin

Home Search Actions Views Admin Help Timer

Please make sure all data is entered by April 1, 2022. The reporting for a Weighted Case Load Study will be run on April 1st.

MY ASSIGNMENTS INCOMPLETE INTAKES RECENTLY ACCESSED MY CALENDAR TASKS OFFICE CALENDAR

all 4 results Case / Matter D... n, Pending Search Name

Name	Matter/Case ID#	Assignment Start Date	Legal Problem Code	Special Legal Problem Code	Top Charge	Case Status	Assignment Type	Primary Assignment	Case Status	Case / Matter Disposition	Case Title	Case Number	Days Since Last Activity	Action
Doe, Jane	21-0003957	12/01/2021	Cat. A (non-capital) felonies and cat. B felonies (max. > 10 years)	N/A	50001 - OPEN MURDER-WITH THE USE OF A DEADLY WEAPON OR TEAR GAS	N/A	Primary	Morrice, Stanley	N/A	Open	N/A	N/A	30	

Select the case and **Actions / Add Time**.

NEVADA: Cases: Jane Doe (21-0003957) x +
https://nevada.legalserver.org/matter/dynamic_profile/view/3957

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Home » Cases » Jane Doe (21-0003957) » Criminal Profile Search Actions Views Admin Help Timer Not St

Jane Doe (21-0003957)

Disposition: Open

Custodial Status: Unknown

Top Charge: 50001 - OPEN MURDER-WITH THE USE OF A DEADLY WEAPON OR TEAR GAS.

Cause Number: N/A

Status: N/A

Opened: 12/01/2021

Charges (all): 50001 - OPEN MURDER-WITH THE USE OF A DEADLY WEAPON OR TEAR GAS

type any keyword

Actions

- Add Activity
- Add Case Note
- Add Jurisdiction
- Add Case Alert
- Add Time**
- Client Alerts
- Add New Document
- Add Deadline
- Add Task
- Add New Event
- View/Add Request For Support Staff

2 NV-305
Battle Mountain,
NV 89820

Department of

Add Time will bring up a timeslip. **Case** field will reflect the case you are working with. Also you can select if it is **Attorney**, **Expert**, **Investigator** or **Staff** time. Make any changes to fields and enter **Time Spent** and **Continue** to save entry.

NEVADA: Timekeeping: Jane Doe x +
https://nevada.legalserver.org/service/process/dynamic_37/?matter_id=3957&return_url=%2Fmatter%2Fdynamic_profile%2Fview%2F3957

Home » Timekeeping » Jane Doe (21-0003957) » Case Timeslip

Case Timeslip

Case* Jane Doe (21-0003957) [Remove]

Date of Service* 03/09/2022

Caseworker* Morrice, Stanley

Activity Type* Attorney

Task Types for Timekeeping

Funding Code* CO - County

Start/End Times Enable Times

Time Spent*

Second option to add time is from the **Timekeeping** tab.

NEVADA: Timekeeping: Timekee x +
https://nevada.legalserver.org/service

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Home Cases Outreach **Timekeeping** Contacts Organizations SMS Reports Funding Sources Users Admin

Home » Timekeeping

Actions

type any keyword

Actions

- Add Case Time**
- My Time Today
- My Time By Month
- My Time Last Month
- My Time This Month
- Add Outreach Time
- Add Other Time

This **add time** process brings you to the same **Case Timeslip** screen but be aware there is no case associated with this timeslip currently. You will have to search for cases by case number or client name to assign this timeslip to a case.

Otherwise, the same fields and options are available as the first method.