

STATUS CODES

Print the existing codes.

Code Management

Select the Code to Edit: Matter Status Code

Active	Sort Order	Description		
<input checked="" type="checkbox"/>	M	Open		
<input checked="" type="checkbox"/>	M	Engaged		
<input checked="" type="checkbox"/>	M	Inquiry-Not Engaged		
<input checked="" type="checkbox"/>	M	Suspended Client File		
<input checked="" type="checkbox"/>	M	Closed		
<input checked="" type="checkbox"/>	M	Archived		
<input checked="" type="checkbox"/>	M	Pending Interrogatives		
<input checked="" type="checkbox"/>	M	Settle without prejudice		

These codes allow you to print reports based on the current status of a case. In addition, status codes allow you to organize client file.

You must retain the following codes.

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|-----------|--|
| Closed | Closed status leaves file in system for reopening at a later date. It includes closed file number and location of files in archives. |
| Open | Active case file |
| Suspended | Used for bad accounts |
| Inquiry | Used for intake of information, (potential divorce) or to be sure you have logged in information of a potential client regarding what was said. Record date and time of any phone conversations or correspondence regarding the matter. Provides a place to clearly state your position on whatever issue was raised by the potential client in clientNarrative. |

Other status codes are optional. However, a status must be used when setting up a client file. It may be changed as required as the case progresses.