



Acuity/LegalServer Automation Announcement

No more double-entry of data!

As of 4/26/25, any new "Initial Consultation" appointments that are created in Acuity **will automatically create a case in LegalServer** with that data! 🎉

You will still need to add data not captured in Acuity

The case will come in as a
"Pending."

A few fields will need to be added
since they aren't captured in
Acuity.

Here's how to do that...

Completing a Pending Intake in LS

Administer Justice AJ's LegalServer Site

MyTime 0 HOURS Andrew Istesting

Home Timekeeping

Home

Options

Add new client/case >

Announcements: Welcome AJ volunteers!
Welcome to LegalServer! This is the place to store all client interactions and timesheets. If you have any questions, please contact us at hope@administerjustice.org or (855) 818-4554.

MY GJC'S CLIENTS ACUITY IMPORTED INTAKES

Cases

1-20 of 91 View

Case Disposition = Open Office = Soul C... IL (1393) Search Name

Name	Matter/Case ID#	Date Opened	Case Disposition	Actions dropdown
Vargas, Iam	25-0071125	04/01/2025	Open	
Santiago, Marisol	25-0070895	03/31/2025	Open	
Wang, Victor	25-0070861	03/31/2025	Open	
McDonaid, Brenda	25-0070863	03/31/2025	Open	
McKinne, Corey	25-0070894	03/31/2025	Open	
Keating, Brian	25-0069084	03/01/2025	Open	
Stewart, Valerie	25-0068980	02/28/2025	Open	
Stewart, Valerie	25-0068947	02/27/2025	Open	
Montoya, Noemi	25-0068816	02/24/2025	Open	
Alesh, Surat	25-0068554	02/19/2025	Open	
Goke, Brian	25-0067700	02/05/2025	Open	
Schultz, Debra	25-0067700	02/01/2025	Open	

Click on the new "Acuity Imported Intakes" box on your "Home" tab

MY GJC'S CLIENTS

ACUITY IMPORTED INTAKES

Completing a Pending Intake in LS

MY GJC'S CLIENTS

ACUITY IMPORTED INTAKES

Run Acuity Imported Cases

Viewing 1 - 3 of 3

Last Name	First Name	Matter/Case ID#	Date Opened	Disposition	Case Intake Office
Test	Test	25-0069839		Pending	National Support Center
Test	Test	25-0069840	03/11/2025	Pending	National Support Center
Testlast	Testfirst	25-0071422	04/04/2025	Pending	National Support Center

Result Page: 1

Click on the case number to view the imported case

Completing a Pending Intake in LS

The screenshot displays the 'Main Profile' page for a case. The breadcrumb trail is 'Home » Cases » Testfirst Testlast (25-0071422) » Main Profile'. The 'Actions' menu is open, showing a search bar and a list of actions. A red arrow points to the 'Complete pending case intake' option, which is highlighted in yellow. The 'Actions' menu also includes options like 'Add new document', 'Add/edit adverse party', 'Schedule clinic event', 'Add Case Alert', and 'Edit Intake Information'. The 'Complete pending case intake' option is the final item in the list.

Home » Cases » Testfirst Testlast (25-0071422) » Main Profile

Search Actions

CASE INFO CLIENT INFO SESSION NOTES CASE NOTES DOCUMENTS ADVERSE PARTIES ASSIGNMENT

Assigned Office	N/A
First GJC	National Support Center
Legal issue	N/A
Case description (NOT session/appointment notes!)	This is a test case. This is a test legal concern.

Other Cases for this Client This Client has no Other Case Records Expand

Search Actions

type any keyword

Select

- Add new document
- Add/edit adverse party
- Schedule clinic event
- Add Case Alert
- Edit Intake Information
- Complete pending case intake

In the Actions menu, click on "Complete Pending Case Intake"

Completing a Pending Intake in LS

Home Timekeeping

Home » Cases » test taset (25-0072749) » Aux - Initial Information

Complete pending case intake

Aux - Initial Information

0% Complete

Note: This matter was automatically transferred from Acuity when an Initial Consultation appointment was created. Please complete the required fields below that were not captured in Acuity.

How case was created (required) Client scheduled online GJC NSC

Interpreter Needed (required) No

Legal issue (required) Please Select

Gender Please Select

Race (required) Please Select

Disposition (required) Accept Case

Accept Case

Date Opened (required) 04/24/2025

Accepted By (required) Itesting, Andrew

A new primary assignment will be created

Caseworker (required) Itesting, Andrew

Complete the remaining fields then hit "Continue" at the bottom

Completing a Pending Intake in LS



The case will now be "Open" and will show up in your normal "My GJC's Clients" tab!