Alerts and order of play — the week of the 16th to the 20th

LINDBERGH FORMATION — 16 rue de Maillé, 91310 Montlhéry, France · Companies register (RCS) Evry 817 946 114

Document issued on 09/11/2026

3 deadlines, one firm · fictional document

Fictional document — demonstration example

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Fictional document, produced for demonstration. The clash was invisible in any of the three files taken alone: **it appears in the firm view**, which brings together what the legal department expects from a firm and what that firm expects from it.

The week as it stood

File	Deadline	Firm	Material already assembled
File A	**16th**	Same firm	**78 %**
File B	**18th**	Same firm	54 %
File C	**18th**	Same firm	31 %

The order of play proposed

Rank	File	Quantified reason	What is ready

1	File A	**78 % of the material assembled**	Concordance and exhibits ready
2	File B	54 %, same deadline	Chronology delivered, exhibits to settle
3	File C	**31 %, same deadline**	**Extension request written, grounds and dates proposed**

The alert arrangement

Threshold	Recipients	Content of the alert
D−30	Lawyer and counsel	Deadline, file, state of the material assembled
D−15	Lawyer and counsel	Same, with what is still to come, by name
D−5	Lawyer, counsel and head of legal	Same, with the proposed order of play
D−2	Same	**Reminder for as long as the deadline is not marked handled**

Over the last six months, no deadline across the 23 files has arrived without having been announced three times, and twelve fell due. The thresholds are set by the legal department and change the same day.

Extension requested for file C — dates proposed: _____

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