Deadline schedule — 23 files

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61 sourced deadlines, 4 divergences · fictional document

Fictional document — demonstration example

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Fictional document, produced for demonstration. **Every deadline is shown with the act that starts it, its date, its manner of service and the exhibit establishing it.** Assessing the period and characterising it remain with the legal department and its counsel, to whom the whole material of the computation is handed.

What every line of the schedule carries

Element	Why it is there
File and party concerned	Attachment and assignment
Starting act, nature and date	**Starting point of the computation**
Manner and date of service	**Shifts the date by a day in one case out of four — never carried by a spreadsheet**
Period stated by the act	Reproduced word for word, with its page

Element	Why it is there
Applicable procedural timetable	**In the most recent version filed, with the date of that version**
Resulting date	Presented as the outcome of a computation, elements lined up above
Exhibit numbers	One per element

The four divergences with the hand-kept spreadsheet

Divergence	Origin	Effect
Two deadlines missing	Acts received on the 14th and 22nd, never carried over	**One falls in 19 days**
One date entered a day out	Service effected the day after the act was signed	Date corrected
One date taken from a replaced timetable	More recent timetable filed in the case	**Exchange brought forward by three weeks**

What is coming

Horizon	Deadlines	Spread
Within 15 days	**3**	**All assigned to a lawyer and to counsel**
Within 60 days	**12**	4 files, 3 firms
Total listed	**61**	23 files
Share of time spent on the schedule	**30 % → 5 %**	**Automatic recomputation on every act received**

> **Of the 61 deadlines, 57 dates were validated by counsel without reopening a document**, the five elements of the computation being aligned and sourced. The

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remaining 4 were discussed, which is exactly the useful use of his time.

Alert thresholds retained: D−___ , D−___ , D−___

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