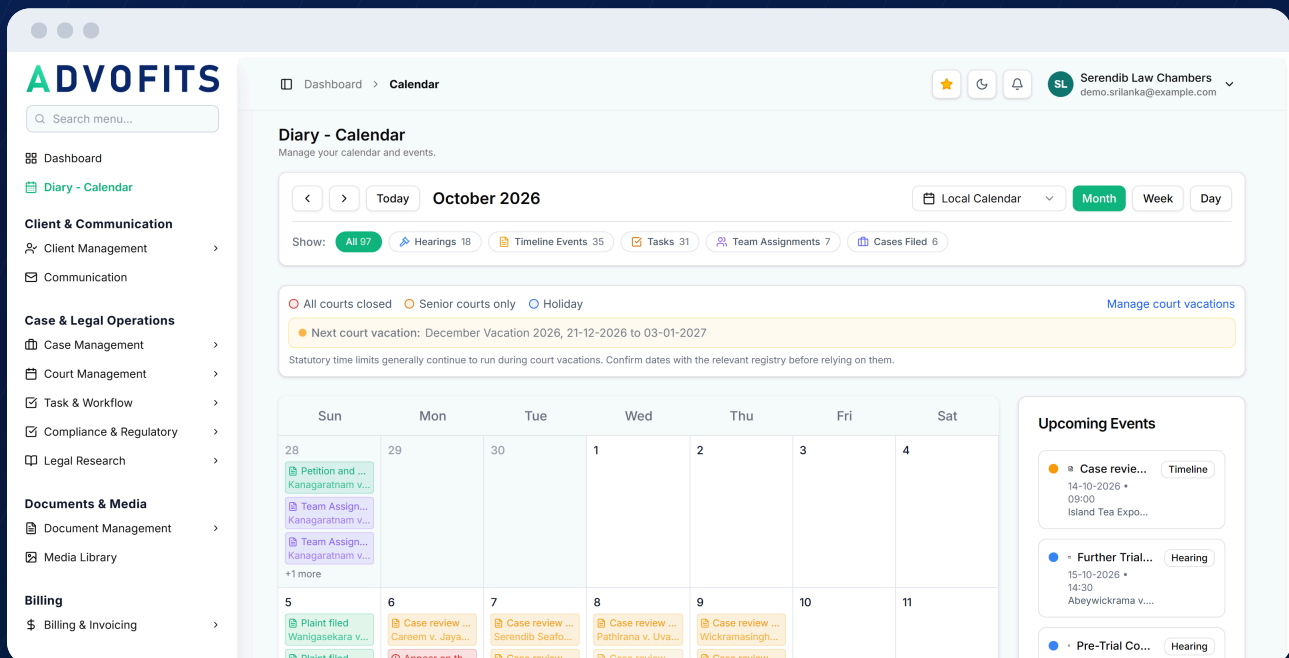


Cases, Hearings & your Diary.

AdvoFits guide for the firm owner: adding cases, keeping them up to date, listing hearings and reading your diary.



What this guide covers

The everyday work of a firm in AdvoFits: your cases, the work on each case, hearings and the court diary. The screens shown are from a sample firm, Serendib Law Chambers.

1 Getting started

- 1.1 Sign in
- 1.2 Find your way around

2 Cases

- 2.1 Your case list
- 2.2 Add a new case
- 2.3 Step 2: Classification
- 2.4 Step 3: Court Details
- 2.5 Step 4: Schedule
- 2.6 Change a case status

3 The case page

- 3.1 Everything about one matter
- 3.2 Work on the case
- 3.3 Add a note
- 3.4 Upload documents
- 3.5 Assign your team

4 Hearings

- 4.1 The hearing list
- 4.2 Add a hearing
- 4.3 After the hearing

5 The Diary

- 5.1 Your court diary



On every screenshot, a numbered marker points to the button or field described in the step with the same number below it.

01 Getting started

1.1

Sign in

Open advofits.lk in any browser, on a computer, tablet or phone, and sign in with the email and password of your firm account.

ADVOFITS

Welcome back!

Sign in to continue to your account

Email address *

1 demo.srilanka@example.com

Password * [Forgot password?](#)

2

☐ Remember me

3 **Login**

Don't have an account? [Sign up](#)

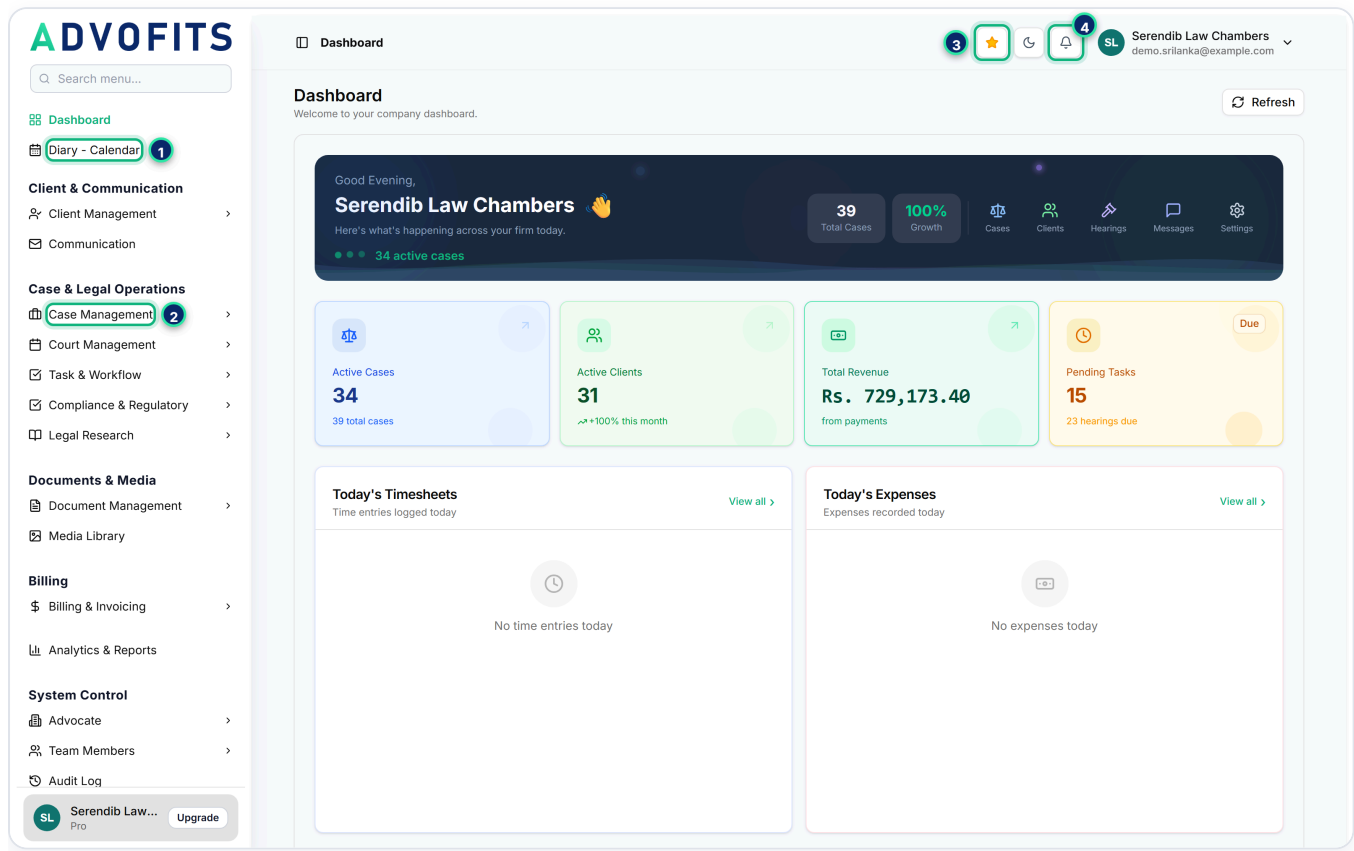
© 2026 Fundora IT Solutions. All rights reserved.

- 1 Type the email address of your firm account.
- 2 Type your password. Use [Forgot password?](#) if you need a new one.
- 3 Click Login. If you have turned on two-factor sign-in, type the 6-digit code from your authenticator app as well.

1.2

Find your way around

After signing in you land on the Dashboard, a summary of active cases, clients, revenue and what is due. Everything in this guide starts from the menu on the left.



- 1 Diary - Calendar: every hearing, task and case event by month, week or day.
- 2 Case Management: opens Cases, Hearings and Case Setup.
- 3 Quick Links: the star keeps the pages you use most one click away.
- 4 Notifications: the bell shows new hearings, tasks and messages for your firm.

02 Cases

2.1

Your case list

Case Management → Cases lists every matter in your firm, with its client, team, status, priority and filing date.

The screenshot displays the ADVOFITS Case Management interface. On the left is a sidebar with navigation options: Dashboard, Diary - Calendar, Client & Communication, Case & Legal Operations (highlighted), Documents & Media, Billing, and System Control. The main area shows the 'Cases' section with a summary of 39 total cases, broken down by priority: 8 Low, 15 Medium, and 16 High. Below this is a search bar and filter controls for case type, status, active status, and court. A table lists four cases with columns for #, Title, Client, Team, Status, Priority, Filing Date, Active Status, and Actions. Each case entry includes a status badge (e.g., Pre-Trial, Concluded, Filed) and a set of action icons (eye, edit, refresh, lock).

#	Title	Client	Team	Status	Priority	Filing Date	Active Status	Actions
1	Dissanayake v. Jayasinghe (Declaration of Title)	Nadeesha Dissanayake	8A HT TK	Pre-Trial	Medium	21-01-2026	Active	[Eye] [Edit] [Refresh] [Lock]
2	Batticaloa Lagoon Fisheries (Pvt) Ltd v. Taprobane Spice Traders (Pvt) Ltd	Batticaloa Lagoon Fisheries (Pvt) Ltd	HR RV	Concluded	High	27-10-2023	Active	[Eye] [Edit] [Refresh] [Lock]
3	Anver v. Balasingham (Matrimonial)	Mohamed Azam Anver	RV	Pre-Trial	Medium	16-06-2026	Active	[Eye] [Edit] [Refresh] [Lock]
4	Kanagaratnam v. OIC, Batticaloa Police	Rajendran Kanagaratnam	TH SA	Filed	Medium	28-09-2026	Active	[Eye] [Edit] [Refresh] [Lock]

- 1 Add Case starts a new matter (see the next page).
- 2 Search by case title or number.
- 3 Filter by case type, case status, active status or court.
- 4 Show only low, medium or high priority cases.
- 5 The eye opens the case page with everything about the matter.
- 6 The circular arrows change the case status, for example from Filed to Pre-Trial.

TIP The lock icon next to them makes a case inactive, for a matter that is closed but must be kept. Nothing is deleted.

2.2

Add a new case

A new case is entered in four short steps. Fields marked * are required; you can come back and fill in the rest later with Edit.

The screenshot displays the 'ADVOFITS' application interface for adding a new case. The sidebar on the left lists various modules: Dashboard, Diary - Calendar, Client & Communication (Client Management, Communication), Case & Legal Operations (Case Management, Cases, Hearings, Case Setup), Court Management, Task & Workflow, Compliance & Regulatory, Legal Research, Documents & Media (Document Management, Media Library), Billing (Billing & Invoicing), Analytics & Reports, and System Control. The main content area is titled 'Add New Case' and includes a breadcrumb trail: Dashboard > Cases > Add New Case. A progress bar at the top of the form indicates four steps: 1 Case Info, 2 Classification, 3 Court Details, and 4 Schedule. The 'Case Info' step is currently active, showing a form with the following fields: 'Case Title *' (required) with the value 'Perera v. Fernando (Declaration of Title)', 'Client *' (required) with a dropdown menu showing 'Dulani Wickramasinghe', and a 'Description' field with the placeholder text 'eg. Brief description of the case'. There are 'Cancel' and 'Next' buttons at the bottom of the form.

- 1 The four steps: Case Info, Classification, Court Details and Schedule. Use Previous to go back.
- 2 Case Title, for example Perera v. Fernando (Declaration of Title).
- 3 Client. Not on the list yet? Click here to add Client opens a short form without leaving the page.
- 4 Next moves on to Classification.

2.3

Step 2: Classification

Say what kind of matter this is and where it stands.

The screenshot shows the 'Add New Case' form in the AdvoFits application. The form is divided into four steps: 1. Case Info, 2. Classification, 3. Court Details, and 4. Schedule. The 'Classification' step is currently active. It contains four dropdown menus: 'Case Type' (labeled 1), 'Case Status' (labeled 2), 'Priority' (labeled 3), and 'Status'. The 'Case Type' dropdown is set to 'Select Case Type', 'Case Status' is set to 'Filed', 'Priority' is set to 'Medium', and 'Status' is set to 'Active'. There are 'Previous' and 'Next' buttons at the bottom of the form. The left sidebar shows the application's navigation menu, and the top right shows the user's profile and email address.

- 1 Case Type, for example Land & Partition or Money Recovery.
- 2 Case Status. It starts at your default status (such as Filed); change it as the case moves on.
- 3 Priority: Low, Medium or High. It decides which tab the case shows under in the list.

2.4

Step 3: Court Details

Choose the court the case is in. The hearings you add later take this court automatically.

ADVOFITS

Dashboard > Cases > Add New Case

Search menu...

Dashboard

Diary - Calendar

Client & Communication

Client Management

Communication

Case & Legal Operations

Case Management

Cases

Hearings

Case Setup

Court Management

Task & Workflow

Compliance & Regulatory

Legal Research

Documents & Media

Document Management

Media Library

Billing

Billing & Invoicing

Analytics & Reports

System Control

Serendib Law... Pro Upgrade

Add New Case

Fill in the details to create a new legal case.

Back

1 Case Info 2 Classification 3 Court Details 4 Schedule

Court Details

Court 1 Supreme Court of Sri Lanka

Judges 2 Select judges

Pick every judge sitting on this case, for example all three on a bench.

Opposing Party 3 eg. Sunil Jayasinghe

Court Details

eg. DC Colombo Case No. MR/1234, Court No. 3

Previous Next

- 1 Court, for example District Court of Mount Lavinia.
- 2 Judges: only judges of the chosen court are offered. Pick more than one for a bench.
- 3 Opposing Party, and below it Court Details for the case number and court room, for example DC Colombo Case No. MR/1234, Court No. 3.

TIP A court or judge missing from the list is added once under Court Management → Courts or Judges.

2.5

Step 4: Schedule

Finish with the dates and the value of the claim, then save.

ADVOFITS

Dashboard > Cases > Add New Case

Search menu...

Dashboard

Diary - Calendar

Client & Communication

Client Management

Communication

Case & Legal Operations

Case Management

Cases

Hearings

Case Setup

Court Management

Task & Workflow

Compliance & Regulatory

Legal Research

Documents & Media

Document Management

Media Library

Billing

Billing & Invoicing

Analytics & Reports

System Control

Serendib Law... Pro Upgrade

Add New Case

Fill in the details to create a new legal case.

Back

1 Case Info 2 Classification 3 Court Details 4 Schedule

Schedule

Filing Date

1 dd/mm/yyyy

Expected Completion

dd/mm/yyyy

Estimated Value

2 eg. Rs. 5,000,000 or To be assessed

☐ Synchronize in Google Calendar

Previous Save

- 1 Filing Date, and Expected Completion if you have an estimate. The filing date appears in the Diary.
- 2 Estimated Value: type it as you would say it, for example Rs. 5,000,000 or To be assessed.
- 3 Save creates the case and opens your case list.

2.6

Change a case status

As a matter moves from filing to trial to judgment, keep its status up to date so the list and the filters stay accurate.

The screenshot displays the ADVOFITS Case Management interface. On the left is a sidebar with navigation options: Dashboard, Diary - Calendar, Client & Communication, Case & Legal Operations (highlighted), Documents & Media, Billing, and System Control. The main area shows a 'Cases' overview with summary cards for Total Cases (39), Low Priority (8), Medium Priority (15), and High Priority (16). Below this is a table of cases with columns for #, Title, Client, Status, Priority, Filing Date, Active Status, and Actions. A modal titled 'Change Case Status' is open over the first case, 'Dissanayake v. Jayasinghe (Declaration of Title)'. The modal has a dropdown menu for 'Case Status' with 'Under Appeal' selected, and 'Cancel' and 'Save' buttons. The case table lists four cases with various statuses like 'Trial', 'Concluded', 'Pre-Trial', and 'Filed'.

#	Title	Client	Status	Priority	Filing Date	Active Status	Actions
1	Dissanayake v. Jayasinghe (Declaration of Title)	Nade...	Under Appeal	Medium	21-01-2026	Active	[Icons]
2	Batticaloa Lagoon Fisheries (Pvt) Ltd v. Taprobane Spice Traders (Pvt) Ltd	Batticaloa Lagoon Fisheries (Pvt) Ltd	Concluded	High	27-10-2023	Active	[Icons]
3	Anver v. Balasingham (Matrimonial)	Mohamed Azam Anver	Pre-Trial	Medium	16-06-2026	Active	[Icons]
4	Kanagaratnam v. OIC, Batticaloa Police	Rajendran Kanagaratnam	Filed	Medium	28-09-2026	Active	[Icons]

- 1 In the case list, click the circular arrows on the case, then choose the new Case Status.
- 2 Save. The new status shows in the list straight away.

TIP The statuses you can choose (Filed, Pre-Trial, Trial, Concluded and so on) are your own: add or rename them under Case Management → Case Setup → Case Status.

03 The case page

3.1

Everything about one matter

Open a case with the eye icon in the list. The top of the page shows who the client is, the key dates, the court and the case details.

The screenshot displays the AdvoFITS web application interface. On the left is a sidebar menu with categories: Dashboard, Diary - Calendar, Client & Communication, Case & Legal Operations (highlighted), Documents & Media, Billing, and System Control. The main content area shows the case details for 'Wickramasinghe v. Amarasinghe (Partition) (CASE0000001)'. At the top right of the main area are navigation icons and a user profile for 'Serendib Law Chambers'. The case details are organized into three numbered sections: 1. Client information (Dulani Wickramasinghe), Filing Date (18-08-2026), and Expected Completion (18-04-2028). 2. Court Details, including Court Name (District Court of Mount Lavinia), Court Type (District Court), Jurisdiction (Colombo District (south)), Address, Phone, Email, and the assigned Judge (Hon. D. U. Sivapalan). 3. Case Details, including Case Type (Land & Partition), Opposing Party (Dinesh Amarasinghe), Status (Active), Priority (Low), and Estimated Value (Rs. 36,110,000.00). A 'Back' button is located in the top right corner of the case details section.

- 1 Client, filing date and expected completion at a glance.
- 2 Court Details: the court, its address and phone, and the judges of this court.
- 3 Back returns to the case list.

3.2

Work on the case

Further down, the tabs hold the work on the matter. Each tab has its own add button on the right.

The screenshot displays the AdvoFits Case Management interface for Case 0000001. The left sidebar contains a search bar and a navigation menu with categories: Dashboard, Diary - Calendar, Client & Communication, Case & Legal Operations (highlighted), Documents & Media, Billing, and System Control. The main content area shows case details: Case Type (Land & Partition), Opposing Party (Dinesh Amarasinghe), Status (Active), Priority (Low), Estimated Value (Rs. 36,110,000.00), and Client (Dulani Wickramasinghe). Below this is a Description section with the text: "Partition action under the Partition Law No. 21 of 1977 for the land called 'Kongahawatta' in extent 142 perches at Wattala, to partition it among the co-owners." A horizontal tab bar below the description includes: 1. Timeline, 2. Team Members, 3. Documents, 4. Notes, 5. Tasks, and a search bar for Research Projects. The Timeline tab is active, showing a calendar for October 2026 with a table of events. A green button labeled "6 Add Timeline Event" is located in the top right of the timeline section.

Event	Mon 12	Tue 13	Wed 14	Thu 15	Fri 16	Sat 17	Sun 18

- 1 Timeline: events such as plaint filed, summons served or answer due, shown by date.
- 2 Team Members: the lawyers and clerks working on the case.
- 3 Documents: pleadings, affidavits, evidence and correspondence.
- 4 Notes: your notes on the case.
- 5 Tasks: work to be done on the case, with due dates.
- 6 Add Timeline Event records a new event. Timeline events also appear in the Diary.

3.3

Add a note

On the Notes tab, click Add Note. Only the content is required.

The screenshot displays the ADVOFITS Case Management interface. A modal window titled 'Add New Note' is open, allowing users to create a new note for a specific case. The modal contains the following fields:

- Title:** A text input field with a placeholder example: 'eg. Key Witness Statement'.
- Content:** A larger text area with a placeholder example: 'eg. Detailed notes about the case...'. This field is marked with a red asterisk, indicating it is required.
- Note Type:** A dropdown menu currently set to 'General'.
- Priority:** A dropdown menu currently set to 'Medium'.
- Tags (comma separated):** A text input field with a placeholder example: 'eg. evidence, witness, contract'.

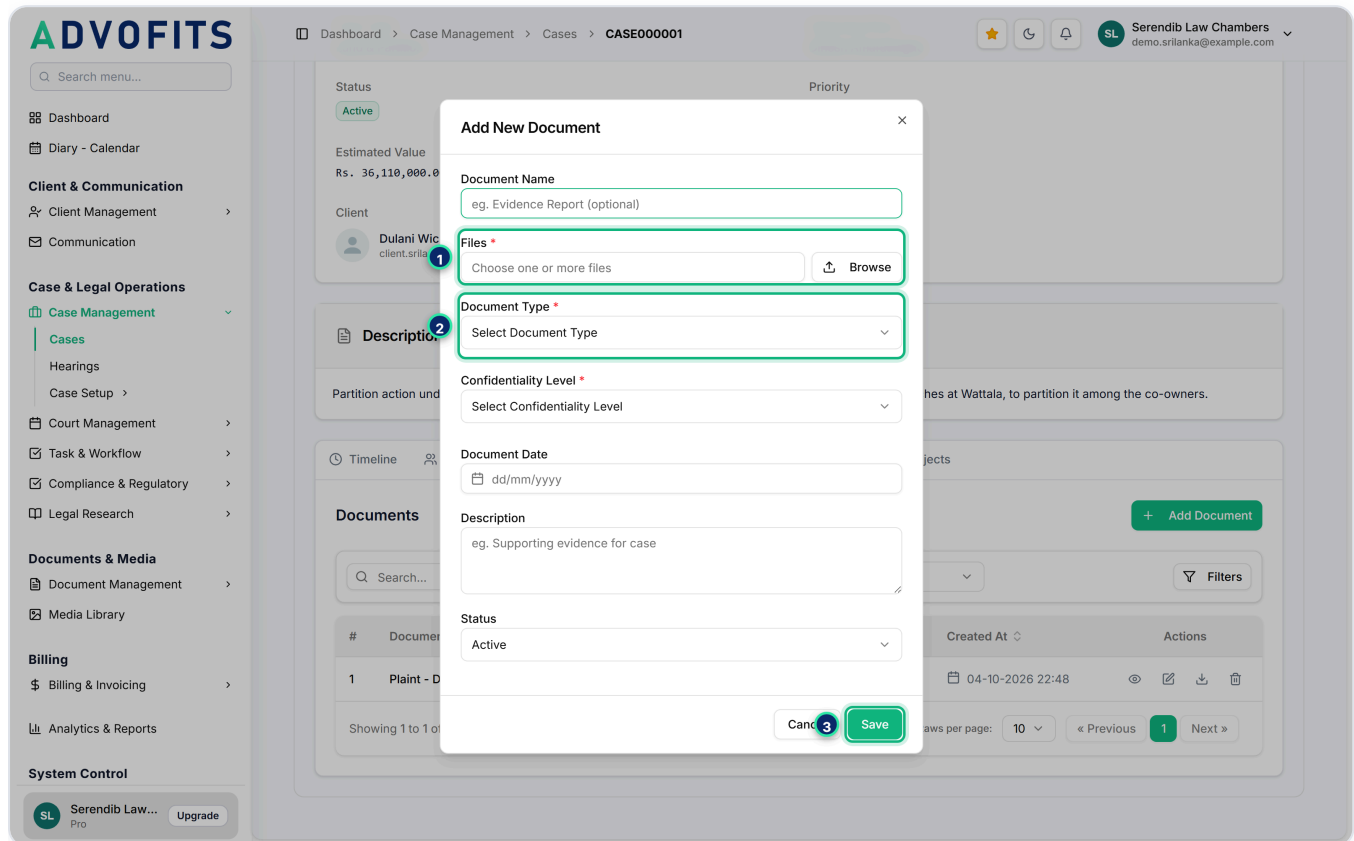
At the bottom of the modal, there are 'Cancel' and 'Save' buttons. The background interface shows the 'CASE000001' case details, including status (Active), priority (Low), estimated value (Rs. 36,110,000.00), and client information (Dulani Wickram). The 'Notes' tab is active, showing a list of notes with columns for #, Created By, Priority, Created At, and Actions.

- 1 Content: the note itself. A title is optional.
- 2 Note Type is General unless you choose Meeting, Research or Strategy.
- 3 Save. The note is listed on the tab with who wrote it and when.

3.4

Upload documents

On the Documents tab, click Add Document to upload files from your computer.



- 1 Files: Browse and choose one or several files at once.
- 2 Document Type, for example Plaintiff or Affidavit, and the Confidentiality Level.
- 3 Save. Each file can be viewed or downloaded from the list.

3.5

Assign your team

On the Team Members tab, click Add Team Member. A team member sees the case, its hearings and its tasks when they sign in.

The screenshot displays the AdvoFITS software interface. On the left is a sidebar menu with categories like Dashboard, Client & Communication, Case & Legal Operations, Documents & Media, Billing, and System Control. The main area shows the 'Case Management' section for 'CASE000001'. A modal window titled 'Add New Team Member' is open, featuring three numbered steps: 1. 'User' (a dropdown menu), 2. 'Assigned Date' (a date picker set to 13/10/2026), and 3. 'Save' (a green button). Below the modal, a 'Team Members' table is visible, listing two members: Trevor Koelmeyer and Anushya Nadarajah, both with 'Active' status. The bottom of the modal has 'Cancel' and 'Save' buttons.

- 1 User: choose the lawyer or clerk.
- 2 Assigned Date: the day they start on the case.
- 3 Save.

TIP New staff accounts are added under System Control → Team Members.

04 Hearings

4.1

The hearing list

Case Management → Hearings shows the hearings of one day, with the time, the court and the case of each.

The screenshot displays the AdvoFITS 'Hearings' interface. The sidebar on the left contains navigation links for Dashboard, Diary - Calendar, Client & Communication, Case & Legal Operations, Documents & Media, Billing, and System Control. The main content area is titled 'Hearings' and includes a search bar, filters for All Clients, All Cases, and All Courts, and a status filter. A list of hearings for the date 15-10-2026 is shown, with two hearings listed: 'Pre-Trial Conference - DC Galle Testamentary Case No. 161/T' at 11:00 and 'Further Trial - DC Kurunegala Case No. P/7533' at 09:00. A calendar on the right shows the month of October 2026 with a dot under the 15th indicating hearings. A 'Hearing Summary' table shows 16 Scheduled, 2 In Progress, 0 Completed, 0 Postponed, and 0 Cancelled hearings for the selected date. A 'Quick Filters' section allows jumping to Yesterday or Today.

- 1 The month calendar: a dot under a date means there are hearings that day. Click a date to see them.
- 2 Add Hearing (see the next page).
- 3 Each hearing shows its time, title, status, case and court.
- 4 The pencil edits a hearing, for example to record the outcome.

TIP Quick Filters on the right jump to Yesterday, Today or Tomorrow.

4.2

Add a hearing

Click Add Hearing. The court is taken from the case, so you never type it again.

ADVOFITS

Dashboard > Hearings

Search menu...

Dashboard

Diary - Calendar

Client & Communication

Client Management

Communication

Case & Legal Operations

Case Management

Cases

Hearings

Case Setup

Court Management

Task & Workflow

Compliance & Regulatory

Legal Research

Documents & Media

Document Management

Media Library

Billing

Billing & Invoicing

Analytics & Reports

System Control

Serendib Law... Pro Upgrade

Manage case hearing schedule

Search by client

All

15-10-2026

11:00 60m Pre-Trial

09:00 180m Further Trial

Case: CA

Court: Di

2 Hearings

Cancelled 0

October 2026

Su Mo Tu We Th Fr Sa

1 2 3

4 5 6 7 8 9 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 29 30 31

Hearing Summary (15-10-2026)

Scheduled	16
In Progress	2
Completed	0
Postponed	0
Cancelled	0
Total Hearings	18

Quick Filters

Yesterday

Today

Add New Hearing

Case *

Select Case

Hearing Type *

Select Hearing Type

Title *

eg. Calling / Mention

Description

eg. Hearing to review motion filed by plaintiff

Date *

dd/mm/yyyy

Time *

hh:mm

Duration (minutes)

eg. 60

Status

Scheduled

Note

Cancel Save

- 1 Case: the matter the hearing is for.
- 2 Hearing Type, for example Calling / Mention, Trial or Judgment / Order.
- 3 Title, for example Calling / Mention.
- 4 Date, then Time and Duration below it.
- 5 Save. The hearing appears in the list and in the Diary.

4.3

After the hearing

Record what happened, so the history of the case stays complete. Open the hearing with the pencil.

The screenshot shows the ADVOFITS interface with the 'Edit Hearing' modal open. The modal has the following fields:

- Description:** Estate of the late Sunil Tennakoon
- Date:** 15/10/2026
- Time:** 11:00
- Duration (minutes):** 60
- Status:** A dropdown menu with 'Scheduled' selected. A red circle with the number 1 points to this dropdown.
- Notes:** Appearing: Shirani Aldons
- Outcome:** A text area containing 'eg. Ruling in favor of plaintiff'. A red circle with the number 2 points to this text area.
- Buttons:** 'Cancel' and 'Save'. A red circle with the number 3 points to the 'Save' button.

The background dashboard shows a calendar for October 2026 with a hearing scheduled for 15-10-2026 at 11:00. A 'Hearing Summary' table is also visible:

Hearing Summary (15-10-2026)	
Scheduled	16
In Progress	2
Completed	0
Postponed	0
Cancelled	0
Total Hearings	18

- 1 Status: Completed, Postponed or Cancelled.
- 2 Outcome: what the court did, for example Postponed for further trial or Judgment delivered for the plaintiff.
- 3 Save. When the court gives a next date, add it as a new hearing.

05 The Diary

5.1

Your court diary

Diary - Calendar brings together hearings, case events, tasks, team assignments and filing dates, so you can see your week at a glance.

ADVOFITS

Dashboard > Calendar

Diary - Calendar

Manage your calendar and events.

Today October 2026

Local Calendar Month Week Day

Show: All 97 Hearings 18 Timeline Events 35 Tasks 31 Team Assignments 7 Cases Filed 6

All courts closed Senior courts only Holiday

Next court vacation: December Vacation 2026, 21-12-2026 to 03-01-2027

Statutory time limits generally continue to run during court vacations. Confirm dates with the relevant registry before relying on them.

Upcoming Events

- Case review... Timeline 14-10-2026 • 09:00 Island Tea Expo...
- Further Trial... Hearing 15-10-2026 • 14:30 Abeywickrama v....
- Pre-Trial Co... Hearing 16-10-2026 • 18:30 Estate of the late...
- Case review... Timeline 16-10-2026 • 09:00 Jiffry v. Gunawa...
- Case review... Timeline 16-10-2026 • 09:00

- 1 Today, and the arrows beside it, move between months, weeks or days.
- 2 Choose Month, Week or Day. Local Calendar shows AdvoFits entries; switch to Google Calendar here if your firm has connected it.
- 3 Show only what you need: Hearings, Timeline Events, Tasks, Team Assignments or Cases Filed.
- 4 Court vacations and holidays are marked, with the next vacation shown above the calendar.
- 5 Upcoming Events lists what is coming up in the next seven days.

TIP Statutory time limits generally continue to run during court vacations. Confirm dates with the relevant registry before relying on them.



Need a hand?

Raise a support ticket from Support Tickets in the menu, or contact us.

PHONE	+94 77 99 54 929
EMAIL	fundorait@gmail.com
WEB	advofits.lk