

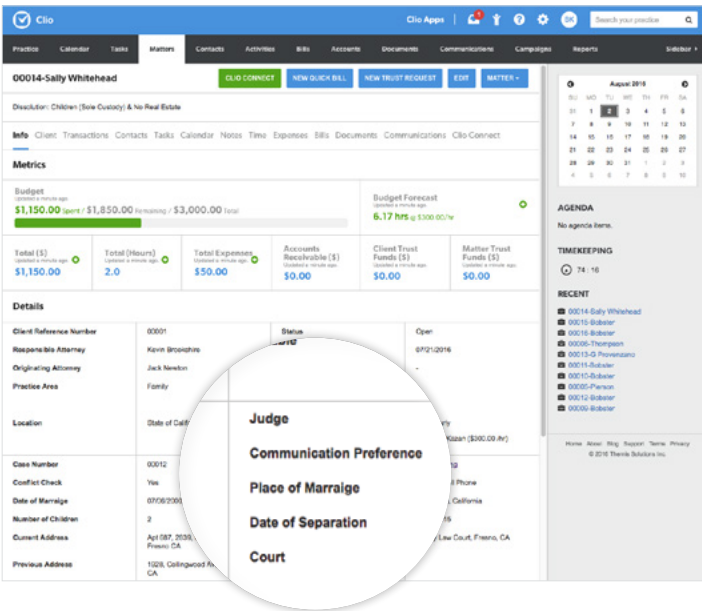
Customizing Clio:

A Guide for Family Lawyers



Custom Fields

From marriage dates to childrens' names, have all the necessary information you need in one place. Simply build your Custom Field sets, apply to your Matters or Contacts, and never miss an important detail again.



Simplify accessing information in Clio with default Custom Fields for all Matters and Contacts. Create Custom Fields by clicking Clio Settings Panel > System > Custom Fields, and use our guide below as a template.

For more tips and information, see our [support article on creating Contact & Matter Custom Fields & Sets](#).

Matter Field Name	Field Type
Case Number	Text (One-Line)
Opposing Party	Contact Select
Opposing Counsel	Contact Select
Judge	Contact Select
Court	Contact Select
Date of Marriage	Date

Matter Field Name	Field Type
Place of Marriage	Text (One-Line)
Date of Separation	Date
Number of Children	Integer
Conflict Check	Checkbox
Communication Preference	Picklist
Special Notes	Text (Multi-Line)

Please note Custom Fields are available to our Legacy, Boutique, and Elite customers. To upgrade today, call 1-888-858-2546—or upgrade instantly in-app. For more tips and information see our [Support Site](#).