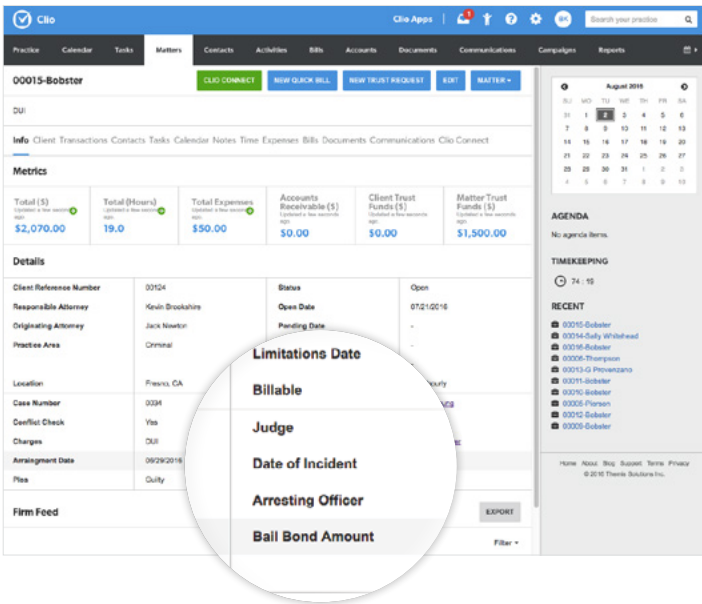


Customizing Clio:  
A Guide for  
Criminal Lawyers



# Custom Fields

From incident dates to bail bond amounts, 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-Liner)  |
| Prosecutor        | Contact Select    |
| Judge             | Contact Select    |
| Court             | Contact Select    |
| Charges           | Text (Multi-Line) |
| Date of Incident  | Date              |
| Arresting Officer | Contact Select    |
| Arrest Date       | Date              |
| Arraignment Date  | Date              |
| Bail Bond Amount  | Money             |

| Contact Field Names (Client) | Field Type        |
|------------------------------|-------------------|
| Plea                         | Picklist          |
| Jury Trial                   | Checkbox          |
| Court Appointed              | Checkbox          |
| Conflict Check               | Checkbox          |
| Time at Current Address      | Text (One-Liner)  |
| Date of Birth                | Date              |
| Immigration Status           | Picklist          |
| Social Security Number       | Integer           |
| Employer                     | Text (Multi-Line) |
| Length of Employment         | Text (One-Liner)  |

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](#).