

Document Index / Paperbook Builder

Legal

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Organise case documents into an indexed paperbook — a chronological index with serial, description, date and page-reference columns, a chronology of key events and organisation tips. Fill in the details below.

Purpose of this tool & output

Organise case documents into an indexed paperbook

How the output is used

Use it to organise case documents — an indexed paperbook with a chronological, numbered document list for filing or hearing.

Important cautions

AI-generated index; verify completeness with the advocate.

Companion documents

- Paralegal Task Procedure
- Case Brief / Headnote Generator
- Due-Diligence Checklist Builder
- Legal Research Question Framing
- Client Intake Form Generator
- Billing / Time-Entry Narrative Helper

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.