Suggested Clio Duo Query List

Whether you're looking for information on cases, clients, documents, or tasks, here are examples of questions you can ask Clio Duo. Feel free to modify them based on your specific needs and explore other questions to see how Clio Duo can best serve your practice.

In the sample questions below, we will refer to an example matter, user, and client as "*John Doe*".

SAMPLE QUESTIONS TO ASK CLIO DUO

Access matter details	• Get me up to speed on the *John Doe* matter • List open matters with user *John Doe* as the responsible attorney • List matters opened last week • How many open matters do we have? • Catch me up on the matter where *John Doe* is the client
Retrieve client information	• Show me recent email communications for *John Doe* • Retrieve contact details for *John Doe* • What's *John Doe's* number? • Tell me about the last email communications for *John Doe* • Do we have any upcoming deadlines this week for the *John Do*e matter?
Find documents within a matter	• Which documents have been recently uploaded for *John Doe's* matter? • Show me documents uploaded this past week
Get caught up on case details	• Bring me up to speed on *John Doe's* matter • What was the latest note about the *John Doe* matter? • Show me the most recent summary of notes from the *John Doe* matter • Provide a summary of court appearances for the coming week

Manage tasks and deadlines	• What tasks do I have for today? • Retrieve tasks associated with court hearings or depositions • What deadlines are coming up for *John Doe's* case? • List all tasks related to document review • Help me write an email to *John Doe* requesting her availability to discuss the settlement trial details
Track and review billing information	• Show me all of my billable activities in the past week • List all my unpaid bills for the past month • Show me any recent bills with outstanding balances • Which clients have an outstanding balance? • What is the status of the latest invoice sent to *John Doe*? • Show me the bills I generated last week
Get personal insights and generate reports	• What are my billable hours for last month? • Show me billed hours last month for *John Doe* • Provide a productivity report for attorney *John Doe* for the last month • Retrieve a breakdown of revenue for civil litigation (example practice area) • Generate the productivity by user report for the past month
Simplify tasks and time management	• Create a task named settlement draft review for myself and make it due tomorrow. Make it a high priority • Create a time entry for 1h with my rate for the *John Doe* matter