

Court Date Notification System - Google Sheet Structure

1. Overview

This Google Sheet is designed to work seamlessly with an email automation system (like Zapier + Mailchimp) to notify clients about their court dates. Whenever a new row is added to this sheet, an automatic confirmation email is triggered.

2. Sheet Columns

Client Name	Email	Phone Number	Court Date	Court Time	Case Type	Court Location
John Doe	john@email.com	9876543210	2025-06-15	10:00 AM	Civil Dispute	Delhi High Court
Asha Kapoor	asha.k@email.com	9123456789	2025-06-18	2:00 PM	Property Case	Mumbai Sessions

3. Description of Columns

Client Name:	Used to personalize the email (e.g., 'Hi John!').
Email:	Target email address for sending notifications.
Phone Number:	Optional - used if integrating SMS/WhatsApp.
Court Date:	The scheduled date for the client's court appearance.
Court Time:	Time of the hearing.
Case Type:	Optional - used for segmenting messages by case type.
Court Location:	Location of the court (helps client know where to go).
Added On:	Timestamp when the entry was added (good for logs).
Status:	Use values like 'Upcoming', 'Completed', or 'Cancelled'.

4. Email Sample (Zapier + Mailchimp)

Subject: Your court date is confirmed: [Court Date]

Hi {{Client Name}},

This is to confirm your upcoming court hearing scheduled on {{Court Date}} at {{Court Time}} in {{Court Location}}.

Please be on time and bring all necessary documents. If you have any questions, reply to this email or call us at [LAWYER'S NUMBER].

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- [Lawyer/Firm Name]