

Using Excel to calculate deadlines:

Deadlines should not include the date on which the deadline is set. For example if we appear on a case on November 5, 2010 and the judge, on November 5, orders that motions are due in 30 days, day 1 of 30 is November 6. Excel can calculate this for you easily. Simply type the full date in the A1 cell for the date of the order and the full date of the following day in A2. Highlight/select the two cells. In the lower right-hand corner of the highlighted/selected cells there is a little square. When you place the mouse-cursor over that square the mouse-cursor will change from an arrow to a plus symbol. Click and drag down as far as you need (if 30 days then to row 31 designated by the numbers to the left of the row) and Excel will automatically fill in the sequential dates corresponding to the number of rows.

