Matter File Types Table

This table is used to define the types of Matter File records. Matter File records use Matter File Types to make searching and reporting easier; it also allows for a further filter on access for certain file types.

If the value of 'Visible only to Legal Team' is Yes, then only people in the legal group can view the Matter File record, even if others can view the Matter record. So a legal requester who is able to view both a Matter and its Matter Files will not see Matter File Types that are visible only to the legal team.

New Matter File Types can be added as needed from the Matter File Types table, and existing ones can be disabled by changing their status to Inactive.