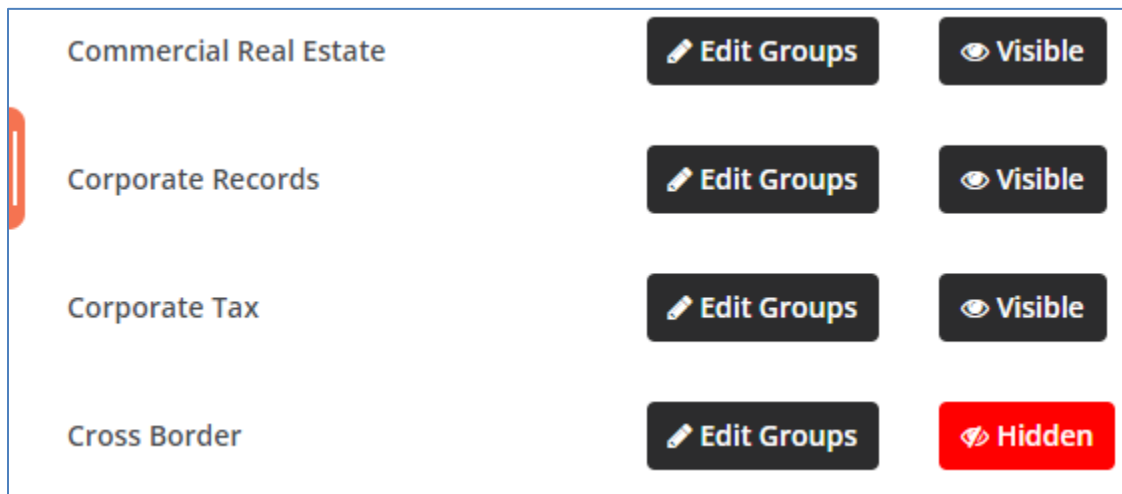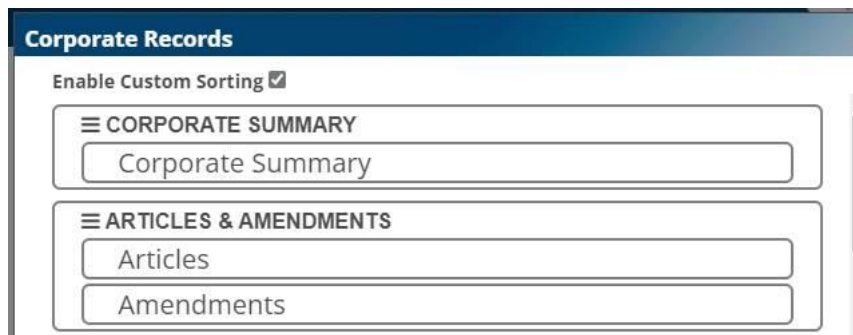# Custom Sorting Legal Kiosk

1.   Go to **Admin Management/Practice Area Management**

2.   Select Corporate Records Practice are and **Edit Groups**

3.   Activate the **Enable Custom Sorting** tickbox and use the "hamburgers" to drag to preferred order

4.   If there's sub-categories, hover on that level for their hamburgers and you can drag them to preferred order as well

5.   If there's no document in a category, it won't appear