

## **LawOffice?**

LawOffice is a Software Product to help manage Law Firms' activities. It helps any Law Firm in handling its work-Clients, Cases, Lawyers, Court Hearings & more. LawOffice is an Information System which is very easy-to-use and easily affordable.

## **Why do we need it?**

A Lawyer needs to deal with his/her clients, hearings coming up in various courts and status of such cases, all the time. Typically, such information is not readily available and are marked in case dockets in a typical manual system. Computerized Law systems were expensive before.

**Now, we have LawOffice. It is affordable and supports all activities in a Law Firm.**

## **What does LawOffice do?**

LawOffice is an Information System to help Lawyers and Law Firms, to maintain and monitor information on regular activities, pertaining to Clients, Cases, Hearings & more. It is not meant for providing professional help to lawyers on Case Laws, etc.

### **It has all the good features required for a typical Law firm. Some are:**

- LawOffice handles any number of clients.
- LawOffice handles any number of cases per client.
- It tracks status of each case in progress and helps to maintain all document references.
- A daily report of 'Hearings Today' can be obtained at any day, for any day. Saves you time.
- Status on any given client with documents pending to be made/obtained, is a major help.
- LawOffice is built on SpApp, a tool to create Business Applications without programming.
- LawOffice does not require any third party database like MS SQL Server or Oracle.
- A Database Administrator is not required to maintain LawOffice.
- Maintenance of LawOffice does not warrant IT specialists.
- LawOffice is maintainable by Writers or other staff only.
- LawOffice has facilities to Preview, Print, Fax or Email all the Status reports.
- It needs minimum hardware.
- Easy to understand and use. No special training/courses required.
- LawOffice is highly secure. No separate security required.

**LawOffice is a complete Information System for Lawyers and it is Ready-to-use. It pays back your investment in a very short span of time.**

## **Environment Required**

- LawOffice requires Windows XP Professional or later, running on a normal PC with 512 MB RAM.
- LawOffice installs on your computer automatically, in less than a minute.
- Your existing staff can learn it, in under a day and feed in all the basic information quickly, for use.

### **Key Features of LawOffice**

- LawOffice maintains your clients with all their case details.
- Each case's complete data such as Hearings, Investigations and Witnesses are maintained.
- When a client visits your office, you can get to see the current status of his/her cases.
- You can check the documents availability for a case and seek the pending ones.
- You may also allot different cases to your colleagues and monitor the progress/status.
- On a given day, you can find out hearings coming up for the day, at various courts.
- LawOffice helps you to find out oncoming outstation hearings, for your travel plans.
- You can track all types of client cases as well as other services that you render.
- Specific legal services such as contracts, advice, etc., can also be tracked.
- You can take out a Client Detail report at any time, to provide to your clients, if required.
- You may track your formal case documents' physical and computer file locations, easily.
- Detailed Hearing data including investigations, cross-examinations, etc are also maintained.
- Complete information on any case progress, helps you to analyze the case well, when reviewed.
- Dependence on file noting, memory recall, etc., is reduced substantially, enhancing success rate.
- LawOffice helps you to reallocate your colleagues to a case, as the case progress is readily there.
- Use your existing staff on LawOffice and derive all the benefits.

### **What LawOffice cannot do?**

- LawOffice is not for rendering professional help in terms of Case Law References, etc.
- Meaningful Status Reports cannot be obtained, if Client/Case Data are not regularly fed into LawOffice.

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