

Legal Management and Tracking System



Law firms have evolved from mere litigation to providing general business law services, such as corporate, securities, banking and finance, corporate recovery services, mergers & acquisitions, taxation, labour, expatriate services, real estate, litigation and arbitration.

Recognizing this industry need, we, at i-Vision Solutions offer you our Legal Management and tracking system (LMTS). LMTS connects processes with minimal rework, assured reporting, and cost-efficient support. Our solution enables integration of business services onto one platform, resulting in the ability to share vital, consistent information across your firm.

LMTS is a software designed to manage a law office's case and client records, billing, schedules and appointments, deadlines, computer files. LMTS helps capture TradeMark, Patent, Corporate Litigation details. Track status and provide mail alerts for renewal. It handles the following business processes

- Corporate data and records
- Work permit and Visa details and control
- Litigation information
- Trade mark information
- Patent information
- Appointments and annotations

Along with this we have a Time sheet program (SBMS). Employees fill time sheets and the time spent on a case is recorded and the client is billed accordingly. This helps in hourly accurate billing. We also provide a Document Management (DocuCare) where legal documents are stored electronically, retrieved quickly and enable the management and distribution of documents efficiently.

Features of LMTS

A. Corporate Data

- Corporate data is the key to the entire system
- All the corporate information such as general information, registered address, Registered capital, tax Id no., etc are keyed in.
- Also keyed in is Board of Directors with their position, shareholders represented, appointment date and term of office.
- The system will have details of the management, Auditors, Legal advisors and Company secretary
- Details of Share transfers and forms are kept track Board meetings, AGM EGM are recorded.

B. Workpermit and Visa details

- We need to keep all details of work permit, visa and 90 days stay with expiry dates for all of them
- We have reminders by email for all renewals so that appropriate action can be taken in a timely fashion.
- Reports with all details

C. Litigation Information

- Litigation information has a lot of information which is needed besides the case number, the prosecutor and defendant.
- Each step of the process has to be recorded with date, time and remarks.
- We provide an open ended list of items so that the user can create as many entries as required depending on the complexity of the case.
- We also recommend this so that for each list multiple entries with remarks could be given.

Technosoft Solutions India Pvt. Ltd

**To know more about LMTS Contact us at enquiries@technosoft-india.com
www.technosoftsolutions.com**

D. Trademark and Patent

- Trade mark and Patents though similar in nature require details regarding the TM and the logo in case of Trade mark but not in the case of Patent.
- Tracking application status
- In Trade mark user can add all the data and also upload an image file. We also need to keep track of all activities step by step with time and date.
- The renewal activities are very important and tracked
- Employees sent email alerts for renewal

E. Appointments & Reports

- Appointments are maintained in this module
- Each appointment has a remark and status.
- An audit log is maintained for every activity carried out on the system.
- Search facilities given to look at any appointments and the remarks. Can export document into Word, Excel, PSF, and .CSV by program

BENEFITS

- **Handle increased volume of work and enhance productivity**
- **Consistent and easy to use software enables staff become more efficient**
- **Quick access to information provides better service to clients**
- **Organized follow up of Renewals**
- **SBMS provides accurate time sheet program, billing and invoicing**
- **DMS provides a complete electronic repository, quick retrieval & management.**