

Cloud Based

# Practice Management Platform

A Definitive Tool For

Lawyers, Law Firms & Corporate Legal Departments



An integrated digital workspace, which is unified, secure and intelligent to run your operations, manage your projects and matters.

Provides authorised access from any device, to assign and manage tasks, monitor workflows, documents, dates, notifications and more.

Teams collaborate and communicate efficiently across locations, offices & time zones to manage projects, matters and transactions seamlessly.

# CHALLENGES

- Collaboration Amongst Widely Dispersed Teams
- Information Overload- Scattered Data
- Lack Of Visibility of End to End Process
- Manual Tracking & Monitoring
- Lack of Metrics and Reports
- Managing External Counsel
- Missed Dates & Deadlines
- Accessibility & Search
- Client Servicing

# MYKASE ENABLES





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# Litigation Management Platform

Track all your Legal matters from one Location

Delivers end to end visibility over your entire Matter Portfolio



## MATTER MANAGEMENT

- Matter Intake
- Central Repository of Open & Archival Cases
- Time Entry
- Client Portal
- Calander Management
- Rights Management
- Reports
- Conflict Check
- Global Search
- Client Portal

## DOCUMENT MANAGEMENT

- Centralised Repository of Documents
- Check in/Check Out
- Versioning of Documents & Audit Trail
- Mark documents as Confidential
- Share files Securely
- Restricted user Rights
- Collaborative Working
- Quick Search & Retrieval
- Integrated with Dropbox, One Drive,
- Google Drive

## TASK MANAGEMENT

- Assign/Accept/Reject Task
- Dashboard to Monitor and Track
- Email Alerts & Notifications
- Calendar Time Entry
- Avoid Conflicts & Plan Optimally

## LITIGATION TRACKING

- Track cases across all Courts in India
- Automated Case Alerts
- Personalized Cause List
- Litigation Search
- Litigation Verification Check
- Orders, Judgments and Timeline

## TOOLS

- Digital Signature
- Bundling of PDF
- Compare Document
- Email Sync
- Global Search
- OCR
- Translator
- Integration – Drop Box, One Drive, Google Drive
- Calendar / Google Calendar
- Manupatra Integration - Legal Research

## EXPENSE MANAGEMENT

- Capture Expenses
  - ::Client wise ::Matter-wise ::User wise
  - ::Billable/Non-billable
- Save supporting Receipts
- Time Entry Tracking
- Report Generation
- Quick Search and Retrieval
- Reduce frauds and manipulation.
- Analyse expenses and monitor spending

## INVOICE MANAGEMENT

- Comprehensive Invoice Management
- Customize Invoice Template
- Create Invoice
- Track Payments
- Reminder for Overdue Payments
- Quick Search & Retrieval of Invoices
- Easy Download and Sharing
- Single Dashboard View

## TEAM COLLABORATION

- Team Collaboration & Communication
- File Share and Sync
- Co-editing / Collaboration
- Communication Tab
- Knowledge Sharing
- Chat
- Collaborative Task Management

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# Request & Matter Management Platform

Platform Made For Corporate Legal Teams

## CHALLENGES

## SOLUTION

Multiple legal service request received through multiple channels.	Single funnel workflow to handle all requests.
Lack of visibility & manual tracking.	Track which work is handled by the in-house team, and which work goes to outside counsel.
Lack of metrics & data to analyse.	How much work is being done by team.
Missed dates & deadlines.	See where the work is coming from (or isn't).
Not finding the right document at the right time.	What are the risk levels.
No view on staff capacity and expertise.	Drive better business outcome.
Communication across multiple medium	Use data to project the value of the department.
	Assign tasks to appropriate staff and improve productivity.
	Uniform and consistent reporting with accurate And real-time data.

## VALUE PROPOSITION



## REQUEST MANAGEMENT

- Forms Template
- Centralized Tracking & Management Through Request Dashboard
- Assign Tasks To Appropriate Staff And Improve Productivity
- Notification & Alerts
- Integrated With matter Management

## MATTER MANAGEMENT

- Consolidated Matter List
- Central Repository Of Open & Archival Cases
- Time Entry
- Manage Outside Counsel
- Calendar Management
- Rights Management
- Reports
- Conflict Check
- Global Search

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# Notice Management Platform

Manages the Notices throughout their lifecycle in a single streamlined workflow

## FEATURES



## CHALLENGES

## SOLUTION

Send and Receive multiple and bulk Notices	● Bulk Drafting from a single dashboard with customizable templates & generate thousands of notices in a matter of seconds
Missed deadlines due to scattered Information	● Systematic Workflow and Calendar Log along with smarts and email notifications
Lack of consolidated overview	● Unified Dashboard gives you a bird's eye view of all your Notices and Approvals
Duplicity of information	● Ensure uniformity and consistency in managing notices
No central repository for notices issued in the past and their outcome	● Centralized repository for all the notices, related documents, data and information
Tracking delivery dates	● Integrated with India Speed Post service. Input the date of dispatch & speed post consignment no to receive automatic email alert of delivery

# END TO END NOTICE MANAGEMENT



## TOOLS

