



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.

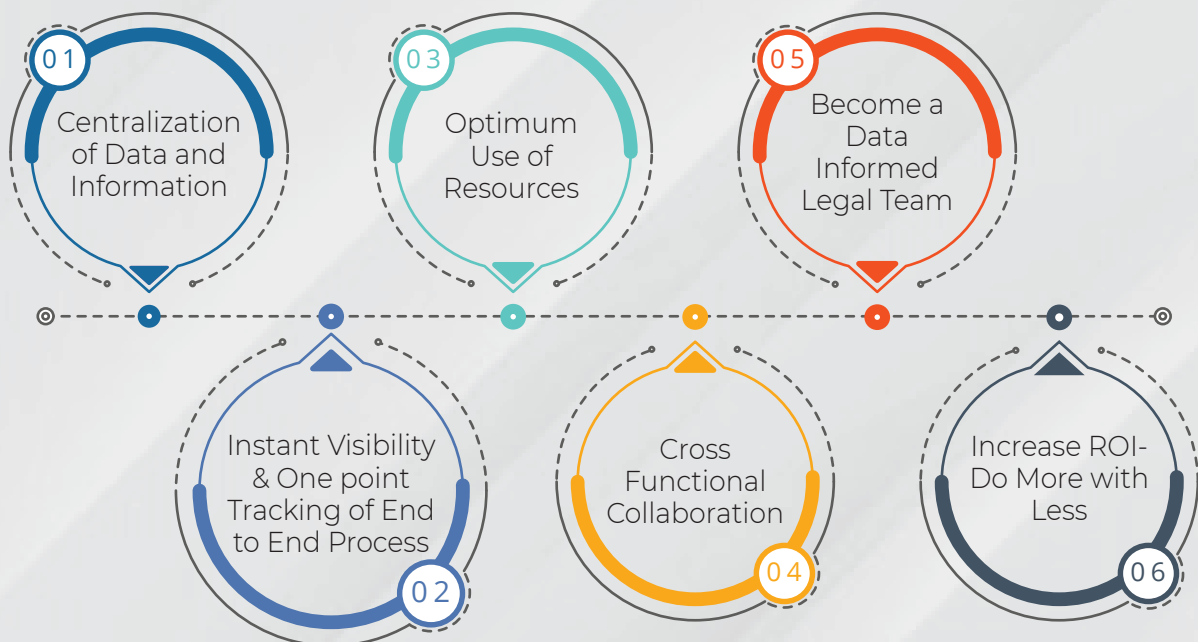
Provides authorised access from any device, to assign and manage tasks, monitor workflows, documents, dates, notifications and more..

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



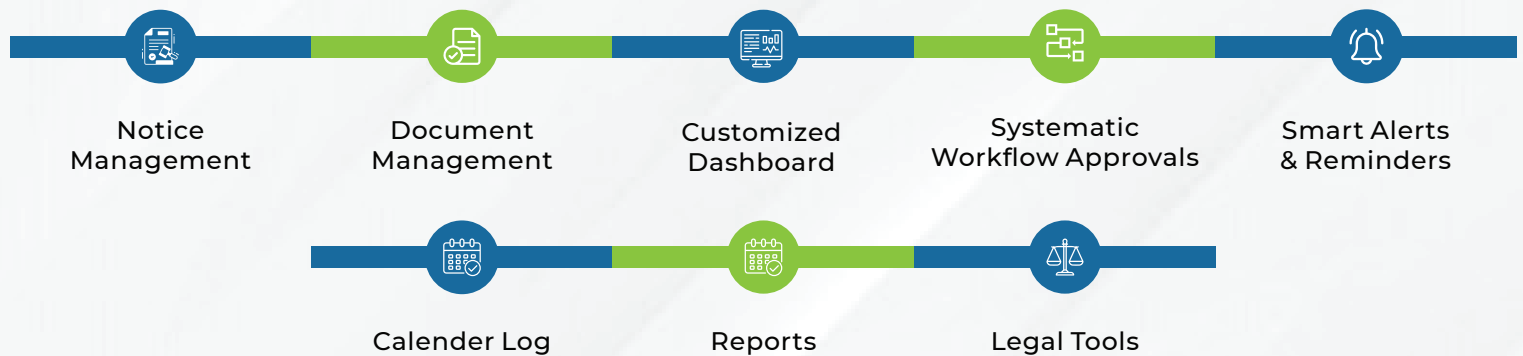


Cloud Based

Notice Management Platform

Manages the Notices throughout thier lifecycle in a single streamlined workflow

FEATURES



CHALLENGES

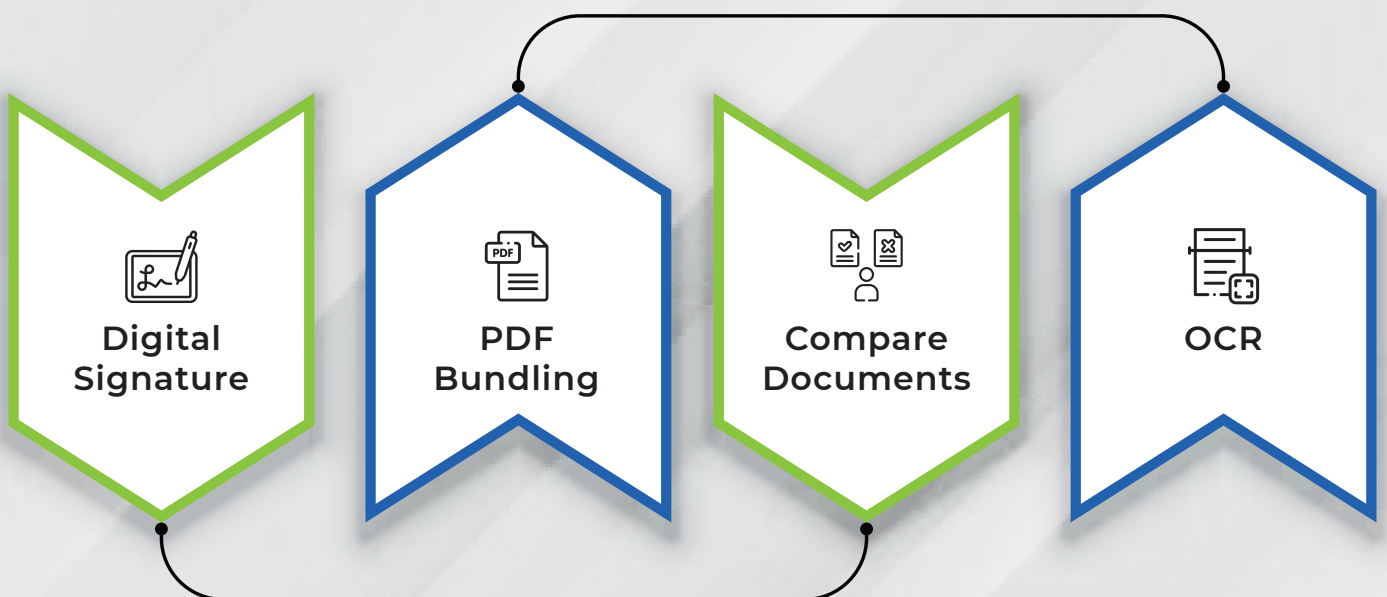
SOLUTION

- | | | |
|--|---|---|
| Send and Receive multiple and bulk Notices | ● | Bulk drafting through a single dashboard with customizable templates. |
| Manage Notices including issued in the past and their status | ● | Generate multiple notices with single click. |
| Missed dates and deadlines | ● | Central repository of all documents, notices, reply, rejoinders. |
| Lack of consolidated view | ● | Integrated with litigation management. |
| Duplicity of information | ● | Effective Tracking of milestones with Alerts, Reminders & Reports. |
| Reports | ● | Integrated with India Speed Post service |

END TO END NOTICE MANAGEMENT



TOOLS





Cloud Based

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



Cloud Based

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 is goes to outside counsel.
Lack of metrics & data to analyse.	How much work is being done by team.
Missed dates & deadline.	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



Centralized Tracking and Reporting



Notification & Alerts to Process Participants & Stakeholders



Integrated with Matter, Document, Task & Spend Management Processes



E- Signature Integration Standardizes Secure Approvals



Targeted Reporting



Greater Efficiency, Accountability and a Better User Experience

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

DOCUMENT MANAGEMENT

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