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Case Management in More Ways Than One

By Dennis Kennedy

Case management solutions can increase productivity and even reduce malpractice premiums so why don't more law firms jump aboard? One possible problem — too many choices. Despite some consolidation, many different products still exist. In fact, nowadays law firms must first decide if they want an online service or traditional software. Decisions, decisions

Legal Files has at least eliminated this initial hurdle by offering both an online (MyLegalFiles) and traditional (Legal Files) solution. Both products work more or less identically. It's just that MyLegalFiles works from within your Web browser.

Legal Files handles just about everything — document management, document assembly, contact management, centralized case and matter information, docketing, time-billing, calendaring, project management, and much more.

The company just released version 7. Among the notable new features is document archival utility that integrates with the built-in document management system. With this new tool and integration with Outlook, you can easily archive all the email messages and documents associated with a case when it closes. You can even have this occur automatically by telling Legal Files how many years a matter must be closed before it gets archived.

Legal Files 7 also has a number of time-saving features. For example, you can drag and drop

files onto matters to quickly associate them with that matter. You can also add a "Save to Legal Files" menu option in programs such as Microsoft Word.

Version 7.0 also adds an automated, multi-stage review and approval process for invoicing. This process is tied to its LEDES Importer tool to help you take better advantage of this increasingly important standard.

Legal Files 7.0 continues its tradition of customization with significant enhancements to the software's Custom Window/Custom Form Builder tools, making them easily available from more of the places in the program where you may need them.

The new version also offers greater integration with other document management, accounting, and standard law office software, including Microsoft Office and Worldox GX. Larger firms will like the support of Microsoft SQL Server 2005 and Oracle 10g. Learn more about MyLegalFiles 7.0 and Legal Files 7.0: www.legalfiles.com

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