



Introduction

This powerful software is a must for all firms committed to court work whether it be on a Private Client basis or on a Legal Aid Basis. By using the software it enables users to capture time and the subsequent charge against each client matter by simply carrying out the work.

For example the automated document management part of the software creates the document and instantly updates the charge to the client file as a by-product. The system is clever enough to know that a document is single or multiple pages long. This same ethos applies to all input into the system including meetings in-house, outside, court appearances and so on.

The system can apply the correct charge for the type of case, the appropriate rate for qualified and non qualified staff and can even calculate the complex split on travelling time to prison, court across however many matter it effects. At anytime the system can create an interim fee note and can report extensively on WIP by fee earner, department, work-type and so on.

The Intelligent Time & Files Management system has become widely used owing to the increased requirement for information on work in progress. This is supplemented by a better need for management information within all busy Legal Firms, large or small, not to mention a desire to increase fee billing where appropriate.

Recording even one additional unit of time per day per fee earner can add substantially to the overall profitability of a firm. Make your practice more profitable by accurately billing the work carried out by being able to justify the fee due to exact records of the work carried out and of course the correct billing method deployed by the system. (This is of particular interest to those firms who carry out Court, Commercial and of course Legal Aid Work)

Key Features

Intelligent Time & Files includes the following key features:

- Intelligent Automated Document production and associated charges input against the matter.
- Flexible structure of charging rates
- Activity cost, charge out rates and fee earner costs stored by effective date
- Automatic selection of appropriate charge
- Unlimited number of charge categories and activity codes

- Optional charge rates by Fee Earner or Fee Earner type, department or group
- Support charge rates based on U rates
- Time captured transactions can be used by Intelligent Accounts in creating Bills/Fee Notes
- Automated email production and associated charges input against the matter
- Automated document production and associated charges input against the matter. No limit to the document styles bank
- Intelligent Files are created as a by-product of using the system allowing for extensive searching of all documents both incoming and outgoing, emails both incoming and outgoing, all file notes, in fact any related item capable of being stored electronically such as images etc
- Full events management such as planned court appearances. These can be split by type such as appeal, trial diet, pleading diet and so on.
- Full events management such as planned court appearances by fee earner, by court, by case etc
- Full reporting and analysis of all events completed, planned, late, by importance level, by date or by date range and more.
- Events management reporting by fee earner, by work type, by department
- Full search capabilities for emails in/out, letters in/out, file notes, precognitions and more
- Extensive search capability to locate the client and matter
- Extensive reports on chargeable and non chargeable time
- Optional automated warning/report when this figure is about to be reached

For further information about Intelligent Time & Files and other products and services available from DENOVO Business Intelligence, please do not hesitate to contact DENOVO who will endeavour to respond to your enquiry as soon as possible.