

## Introduction

Intelligent Legal Aid is a must for all firms committed to Legal Aid work. Whether it's used simply to track the value of Fees submitted to and paid by SLAB and/or used to produce the Legal Aid Accounts themselves, the benefit to your Practice is unquestionable.

Intelligent Legal Aid now allows the recording of each claim sent to SLAB, the amount received from them, the value of Abatements accepted and the value of Abatements remaining in dispute. Management Reports comparing each aspect of SLAB transactions are available at your fingertips.

## Key Features

The Intelligent Legal Aid includes the following key features:

- Automatic recording of Legal Aid Account submissions date, payment date and claim amount date.
- Easy input payment matching for Legal Aid Accounts.
- Easy input to report abatement details against an Account.
- Produces Reports on the total value of WIP submitted to the Inland Revenue, along with Total Abatements to date.
- Produces Reports on the total value of Accounts submitted to SLAB, the total value of amounts paid and the total of Abatements whether accepted or in dispute.
- Easy input to create your own Legal Aid Accounts.
- Authorised Expenditure Limit tracking and recording through Automatic Time capture.
- Single-click link to SLAB's website in particular the Authorised Expenditure Increase.
- Independent Fee Numbering system for Legal Aid Accounts using Legal Advice or Legal Aid Reference numbers.
- With Automatic production of all Letters, Documents, Attendance Notes, etc., your Time Recording will be recorded automatically for you.

## Benefits

With Intelligent Legal Aid you are in control of monitoring claims to and payments from SLAB. The amount of an Account submitted for payment can be recorded against the particular case without affecting the overall Balance. The amount of Legal Aid Outstanding is automatically shown as a memo balance on the individual ledger and available throughout the software.

On the payment side, there is a new feature to cover every eventuality. Legal Aid matching allows you to process: Accounts paid in full, paid but with accepted abatements. This flexibility ensures that you are accurately recording the true payment status, giving you a clearer picture of just what is and isn't being paid.

Where abatements are in dispute these figures are retained on the system. You keep track of these sums by running one of the many Management Reports, and in this particular case, the Legal Aid Outstanding Report. All reports can be grouped by Analysis types which, include Fee Eamer, Department and Office.

Why not create your own Legal Aid Accounts for submission to SLAB? Using Intelligent Time or Intelligent Time & Files. From the Events feature you can very simply move your time entries into a fully configured Legal Advice & Assistance, Criminal Legal Aid or Civil Legal Aid Account. Your accounts can either be printed or emailed direct to SLAB.

Losing Revenue by doing Legal Advice & Assistance work without sufficient Authorised Expenditure? Intelligent Legal Aid helps you keep abreast of what your limits are through automatic messaging. To track your Authorised Expenditure limit, simply set the current amount on the Job or Matter Account and you will be advised when your Work in Progress is approaching this amount. This gives you the opportunity to submit your Increase form in advance of doing the required work.

A single-click from the Job or Matter Account will launch your Internet Browser and take you direct to the SLAB AA/INC pdf form for completion. To record the increase simply add this as a time recording entry. This automatically updates the Legal Aid section of the Job or Matter Account with the new Authorised Expenditure limit. A full history of dates and amounts granted is kept on the ledger.

Get the information you need using Intelligent Legal Aid. Your software can be configured to use the Legal Aid or Legal Advice & Assistance reference number as the equivalent of a Fee Note number on a Private Fee. This means that all SLAB Accounts consistently use the correct reference number.

We also ask you to note the software deals with document-based activities such as Letters, Mandates, Court Writs and the like. When these documents are generated through the software, the option to time record the entry, on a “per sheet” or “per page” basis, is available.

Let's not forget about the implications of calculating the value of Work in Progress for Tax Calculation purposes. Having time recorded as part of your daily routine means that you can ensure your Work in Progress is reduced to the minimum amount by Billing clients in advance of the Tax Date threshold.

*Events* is a term, within the DENOVO software, that refers to all types of contact between a Legal Firm and its clients.

Everything from Telephone Calls In/Out, Email In/Out, all letters produced for the clients and letters incoming can all be easily generated via the Events feature. As a consequence all areas of work can be stored within the DENOVO suite of software with less user input than the traditional methods whilst enabling the practice to build up a complete electronic file with every movement time recorded, date and time stamped.

## Key Features

- Full integration with Microsoft Office to attach documents and create/receive emails and add them to Events items.
- Multiple Feeing Structures supported for Private Client and Legal Aid work.
- Unlimited number of Activity Codes can be used.
- Global and Matter Specific Work in Progress.
- Limits can be set. Great for monitoring Interim Billing.

This is a small reminder of the power of Intelligent Files and Intelligent Time modules. This can only be enhanced by adding the additional feature that is Intelligent Time & Files.

**For further information about Intelligent Legal Aid and other products and services available from DENOVO, please don't hesitate to contact us and we will endeavour to respond to your enquiry as soon as possible.**