



# DPS Crime



The DPS Outlook Office/OneOffice Crime CDS Billing system operates according to the very latest criminal Publicly Funded & Franchising criteria.

The system is designed for the Criminal Practitioner who wants to be free from the time-consuming aspects of the criminal franchise procedure, yet needs the control provided by it.

It is a unique and powerful system which can literally save hours of valuable fee earning time and facilitates accurate and efficient billing.

## Flexibility

The system is designed to be completely flexible although precedents covering a firm's typical requirements are provided. Like all DPS systems it is designed to be customised by trained users to match the individual requirements and workings of a modern working practice.

## Document Assembly, Database and SMS Messaging

All of the Outlook Office/OneOffice family of products have built in document assembly to assemble letters, documents and forms that are suited to a particular case, these use template intelligence. All information regarding the matter is merged in related databases holding court, client, and other contact details. The time taken to enter case data and produce documents is enormously reduced. As all information only needs to be entered once, the system enables users with limited keyboard skills to produce documents simply and quickly.

All DPS applications allow the facility to SMS text message any individual as part of the system. Firms typically reduce their fee earner secretarial ratio from 1.3 to 1.6 or better.

## Automatic Case Costing and Tracking

All letters and documents produced by the system are automatically tracked and charged against each matter. Users are automatically prompted for their time when entering attendance notes or doing any work on the case at all. So, for example, entering an appearance will prompt responses on travelling and waiting. All this costing information is carried forward to produce CDS6, CDS7 and Crown Court bills or private bills where the case is not CDS listed.

## Time Recording

Time can be entered by manual input on the screen into online attendance notes or can be recorded in real time as work is being done. This time is automatically fed to the DPS Cashier accounts package for work in progress (WIP) reports. A record of disbursements, telephone calls and all correspondence is maintained. This information can be displayed in an instant for any matter and is available for billing purposes.

## E-mail Integration

All DPS Outlook Office/OneOffice products fully integrate to Microsoft® Outlook allowing instant communication with contacts on the file; this includes courts and police stations. Each email in or out is recorded and charged appropriately to each file.

When emails are sent from Outlook they can automatically be attached to the case file and incoming emails about cases are automatically filed away to the case by the DPS system.

## Case History

A full case history of all actions completed is held against a file. Any user can, without the need to locate paper file records, access the status of each matter at any time. This ensures that any important court dates or case information is not missed or overlooked. The systems Tasks (To Do) List ensures that users are reminded of forthcoming actions required on matters and whether time limits exist.

## Automated Case Progression

If a letter or email is sent in the system that needs a reply within a certain period of time then the user can specify that the letter or email is to be 'chased'. This means that if no reply is received the system will automatically send chasing emails to the relevant party when the time period expires. The automated emails include attachments that copy the recipient with document that they have not responded to.

## CDS Billing

All CDS forms are fully integrated and are completed automatically at the touch of a button. For billing purposes this includes the CDS6, CDS11 and CDS7 forms. The former can also be uploaded directly to the LSC website saving hours of manual input.

The DPS Crime system will also bill any recorded Crown Court, Litigators Graduated Fee Scheme (LGFS) and, where applicable, Advocates Graduated Fee Scheme (AGFS) work. The LF1, LF2 and AGFS Claim Form are all automatically calculated and completed as a by product of the attendances and correspondence that has been recorded on each matter.

## Accounts Integration

The DPS Crime system integrates seamlessly with our Cashier Accounting system to give you a complete practice management system for the firm. Cashier Accounts can be added at any stage.

With the DPS Crime system, the advantage of the integration is that one database is used for all clients, matters, and contacts so avoiding data duplication.

With CDS Billing in mind, the major benefit is the integration of the CDS6 bill with DPS Cashier Accounts. In just 4 mouse clicks, a 30-40 page CDS6 bill can be automatically billed in the accounts package. There is no additional keying in of data (including disbursements) and no manual posting of the bill. Similarly, the system will then go on to receipt the CDS6 with a further 2 mouse clicks. This feature can potentially save days of time each month depending on the size of the firm.

## Included as Standard

### Standard features

Automatic Completion of all CDS Forms	Fee Earner File Review
Automatic Completion of CDS6 and CDS7	Document Assembly
Court Duty Standby Time Recording	Case & Document Management
Crown Court Billing	Email Integration
LGFS Billing	Law Society Approved
AGFS Billing	LAFQAS Reporting
Investigation/Representation Class Diagnostics	CPD Accredited Training



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