

# DPS Crime

DPS Criminal CDS contracting operates according to the latest criminal Publicly Funded & criteria.

The system is designed for the Criminal Publicly Funded Practitioner who wants to be free of the time consuming aspects of the criminal franchising 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 DPS Crime system is designed to be totally flexible. Although a number of standard precedents, which cover the vast number of typical requirements of a firm, are incorporated, the product can be customised to match your individual requirements or working practices.

## Document Assembly

The DPS system has been designed to assemble documents, forms and letters to their conclusion using in-built intelligence. This allows DPS to merge information relating to anything from Court addresses to defendants names to bail dates into documents as required. This necessitates accuracy and reduces the time spent on document production.

As all information only needs to be entered once, the system enables users with limited keyboard skills to produce documents simply and quickly. For firms, an increase in fee-earner to secretary ratio can be attained.

Alternatively, secretarial personnel can increase their workload, and incorporate new projects as DPS reduces the routine tasks to the minimum.

## Automatic Case Costing and Tracking

DPS automatically costs letters and records each action taken. All costing information can be carried forward to produce Magistrates and Crown Court bills. The user will automatically receive prompts for each time element associated with an activity on the matter. So, for example, entering an appearance will prompt responses on traveling and waiting.

## Time Recording

The DPS system features a full time recording facility incorporated within the system. You can choose one of two options in which your time can be recorded. Time can be entered by manual input on the screen, or on an integral 'clock' button which allows you to click on and off as necessary to avoid missed and inaccurate time recordings.

A record of disbursements, telephone calls and correspondence is maintained. This information can be displayed in an instance for any matter and is available for billing purposes.

## Electronic Files, Post Room & Case History

All documents done through DPS will automatically be costed, time recorded, tracked and document man-aged. Any task arising in the future because an action has been completed will be put into the appropriate fee earners task diary. Tasks associated with OUTLOOK™ will be added, again automatically. In this way the system keeps a full case history with a reminder of the next step or steps required.

DPS has links to OUTLOOK™ that allow any incoming emails to be collected by the DPS Email Agent and attached to files automatically. The 'agent' scans for incoming emails and attaches any that are related to DPS files straight into that particular file. It will also simultaneously update the relevant case handlers intray. This is all done in the background with no user intervention.

Any other type of document, such as faxes or scanned documents, can be attached to a file using DPS Post Room. Post Room allows users to attach incoming documents or emails to DPS matters without actually having to open the case file.



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## Digital Dictation

Fee earners can use DPS Crime with DPS TeamTalk to produce one-off letters; these simply 'head-up' a document. They can then dictate straight into the system. Their dictation and the 'head-up' letter are sent to their secretary or an outsource worker for transcription. The person doing the transcription then types straight into the sent document, this helps to avoid the most common spelling errors in names and addresses. Once the work has been done it is sent back and DPS presents this to the fee earner for check-ing. Once checked the document can then be printed. Throughout this process the document is always held a part of the file and is accessible by any user that has authority.

## Text Messaging Integration

Users can also create templates and workflows that include text messaging. This means that the workflow automatically sends SMS messages when key events are reached. The file history then contains the sent message and uniquely the confirmation that the message was received by the recipient.

## Accounts Integration

The Crime system integrates seamlessly with DPS Cashier Accounting system to give you a complete legal office system for all users within your firm.

DPS presents you with the option to add Cashier at a later date, should your future circumstances need to facilitate an accounts system. The benefit of the integration is real-time and bi-directional, so any updates made on one system are automatically accepted and updated on the other system.

The design reduces the time spent on input and checking data on two systems, whilst ensuring that accounts data is kept fully up-to-date on case files within all systems.

## Included as Standard

Standard Features	
Auto Completion of all CDS Forms (CDS1-CDS13)	✓
Auto Completion of CDS 6 + 7	✓
Police Station & Court Duty Standby Time Costing	✓
Section 51 Case Billing	✓
Crown Court Billing ( Standard & Non Standard)	✓
Representation Class Diagnostic & Summary	✓
Fee Earner File Review Billing for CDS Contract	✓
Letter & Document Assembly	✓
Case & Document Management	✓
E-mail (MS Outlook) Integration	✓
CPD Accredited Training Courses	✓
Selection of LAFOAS Reports	✓
Citrix Thin Client <sup>™</sup> Compatible - For Remote Access & Home Work	✓
CDS Billing Limit Management	✓
SPOCC File Generation (submitting CDS6s online)	✓
VHCC Stage Billing	✓



**For further information or to book a demonstration of this or any other DPS application please call us on 020 8804 1022 or email [info@dpssoftware.co.uk](mailto:info@dpssoftware.co.uk)**

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