

# DPS General Litigation



DPS General Litigation provides a comprehensive case management and automatic document assembly system for the legal practitioner. The system enables fee earners to optimise the number of matters that they can handle efficiently whilst simultaneously reducing the time needed to process the matter to its full conclusion.

## Flexibility

Designed as a framework which can be tailored to suit the diverse range of needs from the small high street firm up to the legal departments in large commercial departments.

The unparalleled flexibility of the product ensures that it can be customised to suit individual or firms needs and not vice versa.

## Document Assembly

DPS General Litigation is supplied with a precedent standard library to enable documents, forms and letters to be automatically assembled by DPS. The system uses an 'intelligent' document production engine to select paragraphs and sentences to draft documents. This reduces the time spent on manually completing many time consuming aspects, to provide substantial time savings to your firm.

Furthermore, the systems' comprehensive database means that information needs to be entered only once for documents, forms or letters to be completed with all relevant information. This can be anything from court addresses, reference codes, client names to third party information.

In the production of non-standard letters, DPS can format the basic information in a document in seconds. All users, even those with limited keyboard skills, only need to type in the main body of text as the system automatically inserts the date, reference, name, address and your personal sign off.

## Digital Dictation Integration

Fee earners can use DPS General Litigation integrated 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, helping 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 checking. Once checked the document can then be printed. Throughout this process the document is always held as part of the file and is accessible by any user that has authority.

## Automatic Case Costing and Tracking

As a by-product, DPS will automatically cost the letter, record each action taken on the letter, such as the letter being sent out, as well as posting reminders of future actions to be taken.

Additional features include the full time recording facility incorporated within the system. You can choose from 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 Forms Completion

A unique option for removing the need for pre-printed stationery, DPS allows documents and forms to be printed automatically onto plain paper with all case details completed.

Documents and forms prepared in this manner, avoid the costly errors connected with poor printer management, high storage space requirements. In addition, a firm benefits from the cheaper cost of using plain paper along with the speed of producing letters and documents directly onto the plain paper. Moreover, any documents can be amended easily to encompass individual or firm design requirements.

**Continued overleaf.....**

# DPS General Litigation cont....

## **Electronic Files, Post Room & Case History**

All documents done through DPS will automatically be costed, time recorded, tracked and document managed. 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 be attached to files automatically. The 'agent' scans for incoming emails and attaches any that are related to DPS files straight into that particular file. 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.

## **Links to Microsoft® Word 97 and 2000/2002**

All DPS applications integrate effortlessly with Microsoft Word 97 and 2000/2002 to allow existing precedents to be incorporated easily.

In addition, the provision of a commonly used interface such as Microsoft Word increases user acceptance. In turn, the expenditure usually associated with the training of new software implementation is either completely eliminated or reduced.

## **Accounts Integration**

The General Litigation 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 the input and checking of data on two systems; whilst ensuring that accounts data is kept fully up-to-date on case files within all systems.



**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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