

# DPS Matrimonial

DPS Matrimonial operates according to Franchising criteria.

It is designed to reflect the complete matrimonial procedure, stage by stage in an easy to follow manner, however complex the case. The DPS system includes auto filling APP, CLAIM, SPAN, ADMIN and MEANS forms, Childs Act forms C1 - C20, the new Protocol for Judicial Case Management, Domestic Violence and Ancillary Relief workflows as well as precedent letters and documents including petitions, affidavits and Statement of Arrangements that can be easily amended to suit the style and work patterns of the firms.



## Flexibility

Developed to be the most flexible system on the market. The system's modular design means that adding or omitting standard clauses and precedents are simple. Adding this flexibility to the ability of the system to insert bespoke paragraphs ensures that fee earners retain total control at all times.

Moreover, if your firm opts to implement DPS Matrimonial without alteration, the in-built flexibility of the system means that if circumstances should alter in the future; the system can be customised to reflect these changes.

## Document Assembly

DPS Matrimonial automatically creates standard documents and forms from the precedent standard library using in-built intelligence. By selecting paragraphs according to specific rules, or user responses to system prompts, the system reduces the users time spent on manually completing time consuming tasks to provide substantial time savings to a firm.

Additionally, standard documents can be tailored to suit individual preferences or particular cases at any time.

## Document Management

DPS effectively keeps a full case file at your fingertips. The system enables the user to easily locate files using any data held on the file. This can be anything from the details of the marriage, the petitioner, home address or the number of children the respondent has. Information only needs to be entered once for documents or forms to be completed. This eliminates the need to manually complete documents, saving time which in turn increases fee earning potential.

Furthermore, the system allows incoming letters to be automatically dragged and linked to any case file within the DPS system using Windows drag and drop facility. Faxes and e-mails can also be linked to files in the same way.

## Digital Dictation Integration

Fee earners can use the DPS Matrimonial application 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 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.

## 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 as to 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. It will also simultaneously update the relevant case handlers intray. This is all done in the background with no user intervention.

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# DPS Matrimonial cont....

## Electronic File, Post Room & Case History cont....

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.

## Fee Earner Tasks

DPS Matrimonial tracks everything that has been done on the file and also puts in the anticipated next steps according to the workflow. The fee earner can log into DPS and view exactly what they need to do on any file on that day and any task that was carried over from the previous day. Fee earners can view the whole file history from a task, take actions such as emails, write letters, make phone calls, reschedule tasks to another day for another fee earner or complete tasks all from one screen.

Supervisor users can view tasks for others and take actions for them or assign certain tasks to other users.

## Workload & Work Done

Fee earners can view all work that has come in for them (emails in, scanned images), or work that they have done or had done for them from a single screen. Meaning they can view all their post out or in electronically.

This means that for a file review a supervisor can view exactly what work a person has done or had done for them in any period. This can also form the basis of reports.

## Text Messaging

Users can also create templates and workflows that include text messaging. SMS messages are automatically sent from the workflow 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.

## Adobe Forms Integration

The system comes complete with all relevant Adobe forms integrated to save you substantial costs on the purchase of external forms. Furthermore, the forms can be edited on-screen for more specific requirements.

## Accounts Integration

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

DPS presents you with the option to add Cashier at a later date, should your future circumstances need to facilitate a fully integrated 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.

This 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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