

DPS Matrimonial



**"....we get maximum productivity and a 5:1 fee earner support ratio"
(Bristol Solicitors)**

DPS Matrimonial is designed to reflect the complete matrimonial procedure, stage by stage in an easy to follow manner, however complex the case.

Procedures & Workflow

The procedures and workflow cover documents where a firm is acting for the respondent or the petitioner, unmarried couples, injunctions, financial settlements, cases where there are children involved, and cases where there are no children involved. The relevant procedures are displayed depending on the type of case and its stage at that time. This means that only relevant information is shown, which simplifies the display to the user.

When tasks are undertaken that require the client or another party to be contacted, the system can automatically send these individuals SMS text messages where appropriate

As with all DPS applications the precedents supplied can be changed to suit the practice and the system can also be implemented without alteration, leaving any alterations to be done at a later date, if required.

Document Assembly & Database

The letters and documents produced by the system are not standard. DPS will look at a case and decide which clauses and paragraphs to use and so automatically build a document tailored to a specific situation.

Case details are taken from the databases meaning that only specific case details such as place of marriage, name of children are entered. Other details such as courts, police station, clients, hospitals, are all obtained from contact databases and never have to be re-entered.

CMRF/ CDS1 (Bulk Upload Files) / Claim 4 (POA) / Exceptional Fee Calculations

The new fixed fee family billing module from DPS Software automatically completes and submits all the necessary claims for fixed fee LSC family work for public and private funded matters. This information is then transferred to our integrated Cashier Accounts. It works in much the same way as the highly popular and successful Criminal Contract Billing from DPS and will automatically bill the CMRF and CMSF form according to the criteria that has been selected.

CMRF values can be viewed at any time and provide a running check on the CDS1 values. Fee Earners are able to view the progress of a case and the relevant stage that billing has reached. The CMRF form is then completed by the system automatically on demand, using the time records that have already been entered through attendance notes. Using and reusing previously entered data avoids duplication, saving effort and, most importantly, time.

The new Claim4 POA allows for payments to be made on account for cases that have exceeded 6 months. When producing a statement of accounts, the system will take into consideration the Claim4 POA form.

[Click here to find out more about Fixed Fee Family Billing from DPS Software](#)

Document Management

The whole file is kept electronically. As the system knows about every letter it produces, it also tracks all incoming and outgoing emails and, if the firm choose to scan incoming documentation, it will also record all incoming post and DX documents.

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

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DPS Matrimonial cont....

E-mail Integration

All the One Office products fully integrate to Microsoft® Outlook allowing instant communication with contacts on the file, including courts and police stations. This means that, when looking at a matter's history, you can see emails in and out on the 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 system.

Tasks on cases can be viewed from Outlook directly despite the fact that the One Office Matrimonial may not be running on the computer at that time.

Automated Case Progression

Where appropriate, 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 the document that they have not responded to.

Accounts Integration

The Matrimonial system integrates seamlessly with DPS Cashier to give you a complete practice management system for the firm.

Fee earners can look at ledger cards, make electronic cheque requests, record case details and enter their expenses all from within electronic matter.

Cashier is a module within the DPS One Office family and can be added to your system at any stage. Full data conversions are available from most legal accounting solutions. The connectivity of the products is beyond integration in that both products use the same SQL databases and are modules of the mainframe database.

This integration can save significant time for all departments and even using basic functions, such as deadline warnings to Fee Earners, show that it is a unique and powerful system which can literally save hours of valuable fee earning time and facilitates accurate and efficient billing.



To view our online demonstrations visit www.dpssoftware.co.uk or for further information of this or any other DPS application please call us on 020 8804 1022 or email info@dpssoftware.co.uk

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