The Institute of Legal Finance & Management

ILFM Listed Legal Software Suppliers Guide 2017

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Legal Accounts Administration Systems & Services

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LAWMAN

THE COMPLETE LEGAL OFFICE MANAGEMENT SYSTEM

Lawman Legal Practice Management Software was designed from the ground up integrating SQL Server, Microsoft Office and the latest Windows development environments. General ease of navigation around the entire system enables seamless movement to any part of the system, without the need to switch programs.

- Practice management
- Document management
- CRM management
- Workflow
- Integrated with Microsoft Office

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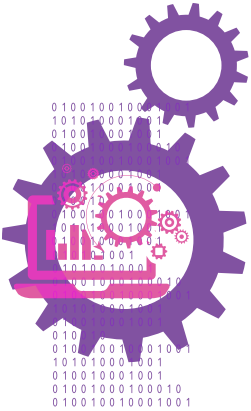


Introduction from Tim Kidd ILFM Chief Executive

Welcome

Welcome to the Institute's 2017 guide to listed legal software suppliers.

Deciding on which new or replacement software is appropriate for our firms has never been easy: we have to take so many factors into account. Cost is always a critical consideration, but we also have to include compliance, effectiveness and response times. Not only that, but security has also become a major concern, as cybercrime and fraud become more prevalent.

Our new and updated 2017 guide will help you through all of this. You will find company overviews, products and target markets for all the software suppliers listed in the guide. We list them by size and area of law and include some of the key functionalities and areas of compliance of their products.

To help our members with the rapid changes in IT Duncan Finlyson, technical director of Infolegal Ltd and a leading figure in the legal IT market, offers his thoughts on one of the biggest concerns for all businesses – obsolescence.

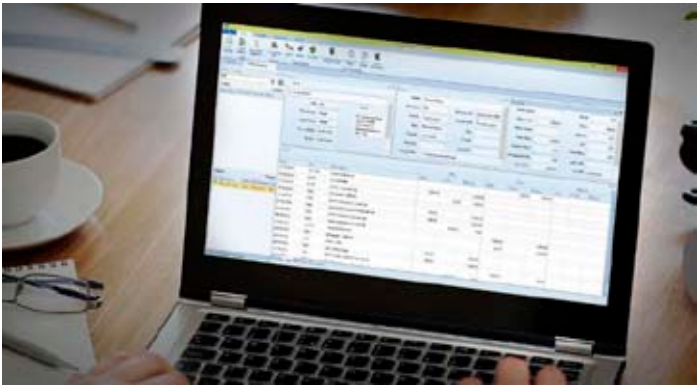
Technology has of course helped to make many businesses more efficient and profitable. At the same time, the huge volumes of data and information we now generate and process have led to concerns about the privacy of our data and how we prevent fraud. Although cloud computing and online subscription models now offer businesses flexible working solutions for their software needs, firms need to consider carefully who owns their data and what access controls and contingency planning they have in place.

The nature of legal services puts a greater emphasis today than previously on confidentiality, security and regulatory obligations. These considerations are crucial when firms invest in new or replacement software systems, so that they can manage client matters properly and comply fully with regulations.

Technology has transformed our lifestyles and how we interact socially: it is now driving our business activities, so that we can respond to ever changing customer demands and behaviour. It is no exaggeration to say that technology has re-engineered how legal services are provided and delivered.

Tim Kidd
Chief Executive

ilfm The Institute of Legal Finance & Management



insight Legal

Legal Accounts | Practice Management | Case Management

Proud winners of the ILFM Solicitors' Software Users Award 2016

Insight Legal is an integrated legal accounts, practice management and case management system designed specifically for small to medium sized practices.

Our software is comprehensive yet easy to use, our support service is instant and expert, and our pricing means that you can have a complete system for £50 per month with no upfront costs whatsoever.

Contact us for a free demonstration to find out how we can save you both time and money.

www.insightlegal.co.uk | 01252 518939 | info@insightlegal.co.uk

Duncan Finlyson
Consultant Editor

Duncan is the technical director of Infolegal Limited and a non-practising solicitor. He qualified in 1981 and has been closely involved throughout his career in developing new ways for lawyers to deliver services, interact with clients and compete inside and outside the traditional legal market.

In 1990 he left private practice to join the newly-formed legal network LawNet, becoming managing director in 1995. He was instrumental in developing one of the first quality standards for solicitors and worked closely with the then Legal Aid Board in developing the practice management criteria.

Following a period as legal services director for a web-based IT company, Duncan set up his own legal management consultancy, dealing with practice development and IT-based issues. He later became a policy adviser at the SRA and administered the solicitors' assistance scheme.

Duncan specialises in the areas of professional conduct, practice management and the regulation of technology-related issues such as search engine optimisation, the use of social networking by law firms, cyber security and the development of web-based legal services.

Duncan writes extensively for print and online legal periodicals, maintains content on a number of legal web sites and lectures on regulatory and IT-related issues.

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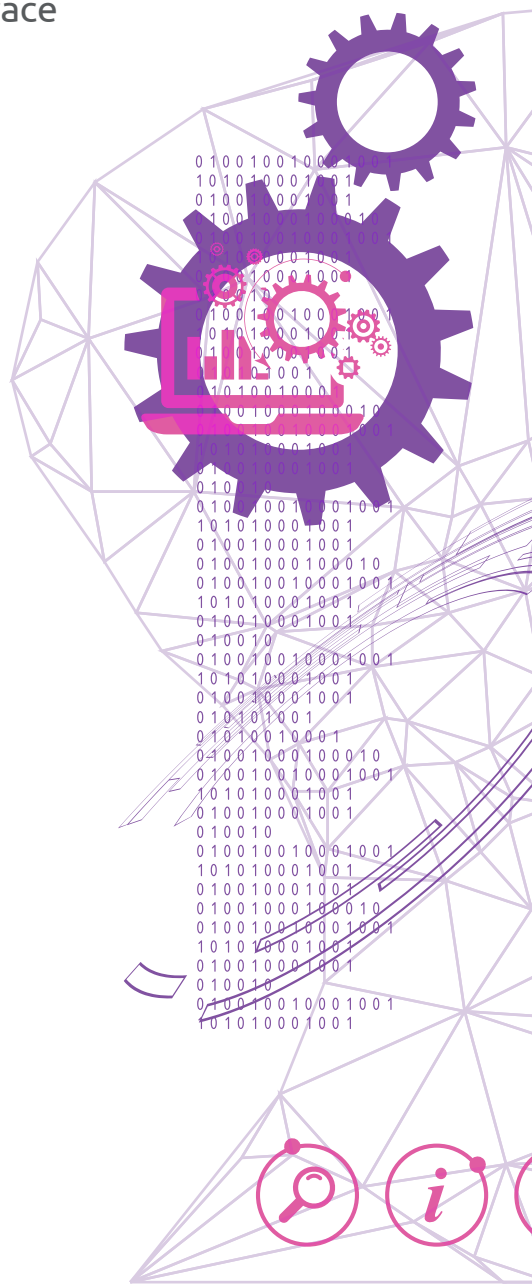
infolegal
legal compliance and practice advice

Avoiding obsolescence

Smaller law firms need to embrace and invest in technology



The pressure from technology

Information technology and its uses have developed dramatically over the past 20 to 30 years. The world wide web plays such an important role in the lives of so many people that it is hard to believe it was invented less than 30 years ago. And we are only just approaching the tenth anniversary of the iPhone. Today people and businesses around the world are connected digitally in a way no one would have thought possible, let alone likely, 20 years ago; and non-digital methods of communicating and undertaking tasks are becoming obsolete.

This digital revolution has been useful in many sectors for bringing down costs and increasing accessibility, but it has not necessarily been as successful or as welcome in all sectors. The legal sector is a perfect example of this. Most law firms have adopted technology to reduce the costs of secretarial support, managing accounts and communicating with clients. At the same time, many would claim not to be able to afford, or to lack the knowledge and expertise, to implement technology-based solutions for managing workflow, to market themselves or to interact electronically with clients. For example, a significant number of law firms still do not employ a website or IT-based case management systems and many prefer postal communication to emails and text messaging.

The understanding gap

As clients become more technologically aware, they expect their service providers to become more technologically sophisticated. Their bank can deliver online services, they can purchase almost everything they need in the way of consumer goods online, they can book holidays and airline tickets online and even their car registration and tax returns can be processed over the internet. These all place increasing pressure on lawyers to offer better value, to bring down costs, to increase the speed at which matters are handled and to communicate electronically. Lawyers can only address these pressures by investing in IT and

finding other solutions, such as outsourcing and process engineering.

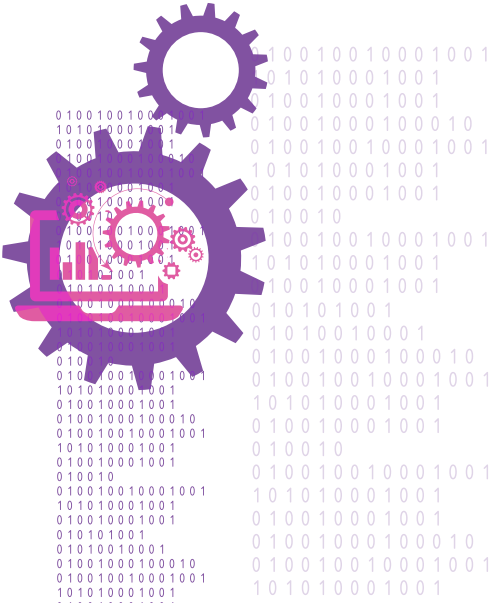
Law firms who resist rather than embrace change will be left behind. This is not because they are unprofessional and inexpert in the way they handle work, nor because their prices are uncompetitive for the work they actually do. It is simply because they do not deliver their services as the public wants them delivered or because they cannot make the cost reductions necessary to stay competitive with those firms which have invested in technology. There is an ever-growing gap between what technology can do for law firms and what many lawyers know and understand about that technology. The more the public sees other sectors exploiting those technologies, the less it will tolerate lawyers unable to use those technological tools.

Growth of two-tier delivery

Although many firms are not keeping pace with developments in technology, there are many more using technology in new and inventive ways to make what they do more affordable, more accessible or even just more visible. These firms continue to address the growing technological awareness of their clients and will draw ever further away from those firms unwilling or unable to embrace those new ways of working.

Those firms left behind will find it increasingly difficult to match the levels of service and cost-effectiveness of firms embracing technology and, as the firms keeping pace continue to develop and adapt technology to legal practice, catching up will become increasingly harder up for those which have not done so.

Inevitably, we shall end up with a two-tier system: those who have ignored technology will struggle to keep up with those have not.



What technologies should firms should be embracing?

I acknowledge the limitations of crystal ball-gazing and allow that predictions tend to ignore the unexpected game-changer: but what should all law firms be thinking about and doing to avoid being left behind? Where might technology take the profession in years to come?

The three key technologies no law firm should be without are:

- An accounts package that can handle the more obvious demands, such as the need to maintain an office and a client account, to keep track of billing and to record disbursements. It should also handle cash flow, credit control, fee-earner productivity, client-revenue potential and unbilled time;

- A comprehensive practice-management system which is preferably linked to the accounts package and ideally encompasses:

  - Contact management - centralised contacts / client / third-party lists for marketing, conflict checking and client communication.
  - Case management – including meetings, actions, documents, letters, emails, attendance notes and phone calls.
  - Calendars – detailing not just client appointments but also due-date reminders, court hearings and follow ups.
  - Time recording and billing.

- An up-to-date website, preferably with an interactive client portal. Static websites that perform no other function than to say, "We are here and we do the following …." are useful, but are very much a thing of the past. Clients want to check progress on their matter online and an interactive client portal can avoid their having to contact the firm for regular updates.

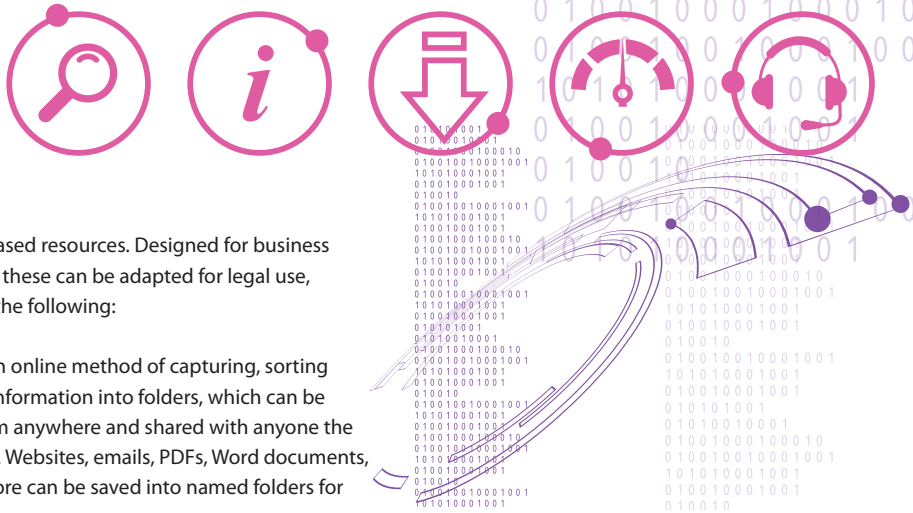
However, these three things alone will not bring a firm into the digital age in any meaningful way: firms should also be thinking about harnessing other technologies, including:

- Digital dictation and voice recognition. Firms need to move as far as possible from the 1:1 or 2:1 model of secretarial support: one way to do this is to use remote secretarial services or to ask fee-earners to create more of their own documents and communications.

- Document assembly packages. These have been around since the 1980s, but only in recent years have they become a popular way to reduce the time and input from fee earners necessary to create documents within the firm.

- Electronic discovery (e-discovery) packages designed to collect, review and exchange evidence-related information in electronic formats.

- Knowledge management (KM) packages. To be cost-effective, firms need to avoid needless repetition and make more use of their experience. This can be relatively easy in small, centralised teams, but it proves progressively harder as a firm becomes larger or more dispersed. KM software helps firms capture and share experience, knowledge and documentation in a searchable format.



- Internet-based resources. Designed for business in general, these can be adapted for legal use, including the following:

Evernote is an online method of capturing, sorting and storing information into folders, which can be accessed from anywhere and shared with anyone the user chooses. Websites, emails, PDFs, Word documents, notes and more can be saved into named folders for future reference.

Online file sharing includes Dropbox, Box, Sharefile, Google Drive and OneDrive, which are just a few of the commercially available applications that allow you to use the Cloud to store, access and, where appropriate, share files and documents.

Note-taking applications, such as Evernote, can run on PCs, tablets and phones and allow you take notes and store them electronically. Further examples are OneNote and Google Keep: others, such as Soundnote, allow you to type up a note and record at the same time, ensuring you do not miss anything, while there are also applications which let you write on touch-enabled screens.

Team chat applications help staff to communicate with others in their teams by allowing team and group chats, private messaging and document sharing. They include applications such as Slack, Hipchat, Redbooth, Grape and Flowdock.

- Video conferencing used to demand expensive cameras, dedicated video-conferencing rooms and pre-booked conferencing slots. Those days have long gone and the emergence and continued growth of products such as Skype and Facetime have meant that many more people are now comfortable with the idea of video conferencing than previously. Other products which firms should look at include GoToMeeting, Imeet and JoinMe.

Conclusion

Technology and development are not going to stand still: there is an inexorable movement towards ever greater technological development, integration and, ultimately, reliance. Law firms must embrace this they are not to be left way behind. The more firms resist the inevitable and the longer they delay joining, the harder it will be to catch up and participate. In the meantime, their competitors will have embraced, adapted to and profited from the changes.

Technology doesn't come without its problems, as the growth in cyber fraud and hacking has proved. The challenge, however, is not to see whether your practice can manage without it, but how it can manage with it and keep client information, assets and the firm's reputation intact.

Duncan Finlyson
Consultant Editor

Listing of Featured Suppliers

DPS Software

Eclipse Legal Systems

Indigo

Insight Legal Software Ltd

Linetime Limited

Osprey Legal Cloud

Professional Technology (UK) Limited

Quill Pinpoint

Select Legal

Timeslice

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LSSA Member: Yes

NAME OF CORE ACCOUNTS/ PRACTICE MANAGEMENT SYSTEM OR SERVICE

Financial Director - Legal Accounting Software

TARGET MARKETS (PRIVATE PRACTICE BY SIZE OF FIRM)

- Small high street (2-5 partners)
- Large high street (6-15 partners)
- Commercial regional (16-35 partners)
- City & major regional/top 100 (36 + partners)
- Legal aid
- Criminal/cds
- Corporate legal department
- Public/local authority legal departments

Company and Product Overview

With a 30 year pedigree, DPS have built a strong and growing market position thanks to their award-winning, SAR compliant practice management software. Their practice management system is used by more than 15,000 users and is complemented by **digital dictation, matter management software** and their recently launched **mobile applications** for time recording and secure one-to-one communications.

dpscloud, the company's managed IT solution have enabled them to become the largest legal cloud supplier in the UK and the first and only legal software provider to offer a hosted IT solution under the same roof. Providing all the software solutions that a law firm would need along with razor-sharp technical support and hardware maintenance, this solution relieves the practice of the responsibility to manage their IT. Over the past decade, **dpscloud** has been selected by more than 170 legal businesses across the UK.

FINANCIAL DIRECTOR - NEXT-GENERATION LEGAL ACCOUNTING SOFTWARE

The SAR compliant Financial Director (FD) system represents the latest generation of practice management software from DPS. With complete integration to the Outlook Office case management product, the system can truly join up the fee-earning and financial functions of your law firm, facilitating the electronic transfer of documents and requests thus quickening the billing process. **The product is used by law firms as well as Alternative Business Structures**.

OTHER FEATURES

- **'My Matters' screen** provides a financial snapshot of a fee earner's matters or firm-wide stats for managers.
- Record time from anywhere at the click of a button with the **DPS 'Floating Timer'**.
- **Bulk invoicing** – the system automatically bills all the clients and their associated matters, and then automatically allocates the money received to the right matters.
- **Billing guides** and time analysis can be called straight from the **matter diary**.
- **Send payment requests & receipts (e-chits) and billing requests** to the accounts department electronically directly from your case files.
- Through real-time **KPI & client finance reporting**, FD enables firms

to establish a clearer link between the work being done and the money coming in, leading to a more accurate view of their firm's profitability and their staff's efficiency.
- The new FD system has been designed to assist users in keeping track of all matters and ensuring nothing is missed or left undone, ultimately saving a firm a considerable amount of time and money.

A HOLISTIC IT SOLUTION

The DPS legal accounting software, Financial Director can be provided as part of dpscloud. This holistic managed IT solution provides law firms with a future-proof hardware and software infrastructure built around their own specific needs. **DPS can provide a complete practice management solution including case/matter/document management software with integrated accounts and digital dictation that can be delivered via the cloud and accessed from any location with Internet access.**

DPS are ISO 27001:20013 accredited which proves the company's strong commitment to cyber security.

PRODUCT FUNCTIONALITY

- Compliance with Solicitors' Accounts Rules
- In-depth and Amendable Reporting of Key Management Information
- Fee Earner Desktop & Personal Productivity Tools
- Granular Security Model
- Optional Single Screen to Post any Transaction
- Single screen for Creditors Management
- A Full Multi-Currency System
- Flexible and Automated Time Recording including multiple electronic timers
- Supplier Refunds and Credits
- Anti-Money Laundering Checks
- Client and Matter-Level Risk Analysis
- Built-In and Amendable Compliance Procedures
- Automatic Bank Reconciliations
- Online Bill Submissions
- Automatic Client & Deposit Account Interest calculation
- Cheque Printing
- Remote/Extranet Access to the System
- Fully Integrated to the DPS Case Management System
- Suitable for Alternative Business Structures

ADMINISTRATION & REGULATORY COMPLIANCE SYSTEMS

Provisions, either as part of core accounts/PMS or as an optional extra:

- Conflict of interest searching
- Compliance with Law Society's new client regulations, e.g. automatic generation of
- Rule 15 client care letters
- Anti-money laundering check
- Credit checking
- Specific functionality to support SQM/LAFQAS
- Support for COLPs + COFAs

OTHER LEGAL SOFTWARE

- Conveyancing Case Management Software
- Crime Case Management Software
- Family Case Management Software
- Will Drafting Software
- Probate Case Management Software
- Personal Injury Software

This is a fully scalable, modular system designed according to the requirements of the modern legal practitioner. Over the past few years, an increasing number of ABSs have selected the case management solution from DPS.

Working in conjunction with FD, the system makes possible the electronic exchange and approval of documents, e-chits and other billing requests between accounts staff and fee earners. Outlook Office also gives fee earners the ability to post time sheets and view ledger cards in real time, relieving some of the strain from the accounts department while providing the fee earner with more functionality.

- TeamTalk Digital Dictation
- Mylegalspace - online case tracking solution
- iTime - time recording app
- Spitfire- a new web-based practice management solution

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LSSA Member: Yes

NAME OF CORE ACCOUNTS/ PRACTICE MANAGEMENT SYSTEM OR SERVICE

Proclaim® Case, Practice, Matter, and Process Management Software
Proclaim® Accounts Software

TARGET MARKETS (PRIVATE PRACTICE BY SIZE OF FIRM)

- Solo/very small
- Small high street (2-5 partners)
- Large high street (6-5 partners)
- Commercial regional (16-35 partners)
- City & major regional/top 100 (36+ partners)
- Legal aid/LSC
- Criminal/CDS
- Corporate legal department
- Public/local authority legal departments

Company and Product Overview

Eclipse, part of Capita Plc, is the leading provider of Case Management, Practice Management, Matter Management and Process Management Software.

Our Proclaim system is in use by over 23,000 professionals in a vast range of sectors, and **is the only solution of its type to be Endorsed by the Law Society.**

Sectors catered for include:

- Legal
- Alternative Business Structures
- In-house commercial
- Insurance and claims management
- Charitable
- Medical and Insurance
- Government

Proclaim solutions can integrate file management, document management, workflow, reporting, accounting, time recording, task and diary functions into one desktop tool. The system has grown organically to become the most flexible and complete solution available for anyone who needs to:

- Streamline processes
- Automate tasks
- Manage risk and compliance
- Keep the integrity of critical data…
- … And make more money for their organisation.

Proclaim is available as either an installed solution (i.e located on your own in-house equipment), or as a Hosted / Cloud system accessed via the Internet. Our clients range from new startups and sole practitioners, through to household name commercial organisations and heavyweight law firms.

We employ over 160 staff at our West Yorkshire HQ and provide a 'full service' offering, from initial needs analysis right through to implementation and aftercare support.

Our ethos is a concise and unambiguous one — to provide software solutions which enable our clients to be more effective.

PRODUCT FUNCTIONALITY

- Compliance with Solicitors' Accounts Rules
- Automatic client & deposit account interest calculation
- Support for manual (time sheets) and on-screen time recording
- Cheque Printing
- Fee earner desktop & personal productivity tools
- Support for third party reporting tools e.g. Crystal
- CDS & LSC billing
- Remote/extranet access to system
- Commercial style nominal ledger and P&L accounts

ADMINISTRATION & REGULATORY COMPLIANCE SYSTEMS

Provisions, either as part of core accounts/PMS or as an optional extra:

- Conflict of interest searching
- Compliance with Law Society new client regulations, e.g. automatic generation of
- Rule 15 client care letters
- Anti-money laundering checks & associated compliance audit trails
- Credit checking
- Record of undertakings
- Asset & deeds register
- Marketing & client relationship management
- Specific functionality to support SQM/LAFQAS
- HR/personnel including CPD administration

OTHER LEGAL SOFTWARE

Provisions, as optional extras:

- Case management: Conveyancing
- Case management: Debt recovery
- Case management: Personal injury
- Case management: Probate
- Case management: Local authority housing/right to buy
- Case management: Family
- Case management: Employment
- Case management: Crime
- Case management: ABS (Alternative Business Structures)
- Case management: Lasting Power of Attorney
- Case management: Claims
- Case management: Accident Management
- Case management: Financial claims

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NAME OF CORE ACCOUNTS/ PRACTICE MANAGEMENT SYSTEM OR SERVICE

Indigo Financial Centre and Indigo Case Centre

TARGET MARKETS (PRIVATE PRACTICE BY SIZE OF FIRM)

- Solo/very small
- Small high street (2-5 partners)
- Large high street (6-5 partners)
- Commercial regional (16-35 partners)
- Legal aid/LSC
- Criminal/CDS
- Corporate legal department

Company and Product Overview

The Indigo team can boast the longest pedigree in developing systems for the legal profession, going back to 1980. We believe we offer best value expertise in IT systems and support to the legal profession. You may not have heard of us because we are a software development and support organisation who have not, to date, had a sales or marketing division, leaving that to third parties. Software we have produced has been sold into more than 1,000 firms and our support and services team has won awards, as voted by users. All of our services team are former legal cashiers.

Our products, Indigo Financial Centre and Indigo Case Centre, cover all aspects of the Law Firm and enable lawyers to get on with their daily workload with a slick, easy to use interface. They are built on the latest technology platforms and can work in either an "on premise" or "cloud/hosted" environment. With our newly introduced Indigo Case Centre we embrace all areas of a Law Firm.

To date we have been the best kept secret in Legal IT. We have been providing solutions for Law Firms for over 20 years under our current structure and 35+ years since we first began developing software for lawyers. We offer products of real quality at very competitive prices.

We are experts, due to decades of experience, in migrating data from other suppliers' systems. Usually we can include a comprehensive data migration, including transaction history, at a very low cost and often free of charge, depending on the legacy system.

PRODUCT FUNCTIONALITY

PRACTICE MANAGEMENT – INDIGO FINANCIAL CENTRE

- Compliance with Solicitors Accounts Rules
- Comprehensive management reporting at:
  - Practice level
  - Department level
  - Fee Earner level
- KPI reporting
- Professional indemnity reporting
- Fee Earner performance desktop
- Time Recording:
  - Full time sheet posting which can be adjusted before accepting for the day
  - Clock based time recording
  - Jackson Reform (J codes) and completion of Precedent H feature
- Ability to have more than one accounting period open at the same time
- Year on year comparisons
- Chart and graphical representation
- Electronic posting request slip for paperless office
- Electronic bill preparation
- Report generator
- Export raw data to excel
- Export to PDF
- CRM module
- Wills and Deeds register
- Comprehensive credit control
- CHAP and BACS automatic links
- Automatic bank reconciliation
- Cheque production
- Land registry link
- Criminal billing links
- Legal aid
- Flexible menus based on user requirements
- Multi-currency
- Integration with third party products

CASE MANAGEMENT – INDIGO CASE CENTRE

- Slick, easy to use, interface enabling Lawyers to do, what they need to do on a daily basis, with ease
- Integration with Microsoft Office:
  - Word documents in/out
  - Emails in/out
- Customisable templates and precedents
- Form production
- Easy import of scanned documents for a paperless office
- Reminders and delegation
- Conflict checking
- Comprehensive money laundering
- Customisable Case Flow and milestones
- Admin kit for in-house customisation
- Full integration with Indigo Financial Centre

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NAME OF CORE ACCOUNTS/ PRACTICE MANAGEMENT SYSTEM OR SERVICE

Insight Legal

TARGET MARKETS (PRIVATE PRACTICE BY SIZE OF FIRM)

- Solo/very small
- Small high street (2-5 partners)
- Large high street (6-15 partners)
- Corporate legal departments
- Public/local authority legal departments

Company and Product Overview

Insight Legal offers an Accounts and Practice Management system designed for small and medium sized businesses. As one of the few remaining independent software suppliers, our goal is to provide exceptional software and services to law firms.

Insight Legal are extremely proud to be the current holders of the ILFM Solicitors' Software Users Award, a title presented following a survey of ILFM members to rate their legal accounts software package.

At Insight Legal we take a straightforward approach – we are open and honest, don't use jargon or complicated pricing structures and won't try and sell you anything that you don't need. Some companies want you to spend money, we want to save you money.

Our pricing structure is simple. There is no upfront cost, just a monthly payment calculated on how many users you have. For a single user system, the cost is only £50.00 per month. Each additional user is just £30.00 per month.

We understand how important it is to have software and services to support you in your work. Insight Legal is designed to suit your budget and your way of working. Not only is Insight Legal easy to use, it is built with data migration in mind and therefore also easy to move to. Firms no longer have to be restricted by their existing systems or worry about the cost of the migration process.

We provide personal service, frequent product updates and support which is both instant and expert. The software functionality is powerful, but not complicated. The user interface is clever, but not confusing. The entire package can be used straight out of the box, but you still have the ability to customise further should you so wish.

In a nutshell, users of Insight Legal can expect:

- The very latest in technology, built on a solid foundation of industry and domain expertise
- A dynamic product roadmap with regular program updates
- Data migration, Training and Support services which are reasonably priced and expertly provided
- A guiding hand when it comes to the crucial area of compliance; checks against the SRA Accounts Rules, assistance with HMRC's

requirement for record keeping, preparation of accounts and VAT returns and assistance with LEXCEL compliance
- Absolute commitment to the future development of the software.

PRODUCT FUNCTIONALITY

ACCOUNTS

- Legal Accounts functionality which is SRA Accounts Rules compliant
- Straightforward posting routines including journals, transfers, bills, credit notes and batch posting if required
- Ability to have multiple system periods open for smooth working at month and year end
- Electronic posting requests for payments, receipts and invoices
- Disbursement posting using bespoke disbursement types for easy analysis
- Integrated purchase ledger
- Straightforward bank reconciliation
- Cheque printing

DESIGN FEATURES

- Powerful search tools and configurable screens
- Retained history of many financial years' information
- Fully configurable nominal ledger with departmental or cost centre structures if required
- Ability to monitor the sources of your work and analyse success

TIME RECORDING

- Fully integrated accounts and time recording functionality for effective WIP management
- Multiple time recording windows available with start/stop functionality
- Instant updating of matters when time recording entries are saved, plus the option to save 'draft' time recording for submission later
- Time recording maintenance function, to enable simple correction or amendment of entries

CASE MANAGEMENT

- Integration of Word documents as templates for fast and simple document creation
- Outlook and Windows Add-Ins to enable easy storage of any document or file against a matter
- Matter diaries which synchronise with Outlook for prompts and reminders
- Central contacts database for easy access and storage of names and addresses
- Searchable case histories
- Ability to create user-defined fields to customise your system for any area of work and to meet your own AML, file review and risk management procedures

REPORTS

- Configurable Client and Matter listings reports up to any specified date
- Trial Balance, Profit & Loss, Balance Sheet and full Audit Trail
- Billing and Disbursements Analysis
- Time Recording breakdowns for individual and firm-wide performance
- VAT Reporting and calculated VAT return
- 12 month Cashflow Forecast

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contact: Phil Snee
LSSA Member: Yes

NAME OF CORE ACCOUNTS/ PRACTICE MANAGEMENT SYSTEM OR SERVICE

Liberate

TARGET MARKETS (PRIVATE PRACTICE BY SIZE OF FIRM)

- Small high street (2-5 partners)
- Large high street (6-15 partners)
- Commercial regional (16-35 partners)
- City & major regional/top 100 (36+ partners)
- Legal aid/Civil
- Criminal/Legal aid
- Corporate legal department
- Public/local authority legal departments

Company and Product Overview

Linetime specialise solely on the legal sector. Our practice management solution has been developed and is supported by people with in depth knowledge of working within a legal practice. This knowledge has been instrumental in ensuring our solutions meet the everyday needs of a legal practice.

Liberate is based on Microsoft SQL server ensuring a practice invests in mainstream technology.

The solution comprises all, or any, of the following all within one central database. Legal accounting/time recording, document management, case management, debt recovery plus several additional specialist modules.

Solutions from Linetime include the services of top quality trainers and a comprehensive help desk/support facility. Installation services include project management, hardware provision, data conversion and network configuration – everything a practice requires to maximise the effect of their IT investment.

PRODUCT FUNCTIONALITY

- Compliance with Solicitors' Accounts Rules
- Automatic client & deposit account interest calculation
- Support for manual (time sheets) and on-screen time recording
- Automated bank reconciliation
- Cheque printing
- Fee earner desktop & personal productivity tools
- Management report library
- Report generator
- Criminal/Legal aid billing
- Remote/extranet access to system
- Commercial style nominal ledger and P&L accounts

ADMINISTRATION & REGULATORY COMPLIANCE SYSTEMS

Provisions, either as part of core accounts/PMS or as an optional extra:

- Conflict of interest searching
- Compliance with Law Society new client regulations, e.g. automatic generation of Rule 15 client care letters
- Anti-money laundering checks & associated compliance audit trails
- Credit control system
- Record of undertakings
- Asset & deeds register
- Marketing & client relationship management
- Support for COLPs + COFA's

OTHER LEGAL SOFTWARE

Provisions, as optional extras:

- Case management: Signature Edition (SE), conveyancing, probate, debt recovery, family, personal injury, local authority housing/right to buy
- E-conveyancing - e-SDLT, LRBG
- Document/File Management - Liberate Signature Edition (SE) Matter Management
- Online case tracking
- CRM/Marketing
- Remote fee earner desktop
- Client connect - Web based form fill/data capture
- PCOL, SDT, A2A, AML Checks

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www.ospreylegalcloud.co.uk

NAME OF CORE ACCOUNTS/ PRACTICE MANAGEMENT SYSTEM OR SERVICE

Osprey Legal Cloud

TARGET MARKETS (PRIVATE PRACTICE BY SIZE OF FIRM)

- Solo/very small
- Small high street (2-5 partners)
- Large high street (6-5 partners)
- Commercial regional (16-35 partners)
- City & major regional/top 100 (36+ partners)
- Legal aid/LSC
- Criminal/CDS
- Corporate legal department
- Public/local authority legal departments

Company and Product Overview

True cloud computing software for law firms, residing on supplier owned UK based datacentres, secure, comprehensive, easy to use, with no upfront costs just a low monthly licence fee and to suit firms from 1 to 300 staff and a free unlimited training provision.

Pracctice Ltd, the company behind The Osprey Legal Cloud, are experts in the field and have been providing cutting edge software to the legal profession for nearly 30 years now.

The Osprey Legal Cloud is a web based practice management system for law firms, in house legal departments and ABSs. As a web based application The Osprey Legal Cloud brings many benefits over traditional applications and the software includes all of the elements that any law firm would require in one comprehensive yet easy to use package.

Making use of both the latest software and hardware technology in both its design and development Osprey offers a functionality rich system that is flexible enough to be tailored to your individual needs. Whilst the hosting solution dramatically reduces the cost of hardware it more importantly puts the day to day management of your data into the hands of professionals.

Now many years down the line and with many thousand users Osprey Legal Cloud has established itself as the leading web based legal practice management software application on the market whilst still remaining cutting edge due to our development focused approach to software supply.

As a multi tenanted solution, the Osprey Legal Cloud is comprehensive enough for the largest of law firms but affordable for the smallest of firms. Due to the economies of scale associated with a subscribed service every law firm using the Osprey Legal Cloud will have a solution far in excess of what could be economically achieved individually at a fraction of the cost. Also, it is a low cost tool for your law firm that will deliver huge returns on the small investment and provide considerable savings due to its use.

As a hosted application there is no installation and access is simply a case of switching your database on. It really is that simple.

As well as increased efficiencies, savings and functionality it also provides

a disaster recovery and business continuity plan for your firm. It is a future proof investment that would bring many benefits and features to your business.

The Osprey Legal Cloud was the first web based system for law firms and we have been leading the way for over 12 years now.

Pracctice Ltd is also the company behind Free2convey – The free to use conveyancing portal. Free2Convey allows all parties involved in a conveyancing transaction to see the entire conveyancing chain and which stage each party in the chain is at. It is an entirely free to use system which integrates seamlessly with the Osprey software package and allows various methods of integration with other case managements systems, as well as being available for standalone use.

Free2Convey provides an online deal room "Docs4Home" which allows all of the parties in a conveyance to distribute, share and collaborate on conveyancing documents online with a secure two factor authentication at log in. Docs4Home integrates with Free2Convey but can also be used as a standalone application.

PRODUCT FUNCTIONALITY

- Free unlimited Online Training Provision
- SRA and SAR compliant Accounts Package including:
  - Interest Calculations
  - Full Client & Office Accounting
  - Nominals
  - Purchase Ledger
  - Budgets
  - Cheque Printing
  - Bank Reconciliations
  - Open or Closed Accounting Periods
  - End of month suite of reports
- Definable Database
- Case Management, Document Management & Process Management
- Time Recording
- CRM
- Client Access Portal
- Criminal LA Billing
- Report writer
- Scheduled Distribution of Reports
- Text messaging
- Key Performance Indicators
- General Filing System – for non-clients
- Prospects Database, tracking and reporting
- File Review and Dormant File Reminders
- Full Exception Reporting
- Critical Date Management
- Version Control

INTEGRATION

- Oyezforms
- Searchflow
- Call Credit
- Land Registry Forms
- HMRC for SDLT forms
- PI Portal
- Court Bundles
- Freeformlaw forms
- Free workflows, letters and data-fields for Residential Conveyancing, Personal Injury, Family, Probate, Crime, Employee, Clinical Negligence and Lasting Powers of Attorney.
- Word, Outlook & Excel

ADMINISTRATION & REGULATORY COMPLIANCE SYSTEMS

- Conflict of Interest Searching
- Credit Control Letters
- Anti-money Laundering Checks
- COLP/COFA Compliance
- Deeds, Wills and Asset Storage
- Risk Management
- Audit Trails

Professional Technology (UK) Ltd
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e: sales@ptuk.co.uk
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contact: Alan Farley
LSSA Member: No

NAME OF CORE ACCOUNTS/ PRACTICE MANAGEMENT SYSTEM OR SERVICE

Quaestor

TARGET MARKETS (PRIVATE PRACTICE BY SIZE OF FIRM)

- Solo/very small
- Small high street (2-5 partners)
- Large high street (6-15 partners)
- Commercial regional (16-35 partners)
- City & major regional/top 100 (36+ partners)
- Legal aid/LSC
- Criminal/CDS
- Corporate legal department
- Public/local authority legal departments

Company and Product Overview

Professional Technology (UK) Ltd has been providing high quality IT solutions to the legal profession since 1986.

Quaestor and Seriatim are Professional Technology's integrated legal management systems, currently installed in hundreds of solicitors' practices nationwide. The software is scalable and flexible, making it suitable for any size of practice from sole practitioners to large multi-branch firms.

The simple-to-use modular system can be upgraded at any time, so users can be confident that the system will grow with them. All products in the range provide up-to-date management information as a matter of course.

The software uses industry standard technology and integrates with most other windows based applications such as MS Word, Outlook, Excel, and Access, Crystal Reports, electronic forms programs, etc. and is fully compatible with Windows 10, 8.1, 8, 7, Vista and XP, providing a complete IT solution.

Professional Technology can now offer Quaestor and Seriatim as a secure and fully managed hosted solution, accessible via any internet connected machine. For a fixed monthly fee it provides the same exceptional features and facilities of our standard local system while eliminating the cost of IT support staff and expensive servers and maintenance. All data remains the property of the user and is backed up regularly, ensuring that the system is safe and accessible at all times.

PRODUCT FUNCTIONALITY

- Compliance with Solicitors' Accounts Rules
- Automatic client & deposit account interest calculation
- Support for manual (time sheets) and on-screen time recording
- Cheque printing
- Multi-currency
- Fee earner desktop & personal productivity tools
- Support for third party reporting tools e.g. Crystal
- CDS & LSC billing
- Remote/extranet access to system
- Commercial style nominal ledger and P&L accounts

ADMINISTRATION & REGULATORY COMPLIANCE SYSTEMS

Provisions, either as part of core accounts/PMS or as an optional extra:

- Conflict of interest searching
- Compliance with Law Society new client regulations, e.g. automatic generation of
- Rule 15 client care letters
- Anti-money laundering checks & associated compliance audit trails
- Record of undertakings
- Asset & deeds register
- Marketing & client relationship management
- Payroll

OTHER LEGAL SOFTWARE

Provisions, as optional extras:

- Case management: Conveyancing
- Case management: Debt recovery
- Case management: Personal injury
- Case management: Probate
- Case management: Local authority housing/right to buy
- Case management: Family
- Case management: Immigration

quill pinpoint

Company and Product Overview

Quill Pinpoint is a pioneering supplier of legal accounts software and outsourced cashiering services in the UK to independent solicitors, multi-disciplinary law firms and alternative business structures of all specialisms. With some 40 years' legal industry experience, and remaining privately owned, Quill is the first choice for many start-ups and SMEs.

Interactive, its multi-award-winning hosted legal accounts and practice management software, is used by nearly 5000 solicitors, cashiers and support staff. Pinpoint, its outsourced cashiering service, is used by over 300 law firms across England and Wales. Quill's unique combination of deep sector knowledge, cutting-edge software development skills and legal accounting expertise means that its solutions help legal professionals with their SRA Accounts Rules, data protection, money laundering and other regulatory compliance obligations.

Interactive delivers all you would expect of a market-leading system for the smaller practice. Conflict, money laundering and credit checking is available during new client set-up while postcode look-up facilitates a clean and tidy database. Powerful time recording tools make it easy for fee earners to log chargeable activity, with flexible rate features to accommodate most charging policies.

With a strong focus on financial compliance, Interactive allows users to see both client and office ledger balances simultaneously. A unique e-chit facility connects fee earners to their cashiering team, instructing them to prepare monetary transfers, post bills, pay disbursements and carry out other ledger transactions via daily e-chits. Authorisation levels can also be appointed for greater financial management control.

Interactive comes with a comprehensive document management system, allocating relevant documentation to each matter in a categorised filing structure. Integration with Word and Outlook is an option, thereby capturing email dialogue and correspondence automatically with appropriate time recordings. For firms with specialist case management systems, Quill provides a unique API allowing integration with Interactive from within their chosen system, giving clients the flexibility to choose dual suppliers for a best-of-breed solution. The result of a recent integration initiative with Iken Business Solutions, dedicated software provider to local authorities, means ABS-registered public sector lawyers can combine traditional ways of working – via Iken – with money handling stipulations – via Quill – by accessing advanced fully integrated matter management and legal accounting software or utilising complete outsourced cashiering support.

Quill Pinpoint
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contact: Julian Bryan

NAME OF CORE ACCOUNTS/ PRACTICE MANAGEMENT SYSTEM OR SERVICE

Interactive

TARGET MARKETS (PRIVATE PRACTICE BY SIZE OF FIRM)

- Solo / very small
- Small high street (2-5 partners)
- Large high street (6-15 partners)
- Commercial regional (16-35 partners)
- Legal Aid/LAA
- Criminal/CDS
- Corporate legal departments
- Alternative business structures
- Public/local authority legal departments

For businesses which prefer the outsourcing route, Pinpoint is the UK's largest outsourced legal cashiering service, and employs a team of qualified legal cashiers to manage clients' accounts in compliance with defined rules, regulations and legislation, posting in excess of 2 million accounting transactions per annum. The service provides a no-holiday, never-sick model with an allocated and dedicated named cashier for each client, backed up by a deputy for cover and supervised within groups of six staff.

PRODUCT FUNCTIONALITY

- Secure, remote access and ease of use to improve links between multiple offices or home workers and quickly get up-and-running
- Robust hosted delivery with IT management outsourcing for improved system stability and security
- Built-in business continuity to eliminate disruption or data loss during emergency situations to ISO 27001 standard
- Straightforward daily posting of monies in and out to effortlessly keep accounts up-to-date
- Matter, nominal and supplier ledger management to maintain a meticulous financial audit trail for accurate legal cashiering
- Intuitive warning system and automatic anomaly reports for rectification of potential breaches
- Account and paper-only transfer of cash between ledgers to keep finances in the correct place and maximise cash flow
- Logging of fee earner time and disbursements against in-progress matters to claim back monies due
- Flexible time recording for both chargeable and non-chargeable time with relevant rates and attendance codes including allocation to Precedent H categories
- Calculations automatically performed including time recorded values, expenses, VAT and percentage uplifts to improve billing accuracy
- Conflict checking and risk assessment, including AML and credit screens, to avoid conflicts of interest and operate safely
- Tailorable dashboard and client database for customised working
- Over 100 report templates and bespoke report facility for real-time analysis of financial positioning against key performance indicators
- Full practice and document management for close handling of matters, cloud storage, e-working capabilities and increased day-to-day efficiencies
- Free accountant licence provided to simplify annual accounts processes

ADMINISTRATION & REGULATORY COMPLIANCE SYSTEMS

- Regulatory compliance with SRA, CLC, HMRC, LAA & LEXCEL guidelines
- Record keeping and accounts maintenance as defined by the SRA Accounts Rules and SRA Handbook
- Data management in accordance with the UK Data Protection Act and new EU General Data Protection Regulation
- Streamlined annual accounts and VAT submissions to meet HMRC requirements
- Supports customer due diligence for adherence to money laundering regulations
- Assistance with the principles of practice management, client care and reporting for COLPs and COFAs

OTHER LEGAL SOLUTIONS

The Pinpoint outsourced legal cashiering service, provided complete with the Interactive hosted system, enables firms to hand over their accounting functions to a dedicated 40-strong team of experienced legal cashiers who will compile and maintain accounts, generate reports and prepare all statutory documentation in accordance with the stringent demands of the SRA Accounts Rules. An optional outsourced payroll service is also available for full management of salary and pension responsibilities in line with latest reforms such as RTI and auto enrolment.

LAWFUSION™

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LSSA Member: Yes

NAME OF CORE ACCOUNTS/ PRACTICE MANAGEMENT SYSTEM OR SERVICE

LAWFUSION

TARGET MARKETS (PRIVATE PRACTICE BY SIZE OF FIRM)

LAWFUSION was originally designed for the 30-100 user law firm, but Select Legal has moved the product forward in line with market demand and now offers different versions for different sized law firms. For example Select's largest LAWFUSION site has over 250 users and LAWFUSION Small firm and LAWFUSION Solo are available for growing law firms and start ups. LAWFUSION is also proving very popular with Alternative Business Structures (ABSs).

Company and Product Overview

Select Legal Systems Limited is a specialist provider of legal software for law firms. The company's flagship product, LAWFUSION, is a fully integrated practice management system that includes modules for everything a practice of law would need to run as a profitable business.

LAWFUSION is the legal software of choice for hundreds of UK law firms, is fully compliant with the Solicitor's Accounts Rules (SARS) of the Law Society of England and Wales. It is also fully compliant with the Legal Aid Agency (LAA) franchising requirements (QUALITY MARK).

LAWFUSION is ideal for law firms working to achieve Lexcel accreditation, the Law Society's international practice management standard. Select has worked closely for many years with leading law firms to align their legal software with the Lexcel criteria to ensure the software ticks all the right boxes.

It is available for the cloud as a hosted solution or as a traditional on-premise installation.

If you are looking for new legal practice management software you can arrange a demonstration now by calling 01482 567601.

PRODUCT FUNCTIONALITY

- Customised Legal Billing
- Comprehensive Management Reporting
- Legal Aid Accounting
- Cash Flow Management
- Bank Reconciliation
- Client Ledger
- Professional Nominal Ledger
- Purchase Ledger
- VAT Ledger
- Cash Book
- Debt Management
- Deposit Interest Calculator
- Cheque and Remittance Printing
- Anti-Money Laundering Compliance
- Key Performance Indicator Monitoring
- Expense Management
- Microsoft Integration
- E-Chitty Posting Requests
- Inhouse Expense Billing
- Auto BACS Transfer

OTHER LEGAL SOFTWARE

- Fee Earner Desktop
- Time Recording
- Case Management
- CRM & Marketing Software
- Practice-Wide Diary
- Comprehensive Management Reporting
- Extensive Legal Aid Functionality
- LAWFUSION App
- Conflict of Interest Searching
- Record of Undertakings
- Credit Checking & Control
- Stamp Duty Land Tax
- Identity Verification Via Services Experian, Callcredit & Lawyer Checker
- Recurring and Reversing Journals - automatically posted when due
- Post Room
- Online Case Tracker
- Cost Management Module
- MOJ PI Claims Portal
- Civil Online Working
- Court Document Bundler
- COLP / COFA Procedures

LAWFUSION CASE MANAGEMENT PROCEDURES ARE AVAILABLE FOR:

- Commercial
- Complaints Procedure
- Conveyancing
  - Sale
  - Purchase
  - Re-mortgage
  - Commercial Property
- COLP / COFA
- Crime
- Debt Collection
- Employment
- Immigration
- Family
  - Children
  - Divorce
  - Financial Remedy
- Financial Mis-selling (including PPI)
- Personal Injury
  - Road Traffic Accident
  - Trip & Slip
  - Industrial Disease
  - Medical Negligence
- Wealth Management
  - Wills
  - Probate
  - Lasting Powers of Attorney
- Court of Protection Software
- Legal Aid Software

LAWMAN
Law Management System
by Timeslice

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contact: Elwyn Morgan
LSSA Member: Yes

NAME OF CORE ACCOUNTS/ PRACTICE MANAGEMENT SYSTEM OR SERVICE

LAWMAN Law Management System

TARGET MARKETS (PRIVATE PRACTICE BY SIZE OF FIRM)

- Large high street (6-15 partners)
- Commercial regional (16-35 partners)
- City & major regional/top 100 (36+ partners)
- Legal aid/LSC
- Criminal/CDS
- Corporate legal department

Company and Product Overview

LAWMAN - Lawman the complete Practice, Document, Email and Case Management System integrated with Microsoft Office. Using the latest SQL, Dot Net and Office technology you can choose to work in Microsoft Windows, Outlook or Word.

LAWMAN can be implemented as both locally or fully cloud hosted system utilising our state of the art 'virtual' desktop housed in a UK data centre.

LAWMAN is increasingly recognised as one of the most advanced Practice Management systems of its kind, incorporating over 25 years legal software knowledge, design and experience in a modern single integrated SQL Database.

LAWMAN is a highly accomplished and robust system. Leading firms across the UK including 'Legal 500' and Top 100 successfully use LAWMAN for all their Practice, Document or Case management requirements.

Time recording and billing is easy and flexible leading to high recovery rates and successful adoption by fee earners and staff.

Significant efficiences are possible with the integrated document, file and email management systems including auto-filing of emails or drag and drop from Outlook.

Smooth integration with Microsoft Office is built-in throughout and LAWMAN can be accessed from any office application.

Accounts departments enjoy the precision and detail of functionality needed in busy cashiers offices.

Successfully and widely used by firms of all types and size, LAWMAN addresses the key areas of functionality, integration, reporting and performance management required by the busy modern practice. For the larger corporate or international practice LAWMAN provides support for complex billing arrangements, multi-currency and multi-entity.

PRODUCT FUNCTIONALITY

- Fee Earner Workstation
- Financial Accounting, Management Information, KPI's, Business Intelligence
- Legal Cashiers Accounting
- Time Recording and management, Billing, Credit Control
- LSC - Full Legal Aid Support, Civil and Criminal
- Client/Matter Database and Management
- Contact and Address Management
- Document, File and Email management - Inbound and Outbound
- Document Scanning plus 3rd party technology integration e.g. ECopy
- Regulatory Compliance and File Opening Features
- Money Laundering, Risk Assessment, Conflict Checking
- Marketing: Integrated Contacts Marketing and CRM
- Case Management: - Flexible but powerful user configurable case management
- Workflows: Pre configured for Probate and Trust, Conveyancing, Personal Injury
- Legal Forms: Integration with major legal forms and precedents suppliers
- Wills, Deeds, Securities register
- Microsoft Office and the Web - Seamless integration

ADMINISTRATION & REGULATORY COMPLIANCE SYSTEMS

Lawman offers full support for Regulatory compliance in line with Law Society rules including client and matter file opening, conflict checking, money laundering, client identification and risk assessment.

OTHER LEGAL SOFTWARE

Integration with a wide range of 3rd party technologies such as Cloud Hosting, Digital Dictation or Digital Scanning. Timeslice also offer a full range of I.T. Support services Hosting, Disaster Recovery and Business Continuity. Timeslice is a Microsoft Gold Partner.

dps financial director

Legal Accounting Software that helps your firm grow

1 | SAR compliant

2 | Multi-Currency Functionalities

3 | Case Management Integration

4 | Suitable for ABSs & Local Councils

5 | Legal Aid Agency

"Financial Director shows us the most and least profitable periods of each month and thus helps us manage our cash flow better." Alex Gibbons, Buchanan Solicitors

Contact us for more information

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