

CASE MANAGEMENT FOR LAWYERS



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Everything you need to manage your law practice...

MicroArea Case Management is the ideal software for lawyers and law firms, as it creates order and efficiency in your law practice. Case Management provides all the professional services lawyers need to manage their cases and clients. This software offers client data files, address directories, time sheets and billing, tax support, case management, calendars, scheduling, reminders, document organization, task lists, search options, helpful legal databases, and more...

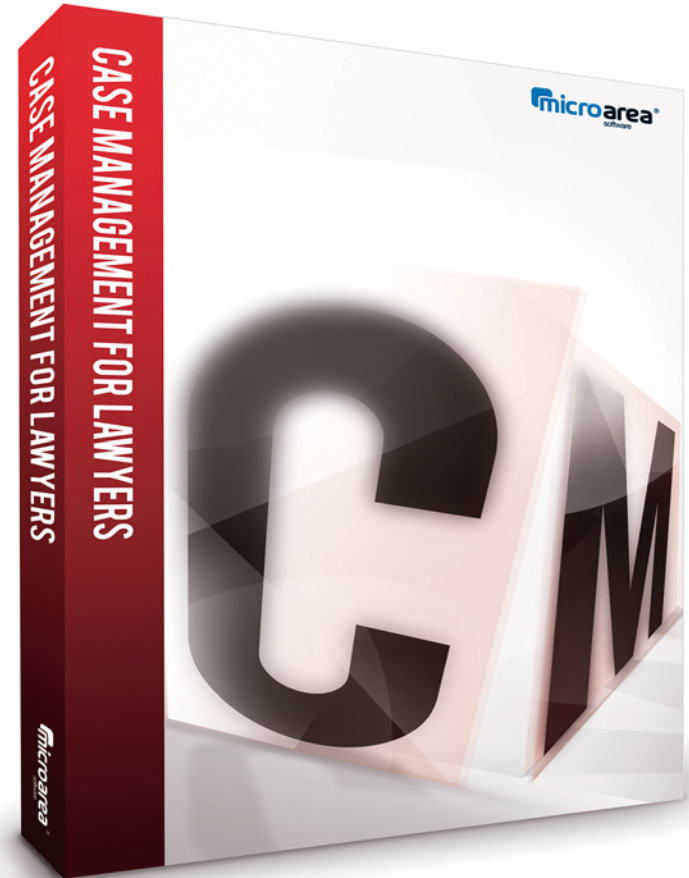
Free yourself from administrative paperwork, and allow MicroArea Case Management to do the organizing for you. Create more time to practice law, not manage it. Efficient, Affordable and Easy to Use – Case Management is the solution to your legal practice.

There is a reason that over thousands of users choose Micro Area. There is a reason why were Europe's largest provider of Case Management software.

Established over 20 years ago Micro Area Software has a history of providing solutions which work. The focus of our business is business control and labor management products.

Unlike many of the other companies in the market that are seeking to make a quick buck, by producing substandard poorly supported software, our products have been tried and tested for many users by people just like you.

Our company doesn't rely on "hard selling", "upselling" and other sales gimmicks. The focus of our company has always been on providing a fully supported, quality product.



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CASE MANAGEMENT FOR LAWYERS OVERVIEW.

So, why do so many people choose Micro Area Case Management?

View the case with clarity and simplicity.

View the details of the case - Lawyers, Counterparties, Common parts, Work Completed, and financial details on one screen organized clearly in a modern interface. It is easy to use interface. We understand that you have more important things to do than attempt to navigate around a complicated, out of date interface. The interface of case management is easy to navigate, and similar to that of other Windows programs. Send letters, emails and faxes from the program.

A favorite feature of many users, as this saves a great deal of time. Using a range of templates, it is possible to send emails, letters and faxes to clients from the program.

- Import/Export between Microsoft Outlook.
- Exchange tasks and contact details between Microsoft Outlook. Easily import your address book into Case Management.
- Input web links and links to documents on your computer.
- Insert relevant links to items.
- Uses Microsoft SQL.
- Multi user access is possible, the software uses Microsoft SQL to allow fast and secure access to data.
- Pre-Entered Lists

Client Information:

Store general and financial client data. Secure files contain easily accessible information on each client. Clearly organized with an electronic index, client files can be quickly opened to retrieve information or add data.

Project Management:

Organize all cases, tasks and appointments with layouts displaying the essential information for each project. Easily add client data to specific projects, and edit project details. Search projects via filters and preferences.

Address Directory:

Easy to enter and edit addresses; store multiple levels of information in one file; a simple display screen facilitates data location; and quickly search according to specific criteria.

Document Creation:

Quickly draft, save and send documents, by using Microsoft Word templates and accessing addresses from the directory.

Timesheet Entries:

Easily record work hours and fees, filter and organize with your own criteria, and control the timesheet details

Billing:

Efficiently enter client billing data from program databases, quickly calculate bills, and then send them using the address directory.

Network:

Create a network of communication and enhance each link by adding link-specific information.

Click and Move:

Move files into and out of the software with a click of the mouse.

E-mail Draft and receive e-mails using Outlook:

Keep in touch with clients while you manage their cases.

Shortcuts:

Access timesaving management shortcuts, and design abbreviations for quick data entry.

Search:

Search all aspects of the program: cases, clients, bills, addresses etc... Narrow search by using advanced criteria, and customize for your needs.

Foreign Languages:

Micro Area Case Management 2008 is available in several languages, including Spanish, Portuguese and English.

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Address Management

An organized and accessible directory of contacts made to meet the needs of the modern lawyer. Address Management stores, orders and displays fully detailed files for each lawyer contact. Client and colleague information can quickly be viewed and put to use. The directory clearly displays the contact name, address, phone numbers, e-mail, notes and codes. Plus, there are links to windows with more client information. Address Management makes it easy to apply the directory information to any project, document, fax, e-mail, or letter.

Case and Client Management

Organize your legal affairs, know all your project details, and keep your clients close. Case and Client Management provides a complete display of the important information associated with each case and client. Input and access the data needed to carry out your law practice. Case and Client Management gives you the liberty to control the details of your cases and clients. Here, you are able to structure the layout to meet your individual needs, and personalize the fields with specific filters and preferences.

Document Management

Draft, edit and issue the documents needed for your law practice. Document Management uses the Microsoft Word format, which allows you to quickly and easily write reports, agreements, letters and e-mails. Then, with a simple click of the mouse, you can access client addresses and cases in order to prepare your documents for delivery. You can save time and stress by letting Document Management guide your documents to their destinations.

Task Management

Easily coordinate and manage tasks, meetings, and deadlines. Task Management organizes your affairs by date, type and project, allowing you to keep up with each task. You can add or eliminate tasks as they come and go, and input the data or details needed to help you perform the tasks efficiently. Every due date can be marked with a warning to remind you when it is due, and help you keep your affairs in line.

Timesheet Management

A simple system for documenting all hours worked. Timesheet Management creates accurate timesheets which record hours and fees associated with specific clients and projects. Data entry is easy, and each timesheet can be enhanced by adding the details you desire. Additional data fields include project descriptions, client information, codes, sales tax, and fee type. Timesheet Management allows you to view your timesheets by day, week and month, plus, you can customize these views to support your management style.

Bill Management

Organize and issue bills according to the specific details of each client or project. Bill Management provides fields for work summaries, hours worked, fee rates, fee types, expenses and transactions. All bills are automatically calculated, and can be issued in foreign currencies as well.



Search

Find the information you need in a fast and efficient manner. Search the entire program by various criteria (case, client, task, code, address, bill...), or narrow your search with advanced options. You can also print search results once the search is complete.

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Options available in Case Management For Lawyers

File:

- My Account
- Law Firm
- Clients
- Lawyers
- Paralegal
- Other Interveners
- Interveners type
- Bar Association
- Courts
- Penitentiaries
- Type of Lawsuit
- Predefined Jobs
- Type of Tasks
- Status
- Predefined Services
- Forms of Payment
- Portfolio Maintenance
- Banks
- Type of Sales Tax
- Zip Codes

Tasks:

- Cases
- Calendar
- Contacts
- Lists of Tasks
- Notes
- Calls
- Links

Reports:

- Quick Indexes
- Reports
- Sales
- Logs
- Statistics

Utilities:

- Configuration of Case management for Lawyers
- Backup Devices
- Back Up
- Control of Users and Permissions
- Active Users Screen
- Network Monitor
- Data Administrator
- Import/Export of Contacts via Outlook
- Import/Export of Tasks via Outlook

Invoicing:

- Payment Portfolio
- Lawyer's Bills and Invoices
- Automatic Invoices
- Print Lawyer's Bills and Invoices
- Budgets
- Print Budgets
- Sales Log
- Advance Payment Log
- Payment Log

Help:

- About Case Management for Lawyers
- Microarea Website
- Internet Consultation
- List of News
- Case Management for lawyers Live Update
- Activate Product
- Windows Update

Windows:

- Search by Cases



Versions

Case Management for Lawyer is available in two versions:
MaGest is available in two easy-to-use versions:

Professional

Oriented for individual lawyer. It is limited to only one law firm. Offered in Monoposition version.

Premium

Ideal for large and medium law firms. Multiposition version. Includes 3 web licences with the possibility of acquisition of additional licenses, Client/Server.

Consult the table of technical specifications to differentiate the characteristics that each version includes

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Tech support

Together with every MicroArea product you can benefit from the whole range of services our technical department offers, which are designed to assure that you obtain maximum performance from the acquired products.

The technicians of the MicroArea support department are at your disposition to attend to your questions, help you, and find solutions to your problems...

Consumer Support: A maintenance program that assures the user the HOTLINE services, product updates, and new versions.

Preferred Support: For those that need a higher level of attention, Preferred support treats you to service oriented for the more selective client with a personalized system of attention, an assignment of a personal tech support agent to accede the service without delay.

Online Consultation: The modality of support ideal for those users that would like to receive our service without ties. Furthermore, our CIC resolves your doubts about hardware and operatives systems.



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