

# Matter & Case Management

Track all your Matters & Cases through a **Centralized Unified Location!**

## WITH FEATURES SUCH AS

Dashboard

Flexible Search

Document Hub

Time-Sheet

Invoice Generation

Expense Management

## TOOLS SUCH AS



OCR



PDF Bundling



Compare



Translator

## EMPOWER YOUR LEGAL TEAMS BY VIRTUE OF SEAMLESS COLLABORATION AMONGST KEY STAKEHOLDERS OF THE CASE



Manage Matters, Cases, Projects



Bring all the people, files, data, tasks, timelines, and notifications that surround your cases & matter together in one place



Instantly and securely share files with controlled access



Create & edit/co-edit documents and maintain version of documents



Maintain confidentiality of documents

# CHALLENGES



Scattered case and client information

Tons of digital information including image files

Remote Access

Time tracking

Relying on manual processes and follow ups

Risk of missing critical deadlines

Barriers to collaboration

Operational efficiency

# MYKASE SOLUTION



1

Centralized, structured and searchable repository of all aspects of a matter, case and client

2

Structured Folders  
Searchable interfaces and a Global search which searches across the myKase platform.  
OCR tool to convert the image files into searchable documents.

3

Anytime - Anywhere (Authorised access)

4

Record & Analyse the time spent on each activity

5

Online Collaboration & Communication on tasks and workflow, with reduced reliance on emails , text and phone calls

6

Built in Auto Alerts and Notifications to keep track of every key date and deadline

7

Matter Dashboard keeps all stakeholders in sync about the status of a matter at every stage with transparency

8

Reports, stats, analytics across activities and tasks help plan and strategize