



# Case & Practice Management Software for law firms



**lawware**  
software for the legal profession

# The key components of a single practice system

LawWare is a tried and tested case, practice management and accounts system designed specifically for legal practices in the UK that desire either a self-installed or cloud-based system..

As a leading supplier of feature rich solutions, we live and breathe legal. Through our consultative approach, we can help you to organise your data effectively, manage your risk, grow your business and meet your compliance needs.



## CASE MANAGEMENT

LawWare organises all your case files by matter and logs every activity, be it a phone call, a document created, an email or time and stores it within the matter record.

This allows you to find and locate all relevant information about the transaction with ease. The system gives you complete control over case management and is pivotal in helping you run your business efficiently.



## ACCOUNTS

LawWare's legal accounts module dovetails effortlessly with our case management system. By using the same database, it eliminates duplication of effort and can also be used as a stand-alone system where required.

All accounts information is available in real time. This allows you to view reports and notifications instantly and determine the overall well-being of your practice as well as individual client matters.



## RISK & COMPLIANCE

LawWare is designed to manage all the requirements issued by the UK regulators. This ensures you stay compliant by:

- ✓ Performing strict anti-money laundering checks.
- ✓ Retaining a databank of ID verification records.
- ✓ Performing conflict of interest checks.
- ✓ Remaining up to date in terms of compliance as new regulations emerge.
- ✓ Keeping abreast of GDPR responsibilities.
- ✓ Making Tax Digital.



## MS OFFICE

LawWare integrates seamlessly with Microsoft's Office suite. This gives you the ability to call upon it, when required, to:

- ✓ Open Word documents from within LawWare.
- ✓ Drag and drop emails into client files from Outlook.
- ✓ Store all your office generated documents within your matter files.

# So much more than just the basics

Designed exclusively for the legal profession and taking care of all your case management, business process, accounts, and financial management needs, LawWare is the latest generation of practice and case management software for forward thinking UK law firms.

Additionally, it is compliant with all the UK's legal regulatory bodies' requirements and is secure and robust for your ultimate peace of mind.



## EMAIL MANAGEMENT

LawWare provides the ability to place incoming and outgoing emails within a case file. It does this via a simple "drag and drop" mechanism which saves you time and allows you to get on with the business in hand. LawWare also prevents emails from being duplicated to a case file. It automatically recognises response emails from clients. This gives you the option to place them in the case file at the touch of a button.



## DOCUMENT MANAGEMENT

Fully integrated within LawWare, the Document Management Module provides:

- ✓ A style library to create customised document templates for re use.
- ✓ Automatic merging of addressee details, letter headings, case information, etc.
- ✓ Pre-defined sets of styles according to worktype.
- ✓ The ability to send SMS text messages to clients and store the messages within the case file.



## TIME RECORDING & BILLING

With LawWare, time recording is an integral feature of the software and operates seamlessly as you work.

You can generate bills at the press of a button. There is also the option to bill in full or interim bill. Additionally, you can include a Time Cost Statement if required.



## STRONGROOM

LawWare's Strongroom is a fully integrated mechanism for keeping track of all client documentation stored in a physical strongroom. The Strongroom can store scanned images of documents, allocate review dates and then report if or when action is needed.

It enables you to contact clients by letter or email so that proper action can be taken before deadlines expired.



## CLIENT RELATIONSHIP MANAGEMENT

The CRM module allows you to segment your clients by work type, type of business or any other criteria. This allows you to contact them at appropriate times, send them targeted messages; keep them updated and keep yourself and your firm at the forefront of their minds for future business.

# Features and benefits

LawWare software is an in depth, feature rich product with many additional capabilities and corresponding benefits.

Take a look at the lists below. They are not exhaustive but give an idea of the breadth of our software.

## FEATURES

- ✓ **Case Management**
- ✓ **Time & Activity Recording**
- ✓ **Integrated Accounts / Cashroom**
- ✓ **Billing**
- ✓ **E-mail Management**
- ✓ **Document Management & Automation**
- ✓ **Strongroom**
- ✓ **CRM & Marketing**
- ✓ **Microsoft Office Integration**
- ✓ **Management Reporting**
- ✓ **Risk Management & Compliance**
- ✓ **Workflow**
- ✓ **Reporting & Analysis**
- ✓ **Document Production**
- ✓ **Cheque Printing**
- ✓ **Electronic Posting Slips**
- ✓ **Client Portals**
- ✓ **LawWare Mobile**
- ✓ **Bespoke Solutions**
- ✓ **Third Party Integrations**

## BENEFITS

- ✓ **Affordable**  
Meets your budgetary needs
- ✓ **Scaleable**  
Provides flexibility to grow as your firm grows
- ✓ **Secure & Robust**  
Meets your data and security concerns
- ✓ **High Performance**  
Makes your practice efficient and profitable
- ✓ **Compliant**  
Covers UK regulatory requirements
- ✓ **Excellent support**  
For your peace of mind
- ✓ **High productivity**  
Gets the most out of your team
- ✓ **Flexible**  
Great for remote and mobile working
- ✓ **Enabling**  
Allows your fee earners to provide the highest levels of client service
- ✓ **Control**  
Allows you to keep your practice well managed
- ✓ **Built with business development in mind**  
Provides a platform for you to grow your client-base

# Looking after you

Supporting you is one of our top priorities. Whether it's advice on how to access system features or support with connection problems, our Helpdesk team is available to guide you.

And it doesn't stop there. Our client care service includes:

- ✓ Answering your support requests immediately wherever possible.
- ✓ Logging all support calls to ensure they are brought to a successful conclusion.
- ✓ Providing face-to-face and online training for you and your team.
- ✓ Giving you access to a dedicated Client Relationship Manager to take care of all your ongoing needs.
- ✓ Investing in the latest technology to ensure our software remains up-to-date and secure.
- ✓ Continually updating our software to meet your own and regulatory authority demands.

If you would like to find out more about how LawWare can help you and your practice, please contact us for a no obligation consultation or a product demonstration on:

 0345 2020 578  [innovate@lawware.co.uk](mailto:innovate@lawware.co.uk)  [lawware.co.uk](http://lawware.co.uk)

