

Liberate Express – Matter Management

Developed with the Microsoft Outlook look and feel, Liberate Express provides users with the advantages of case management without the enforced structure of defined workflows.

Benefits

- ❖ Minimal set up and training
- ❖ Specifically created for the non technical user
- ❖ Ideal for non procedural work types
- ❖ Automated production of high quality documents
- ❖ Integrated Time recording and Accounting functions
- ❖ Assists Compliance

Communication

- ❖ Document production – automated assembly
 - Email
 - Fax
 - SMS messaging
- ❖ All of the above are easily produced and stored in the case history

Complete Case contacts

- ❖ Multiple contacts per case
- ❖ Contacts can be grouped
- ❖ Contacts simply attached and assigned designated roles
 - E.g. Expert Witness, Other Solicitor
- ❖ The same contact can have different roles on different cases
- ❖ Contacts can be communicated with as groups. Multiple recipients can be sent the letter/fax/SMS/email in one go

Case History

- ❖ Comprehensive and secure case history including:
 - Inbound email
 - Outbound email
 - Faxes
 - SMS – text
 - Telephone notes
 - Letters
 - Attached images
 - e.g. scanned in bound correspondence
- ❖ Allows retrieval of all the above – also viewable in a preview pane

Quick Notes and Multiple clocks

- ❖ File notes can be made at any point
- ❖ Any number of active / parked note taking sessions
- ❖ Note sessions have their own time recording clock
- ❖ Notes can be made and attached to a case later
 - E.g. telephone calls

Multi media and document exchange

- ❖ Case history supports diverse file types:
 - Excel
 - Word
 - PDF
 - Voice
 - Email
 - Specialist forms Oyez/Laserforms
- ❖ Files can be checked out and in using the document exchange feature

Fee Earner desktop

- ❖ Matter ledger enquiry
- ❖ Cheque Requisition
- ❖ Billing Wizard
- ❖ Time posting

Digital Dictation

- ❖ Optional link to NFLOW and BIGHAND

“An excellent all-rounder” and **“favourite system”** are just two of the comments from the Law Society Software Solutions Guide panel.