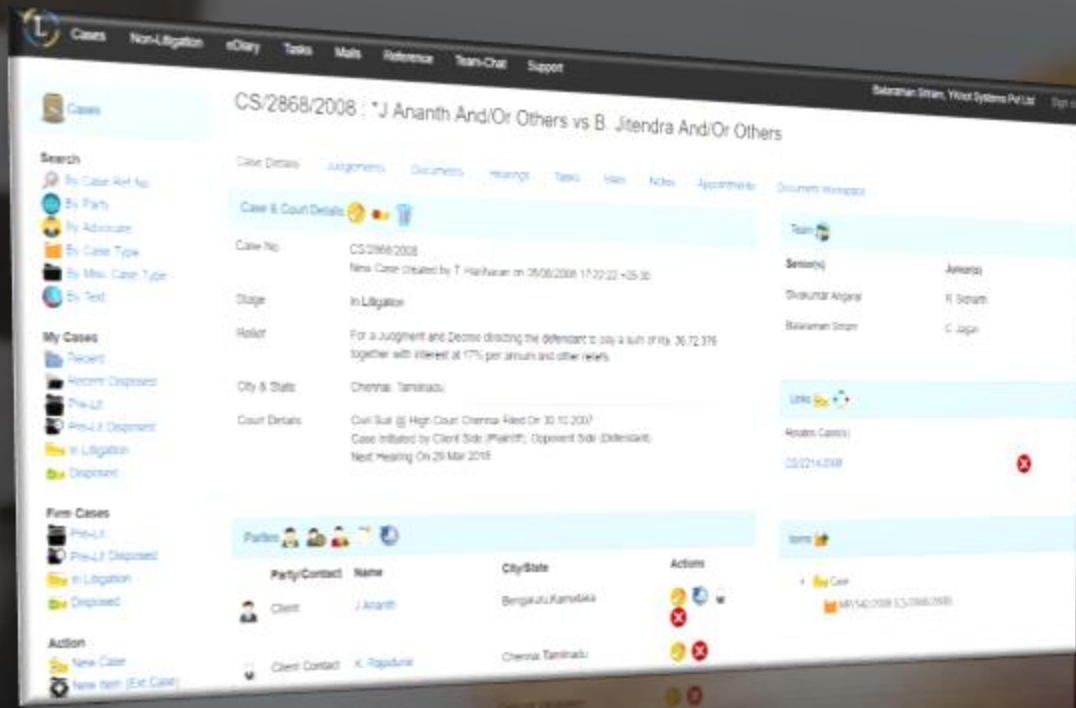


Legal Practice is never easy
But Litmas can work with you to make it simple & effective



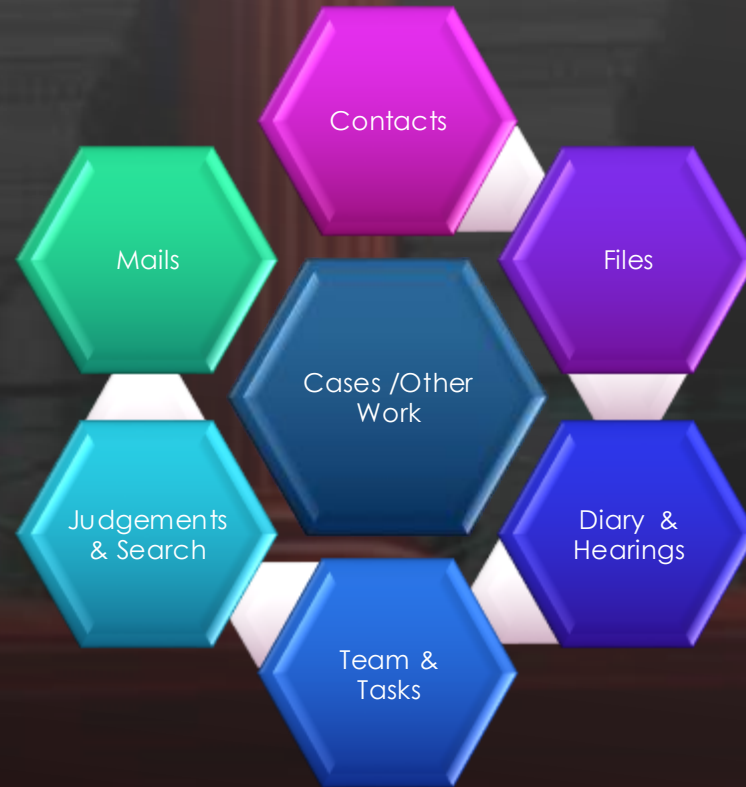
LITMAS



Litigation Management Services

LITMAS – OVERVIEW

- ▶ **Litmas** – Software as a Service (SaaS) running on Microsoft Azure Cloud providing **legal office automation & digitization services**
- ▶ **Litmas** runs on a browser and will work irrespective of the OS (Mac/Windows)
- ▶ **Litmas** is a **premium service** offered by Invitation only to select customers
- ▶ **Engineered over a decade** with domain knowledge gained from **leading law firms in Chennai, Bangalore and Delhi**
- ▶ Offers **Case Management System** to manage cases in entirety, covering all aspects utilizing **modern technology**
- ▶ **Integrated seamlessly with Office 365**, Litmas blends in with the way your office functions to automate the processes & helps you concentrate on your **core competence – Practice of Law**
- ▶ Safeguards all the **data under lock and key** due to the sensitive & **confidential nature of case data**
- ▶ Litmas enables a **server less office** for you, so that the cost, efforts and the problems of a **server are completely eliminated**



LITMAS – KEY COMPONENTS-1/2

Cases

Non-Litigation

eDiary

Tasks

Mails

Reference

Team-Chat

Support

Balaraman Sriram, YKnot Systems Pvt Ltd

Sign out

Case Search & Navigation

CS/2868/2008 : *J Ananth And/Or Others

Case Artefacts

And/Or Others

Search

By Case Ref.No

By Party

By Advocate

By Case Type

By Misc.Case Type

By Text

My Cases

Recent

Recent Disposed

Pre-Lit

Pre-Lit Disposed

In Litigation

Disposed

Firm Cases

Pre-Lit

Pre-Lit Disposed

In Litigation

Disposed

Action

New Case

New Item (Ext.Case)

Case Details

Judgements

Documents

Hearings

Tasks

Mails

Notes

Appointments

Document Workspace

Teams

Case & Court Details

Case No

CS/2868/2008

New Case created by T. Hariharan on 05/06/2008 17:22:22 +05:30

Stage

In Litigation

Relief

For a Judgment and Decree directing the defendant to pay a sum of Rs. 36,72,376 together with interest at 17% per annum and other reliefs.

City & State

Chennai, Tamilnadu

Court Details

Civil Suit @ High Court Chennai Filed On 30.10.2007

Case Initiated by Client Side (Plaintiff). Opponent Side (Defendant)

Next Hear

Team

Senior(s)

Junior(s)

Sivakumar Angarai

R. Sidharth

Balaraman Sriram

Related Cases

Links

Relates Case(s)

CS/2214/200

Interim Application

Items

Case

MP/542/2008 (CS/2868/2008)

Client/Parties

Parties

Party/Contact

Name

City/State

Actions

Client

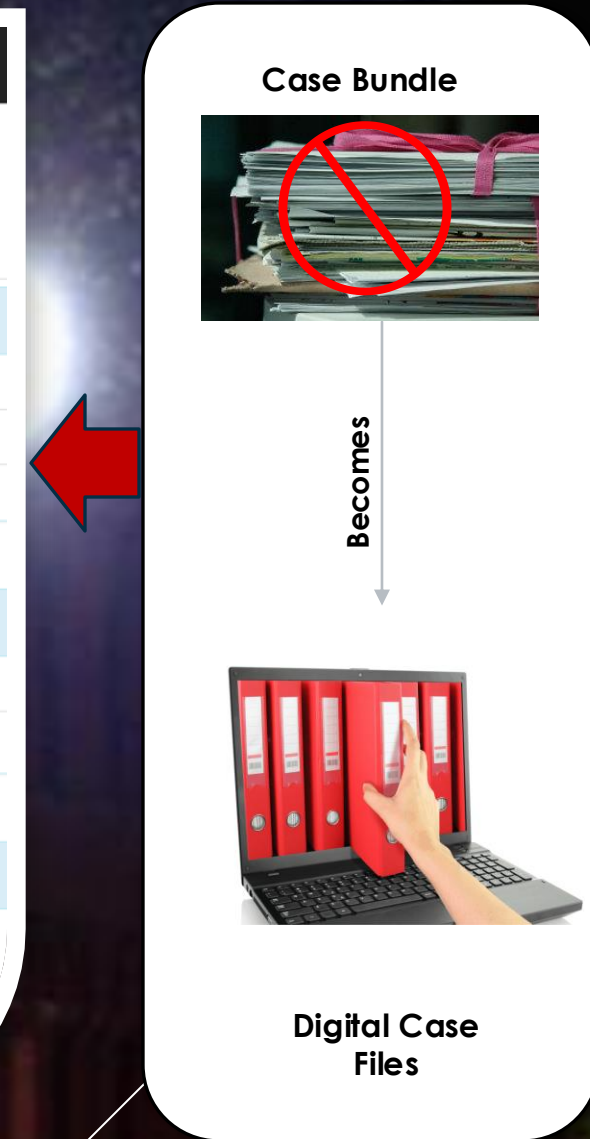
J Ananth

Bengaluru,Karnataka

Client Contact

K. Rajadurai

Chennai, Tamilnadu

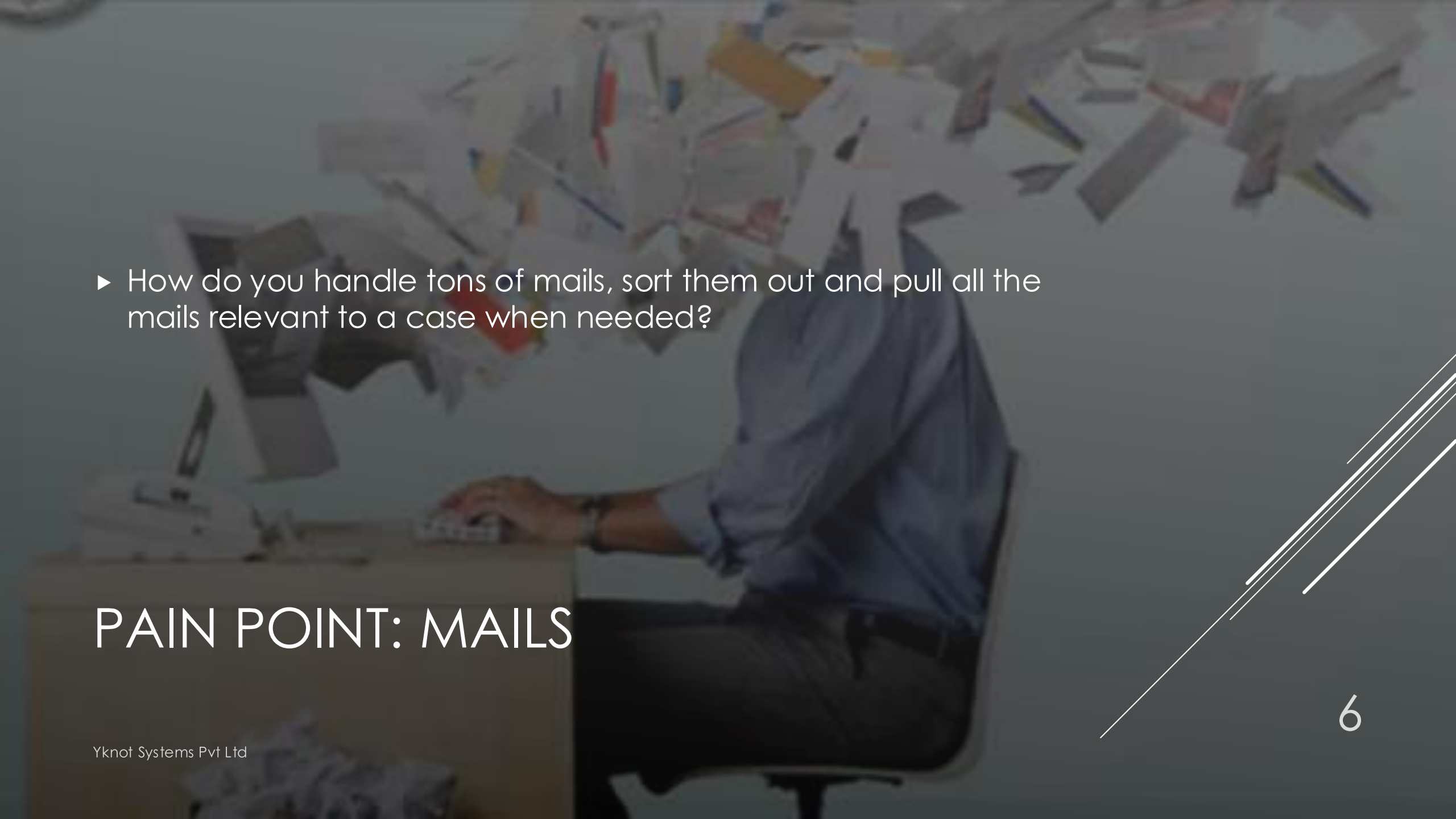


LITMAS – KEY COMPONENTS-2/2

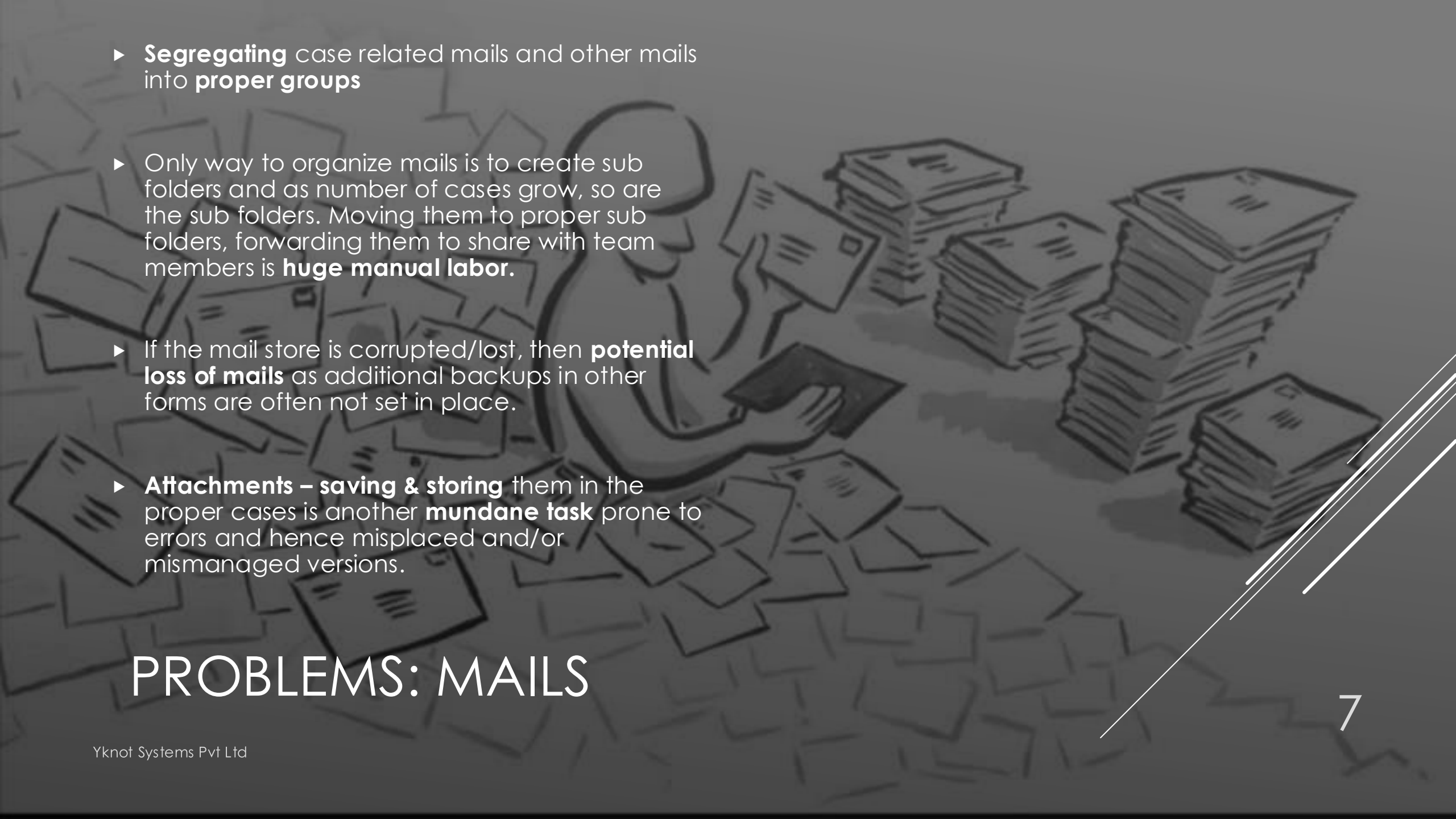
DIGITIZATION

- ▶ Handle **all aspects** of litigation cases and non-litigation **work**
- ▶ **Connect related cases** easily & handle them as a group
- ▶ **Manage interim cases (up to any level) and appeals** easily with Litmas copying all relevant data with ability to modify parts of data where needed to do so
- ▶ **Search** your cases with multiple criteria including text search
- ▶ Easily **conduct a Conflict of Interest search** and Litmas will guide you showing case lists, similar names & addresses to avoid conflict and to override warnings where applicable.
- ▶ **Track all parties** involved in case including details of their counsels
- ▶ Keep your **clients/client contacts notified & informed** about the status & progress of the case thru **email, SMS and social media**
- ▶ **Collaborate documents online with clients by sharing in Microsoft Business One Drive**
- ▶ **Schedule and send** status reports to your clients **automatically**
- ▶ **Record and track** all work done for a case to streamline your billing
- ▶ **Engage your corporate** clients & individual clients with multiple cases with Litmas **Client Portal** (to be released in the 3rd quarter of 2018)

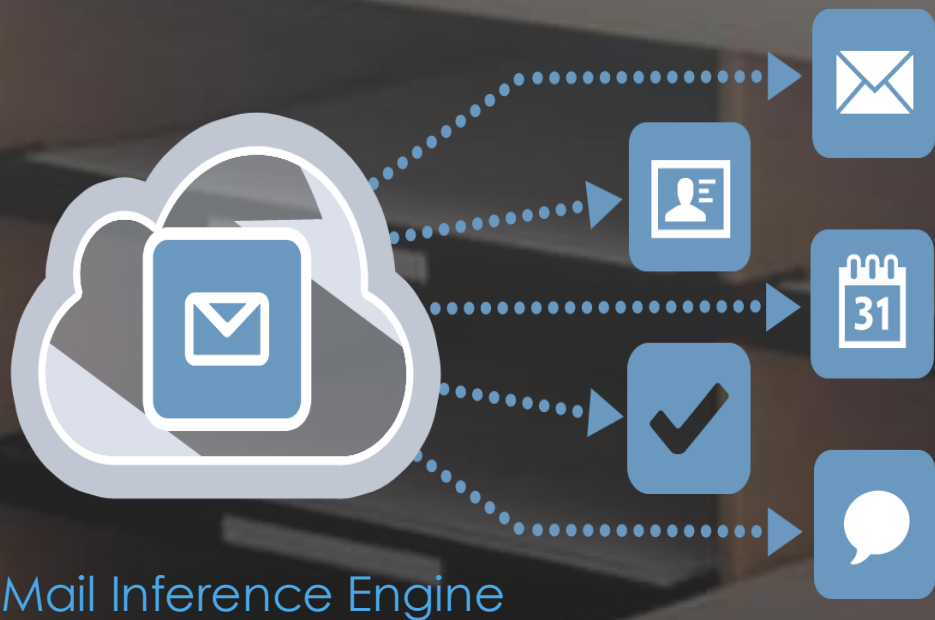
LITMAS: CASE MANAGEMENT

- 
- How do you handle tons of mails, sort them out and pull all the mails relevant to a case when needed?

PAIN POINT: MAILS

- 
- ▶ **Segregating** case related mails and other mails into **proper groups**
 - ▶ Only way to organize mails is to create sub folders and as number of cases grow, so are the sub folders. Moving them to proper sub folders, forwarding them to share with team members is **huge manual labor**.
 - ▶ If the mail store is corrupted/lost, then **potential loss of mails** as additional backups in other forms are often not set in place.
 - ▶ **Attachments – saving & storing** them in the proper cases is another **mundane task** prone to errors and hence misplaced and/or mismanaged versions.

PROBLEMS: MAILS



SOLUTION: LITMAS

Yknot Systems Pvt Lt

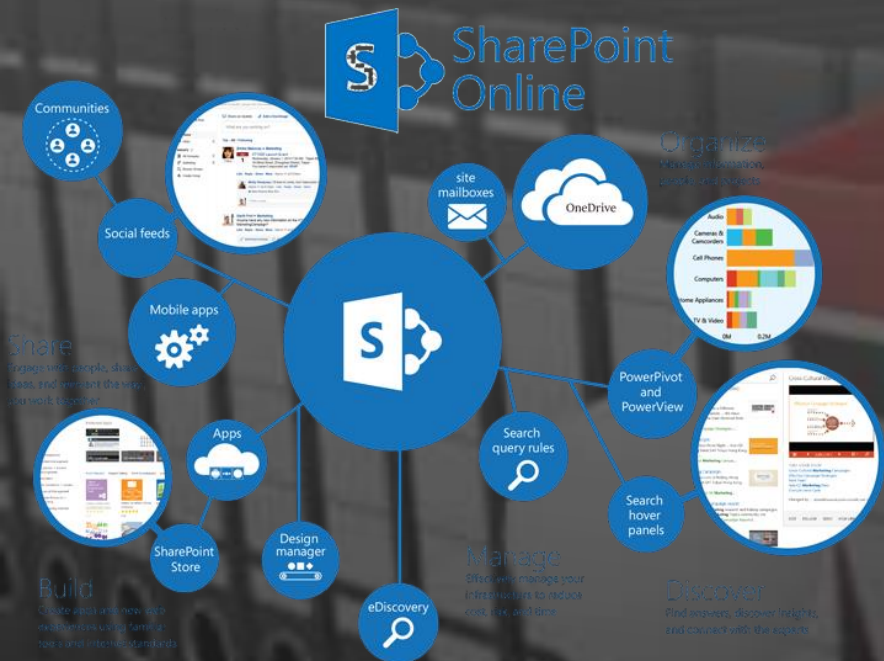
- ▶ Litmas works with **Microsoft Exchange Server** to pull all the mails into the application system vault while making an additional electronic copy of the mail in its native form making it less prone to corruption/loss.
- ▶ Litmas **Mail Inference Engine** uses data analysis to segregate your mails, sort them out, put them in proper bins, tagging most of them to cases automatically
- ▶ **Litmas Office Mail App** component is present when users are on outlook, showing the status & details in side by side window with the ability to tag mails to cases to handle exceptions
- ▶ **All mails** pertaining to a case are available in the case folder in Litmas, when the case is pulled up and **shared automatically with all case team members.**
- ▶ Litmas provides a provision **to lock in all confidential mails**, which can be **viewed only by privileged users.**
- ▶ **Attachments are saved into the document work space** associated to the tagged case(s) on click of a button using proper version management
- ▶ Litmas **eliminates the need to remember mail addresses**
- ▶ Excellent **Text Search** features in Litmas help to locate & retrieve any mail in seconds
- ▶ Litmas takes the **drudgery out of** mail management

- 
- ▶ What are your document management procedures?
 - ▶ Unable to find the latest version in the midst of your network drives and user's desktops?
 - ▶ How do you collaborate the working draft of a document & Who is working on it recently?

PAIN POINT: FILES

- 
- ▶ With different categories of work, Litigation and Non-Litigation, several clients, staff, it **becomes difficult to organize files, store them & retrieve them**
 - ▶ **Latest copy** of any work document is not so easy to be found and may be in a team members laptop, away
 - ▶ Sharing documents with team and clients for **collaboration is not easy**, time consuming & ends up in a mess with multiple versions
 - ▶ **Security of documents is not easily attainable** as access to them is not enforceable without stringent control mechanism which is usually absent
 - ▶ **Absence of version control** management

PROBLEMS: FILES



SOLUTION: LITMAS

- ▶ Litmas **organizes your case work files in SharePoint Portal in a native way with proper access control** so that team members can **view /edit** them, retrieve them from within Litmas for team collaboration
- ▶ Documents open up automatically from within Litmas on Microsoft Office Software such as Word, Excel and PowerPoint online/offline for editing and collaboration
- ▶ Litmas makes it easy to share documents & work with clients thru email and Office 365 Business One Drive
- ▶ Litmas stores **final case documents & other electronic files in Azure Storage under lock and key** allowing access only to authorized team members
- ▶ Backup, Geo Redundancy and Recovery are set in place so that files are not lost, ever
- ▶ **Version Control Management** and Centralized Document Repositories make document management dependable the way it should be
- ▶ **Security is automatically enforced by Litmas** across all components of Office 365, as per the rules and policies set up by your firm in Litmas
- ▶ Litmas makes access available to documents anytime & you will get the latest version without a doubt without fail
- ▶ Since the files are in cloud, the entire office is accessible from any part of the world.

- ▶ How do you keep track of hearing schedules without missing them?
- ▶ How do you record the hearing outcomes and notify clients?

Hearings & Court Dates

- Hearings & Court Dates shouldn't be missed.
- Attorneys can be fined or disciplined for missing court dates.
- These dates must carefully be tracked to ensure the attorney and the legal team are properly prepared.

PAIN POINT: HEARINGS

- ▶ **Physical diary** needs to be **maintained** and updated. Each lawyer in an organization has to make a note of the hearings schedule and outcome to keep track of the cases he is involved
- ▶ Client needs to be then **communicated about the outcome** by mail - a manual task to be repeated for every hearing
- ▶ It is **easy to miss a hearing date** if it is not updated or any of the team members miss out.

PROBLEMS: HEARINGS



SOLUTION: LITMAS

SMS/Mobile

Yknot Systems Pvt Ltd

- ▶ The application provides for **all team members**. If the hearing is updated by anyone, the others **are notified** and so is the client **automatically** without having to send separate mail. Litmas takes care of it.
- ▶ **Litmas sends** a mail to every user in the law firm, the **list of hearings** for the next day, **every day**, in addition to sending **reminder email/SMS to clients/client contacts**
- ▶ **Litmas will notify** all the team members on an upcoming hearing in his/her **Outlook calendar** and it is difficult to miss a hearing date
- ▶ Litmas **sends reminders to users to record outcome** once the hearing is completed & **outcome is not recorded**
- ▶ **Hearing outcome**, when recorded, is **notified immediately to clients/client contacts by email & SMS** (optional additional service)
- ▶ With Litmas, **you can't miss a hearing and the team & clients are kept well informed**

- 
- A photograph of three business professionals (two women and one man) sitting at a desk. They all have their hands on their faces, looking stressed or overwhelmed. The image is dimmed to serve as a background for the text.
- ▶ How do you make your team productive?
 - ▶ How do you keep track of the tasks assigned to them & make sure they are completed on time?
 - ▶ How do you engage the team & make them adapt your processes and procedures?

PAIN POINT: TEAM & TASKS

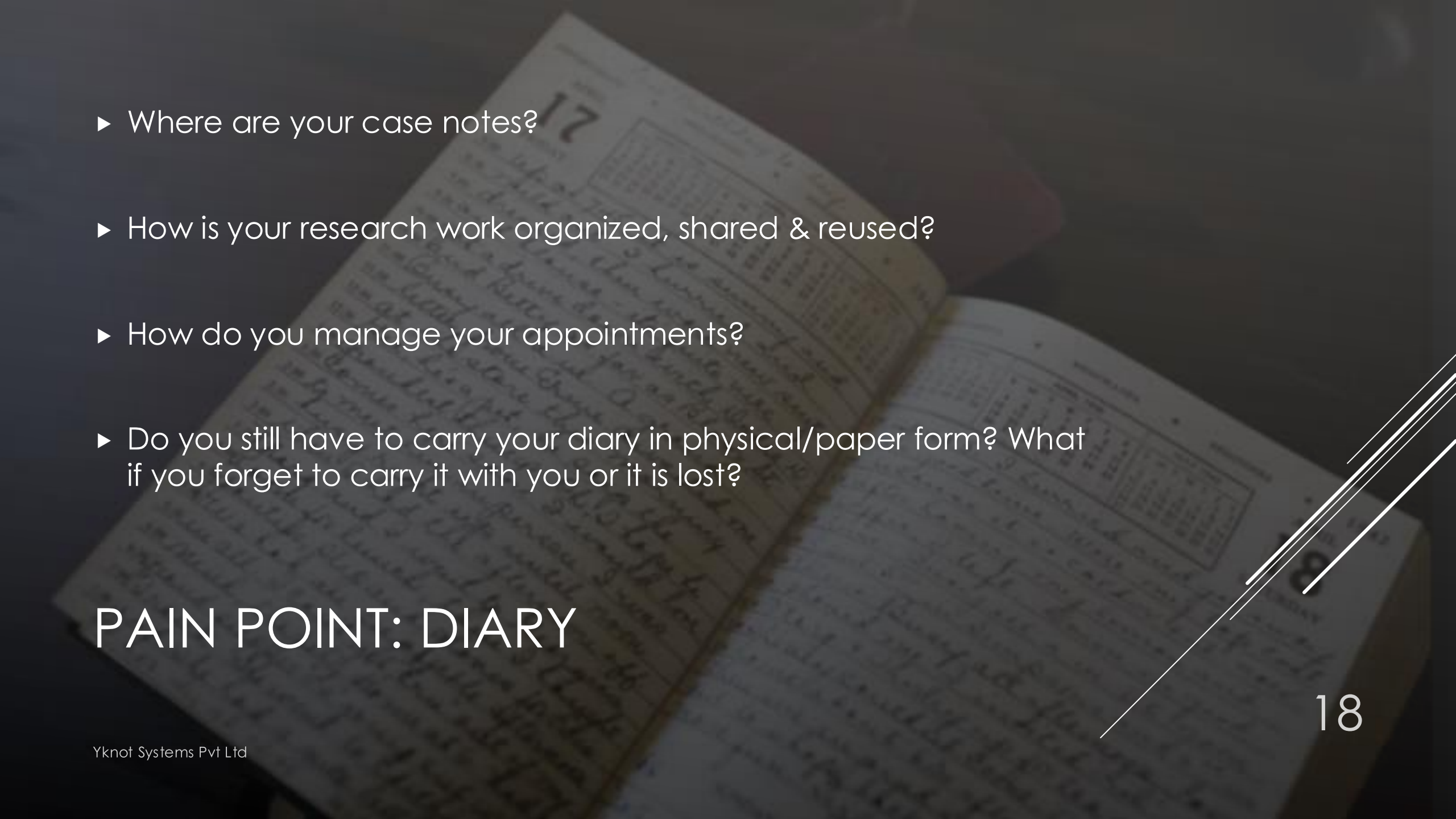
- 
- ▶ Usually lawyers work in small teams even within an organization. If the case files are held in physical form, **collaboration** amongst the team members is **difficult**. You need to take multiple copies of the files, meet in person every time to discuss and update thoughts. This just reduces productivity.
 - ▶ **Sharing contacts, mails, notes and documents** is never easy **requiring manual effort** all the time in an ongoing basis
 - ▶ Workforce in any organization resist change & usually take a short cut **avoiding processes & procedures**
 - ▶ **No mechanism** in place to **monitor the progress** and completion of tasks on time.

PROBLEMS: TEAM & TASKS

- ▶ With Litmas, the **files are stored in digital form** and in O365. All the team members can work and **collaborate simultaneously** on the same file. All thoughts can be poured into the same file.
- ▶ **Blending** the work in **natural environments** that your team is used to such as **emails, SMS and social media (MS Teams)**, Litmas **engages** your team & **helps them adapt the system**
- ▶ By **communicating the tasks to the team**, helping **conduct conversations** in corporate social media, following up and **escalating issues** & delays, Litmas tracks the progress and completion of tasks
- ▶ Providing help and guidance, Litmas helps the team **confirm to processes & procedures** in your organization



SOLUTION: LITMAS

- 
- ▶ Where are your case notes?
 - ▶ How is your research work organized, shared & reused?
 - ▶ How do you manage your appointments?
 - ▶ Do you still have to carry your diary in physical/paper form? What if you forget to carry it with you or it is lost?

PAIN POINT: DIARY

- ▶ The **research work** is saved in the respective case folder and in case you need to refer the same **for another case**, you need to **rely on your memory**.
- ▶ Case notes are **scattered around** in many notebooks
- ▶ Keeping **track of MOM** and sharing it with clients
- ▶ Appointment of all **team members & their calendar invisible** to office clerical staff
- ▶ **Your diary falling into the wrong hands**

PROBLEMS: DIARY



SOLUTION: LITMAS

Yknot Systems Pvt Ltd

- ▶ Your **Diary is digital** with Litmas, **available** to you anywhere in multiple devices such as desktops, laptops & mobiles
- ▶ Your Diary is **safe & secure** as only the parts of it that you permit to be shared is accessible to authorized audience
- ▶ **Firm hearings and appointments** of all users is **visible to office clerical staff** who can **handle last minute changes** for the firm
- ▶ **MOM expected in a set time frame**, completed, stored in relevant case file & shared with the audience by email
- ▶ **Research work** is saved in a case folder, you **can do a word search** to find out if you need to refer for another case.
- ▶ **No way to lose your e-Diary**

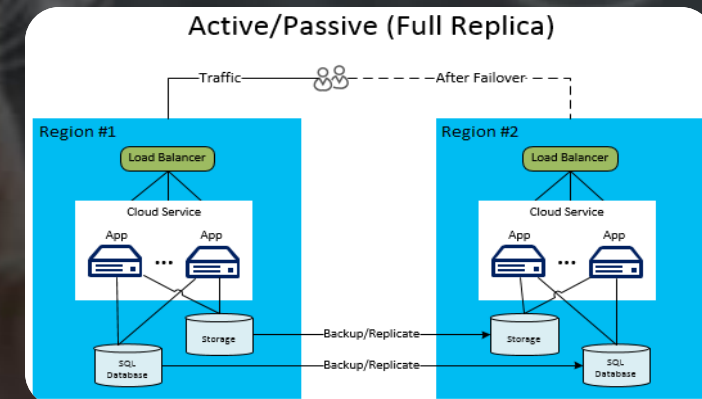
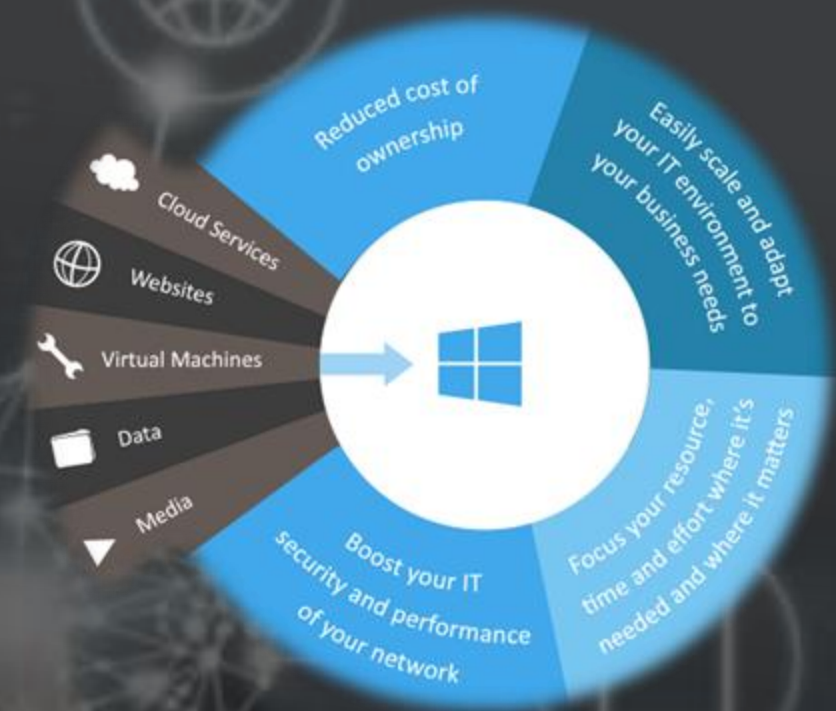
- 
- ▶ How do you handle the sheer volume & variety of data that you come across while managing cases?
 - ▶ How do you make sure you never lose your data?
 - ▶ How do you keep your data safe and secure?

PAIN POINT: DATA MANAGEMENT

- ▶ **Separate records needs** to be maintained for storing different information (e.g., client details, case details, case outcome, case files, correspondence, appointments and meeting notes, case research work).
- ▶ **Search and locating information** is tedious and painful.
- ▶ **Redundant data entry** to update the same data in multiple case files
- ▶ **Inconsistency of data** due to lack of standardization
- ▶ The **worst is when a lawyer loses his file**. It is very **difficult to reconstruct the bundle** and all the notes and time consuming research.

PROBLEMS: DATA MANAGEMENT

- ▶ Litmas organizes & maintains all the information based on case basis & stores them on a **highly scalable relational database – SQL Azure**
- ▶ Searching and locating any information is very easy & quick and with Litmas **its all in your fingertips at the click of a button**
- ▶ Minimal data entry without redundancy due to **normalized relationships & associations of data by Litmas**
- ▶ Consistency of data as Litmas enforces standards & **maintains the common reference data about courts, case types & case codes etc.**
- ▶ Litmas maintains a digital copy of the file with all the research work duly **backed up for retrieval anytime.**
- ▶ Complete **Audit trails and logs** for all the data
- ▶ **Automated Backups, Geo-Redundancy & Recovery** so that you will never lose your data
- ▶ **Stringent access control** to allow query/updates to authorized users only so that **your data is safe and secure**



SOLUTION: LITMAS

USING EMERGING TECHNOLOGY TO HELP YOU



- ▶ Seamless **integration with Office 365** in Litmas delivers you the functionality without the **headaches in managing your infrastructure**



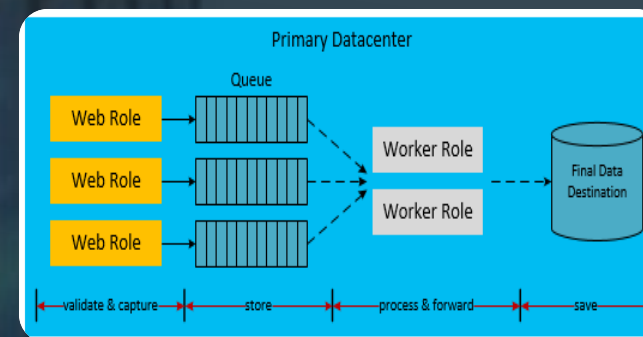
- ▶ AI / Fuzzy logic based **Mail Inference Engine**



- ▶ Robust & high availability **cloud Azure** to provide your **computing & storage needs**

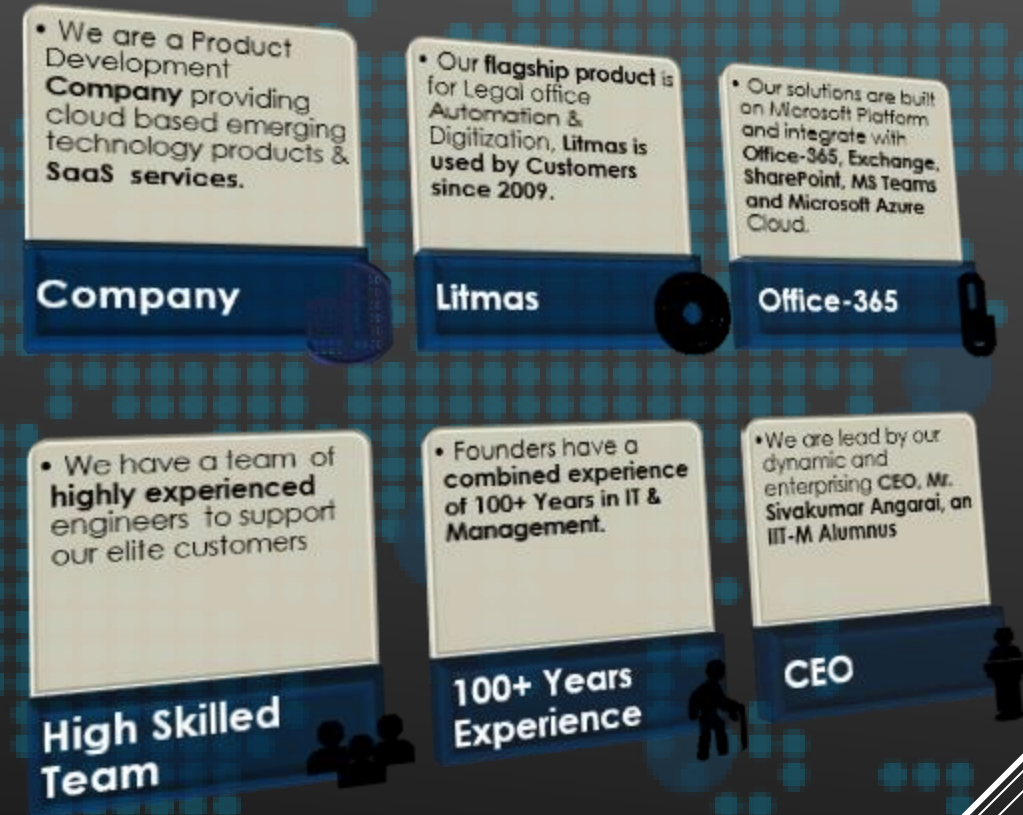


- ▶ **Exclusive/Isolated/Secured and highly scalable** data space in all components of Office 365 and Azure



- ▶ YKnot Systems provides you **global access & high availability** of Litmas (23/7* with an hour for maintenance & back up)
- ▶ YKnot Systems **supports you 24/7** via multiple channels
- ▶ YKnot Systems **manages your office 365** account & domain so that you are relieved of the technical tasks
- ▶ Helps you all the way from **data migration and training** (remote and onsite) to ongoing support
- ▶ YKnot Systems has a team of **highly skilled and experienced engineers** who are committed to excellence in service

YKNOT SYSTEMS



- ▶ Due-Diligence
- ▶ Trial
- ▶ Migration Plan
- ▶ Provisioning
- ▶ Production

NEXT STEPS



Litmas

SUCCESS

BUSINESS

TEAM

PLAN

IDEA

Legal Practice is never easy, But Litmas can work
with you to make it simple & effective



**Litigation Management
Services**
from



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