

# How PerfectLaw Helps Run Your Law Firm

PerfectLaw plays an instrumental role in optimizing law office operations, particularly in the realm of case and matter management within the modern digital landscape. As the majority of legal work is now executed through digital devices like desktops, smartphones, and laptops, PerfectLaw serves the crucial function of automating these processes. The software's primary responsibility is to streamline and automate the remaining tasks that are not already fully or partially automated. The workflow typically commences with case or matter intake, involving the addition of new matters to the database. Here, PerfectLaw excels in automating management through the execution of automated workflow processes. These processes seamlessly insert all requisite steps and deadlines into both PerfectLaw and Outlook calendars while intelligently assigning the relevant staff members to each step.

In the realm of automated matter intake scheduling, PerfectLaw demonstrates unparalleled efficiency. New matters are effortlessly created through a streamlined template matter cloning process, significantly reducing the time investment. Tasks such as reassigning default timekeepers, billing formats, and rate agreements are swiftly handled, ensuring a seamless process. Once the new matter is edited, saved, and the New Matter Intake process is triggered, appointments and deadlines are automatically inserted into individual and group calendars, providing real-time updates for the entire staff. This inclusive mechanism allows for the acceptance or rejection of invitations from users' desktop PCs, smartphones, or laptops worldwide.

The detailed steps involved in new matter intake, including inputting matter and contact information, running conflict searches, and sending client communications, can be seamlessly auto-completed by PerfectLaw. Moreover, they can state how quickly they should expect responses to calls and emails. It's also worth noting that many of these steps contribute to automatically capturing and posting billable time for streamlined billing processes.

Post-matter intake, PerfectLaw continues to demonstrate its prowess in automated production management. Workflow Macros selectively run as the matter evolves, automatically managing steps, assigning staff as needed, and significantly reducing manual entry errors. This standardized approach enhances workflow consistency, shortens completion times, and minimizes project management efforts. For practice areas like Intellectual Property (IP), civil procedure, and Workers Compensation, PerfectLaw takes management automation to a sophisticated level by integrating court rules and statutory deadlines specific to jurisdictions. These rules generate workflow steps with proper due dates, reducing the risk of missing crucial appointments or deadlines.

In conclusion, PerfectLaw's rules-based docketing simplifies the overall management process, minimizes errors, and ensures compliance with court rules and deadlines. An organized and well-managed case file, achieved through standardizing and automating matter intake workflow, not only promotes effective representation but also contributes to a positive client experience. As a pinnacle in Case Management Automation, PerfectLaw goes beyond by providing court rules and custom web pages tailored to certain judications and practice areas like IP, civil, and Workers Compensation. The software's capability to manage complex circuit court workflows ensures smooth case progression through collaboration among judges, attorneys, witnesses, and court staff. Efficiently navigating these intricate steps guarantees cases move seamlessly through the legal system.