iLaw Create from £129

You can enhance your edition of iLaw CK with additional iLaw Professional features that suit you and your firm. ILaw Create packs can be bought individually, for multiple users or for everyone to get iLaw features that suit the specific job that they do.

iLaw Create Packs

Advanced Client Conflict
Batch Time Entry
Billed and Unbilled Work Reports
Call Logs and Internal Messaging
Case Chronology Prints
Case Personnel Address book
Colour Scheme Changer
Coloured Diary Appointments
Custom Document Creation
Customise client and non-client address types
Diary Alerts
Document Attachment
Document Copying
Document Renaming
Enhanced Private Billing
File Archive Facility
Link Time to Diary entries
Linked Cases
Multiple Document Prints
Next Hearing Mark
Non Client Address Book
Outcome and Future Date Posting
Password free copy documents
Read Only Client Ledger
Transfer of Time Records to MS Excel
Undertakings Register
Unsocial Time Report
Workflows

Advanced Client Conflict

Check all Clients, Central Client Details and Case Personnel (if activated) for conflicts. This means you can potentially check against clients, witnesses and anyone else connected to a file past or present. Then note the conflict, together with a reason for it and its status on all of the files potentially affected by it. The warning appears on the Main view of Client Details so that no-one can miss it.

Batch Time Entry

A perennial favourite: the alternative to Item by Item time entry, batch recording is simple, fast and essential.

Billed and Unbilled Work Reports

The Billed Time Report shows you each file a fee earner has work done, the amount billed thereon, the amount of the bill that is attributable to the fee earner and if any time was written off. The Unbilled Time Report shows you the outstanding work in progress for a fee earner. Both reports are invaluable aids to understanding whether a fee earner and the firm are handling cases at a profit and can highlight training issues.

Call Logs and Internal Messaging

A great, multi function feature that logs all incoming calls, alerts fee earners of call-backs and missed calls, spots if they have actually read the message and allows people in the office to message each other as a practical and safe alternative to using external messaging software. Allows you to create printed file notes and store messages even where there isn't a file yet created. Our personal favourite application, the one no office should be without.

Case Chronology Prints

From the Diary screen, create a full chronology of diary appointments and their outcomes and print for ease of reference.

Case Personnel Address book

List all the third parties involved in your case, together with full contact details and status. Great for speeding up contact when on the Warned list or for correspondence.

Colour Scheme Changer

Change the colour of everything in iLaw: text; text boxes; backgrounds; navigation bars - everything in fact. Adopt your corporate colours or allow staff members to create their own combinations. Especially good for creating colour schemes that are restful on the eyes and reduce eye strain.

Coloured Diary Appointments

Multi-coloured diary appointments. Very popular for easy reading when masses of information is on-screen or in a printed diary report.

Custom Document Creation

Create custom document templates using drag and drop fields in MS Word™. Use any information you collect in iLaw to populate those templates.

Customise client and non-client address types

On Client Address and Contact Details, customise the Type dropdown and modules each one applies to. In Non Client Address Book, customise the sub address books and the modules each one applies to.

Diary Alerts

Set alerts on all your diary appointments so that you or any other member of staff gets a reminder of their appointments when they open iLaw.

Document Attachment

Attach any type of file that your computer supports to a case file. Documents, audio files, digital pictures, graphics, anything. Great for firms moving to scanned paper archives, this function enables to hold everything related to a case in one place for a truly complete case file. And iMobile users get even more value out of this feature as they can take attached files off line with them, wherever they go to.

Document Copying

That excellent draft of something you did on another case file can be located easily and copied into a new case file. Save hours recreating something you did well last time. You can also make a copy of a document within the same file.

Document Renaming

If you made a mistake naming a document when you created it, this is the easy way to change that at any time.

Enhanced Private Billing

The module that lets you create a Stage or Fixed Fee Bill for privately paid matters.

Creating a Stage Bill
Stage Claims involve selecting one or a selection of time records for each invoice being issued to the client. Each claim made after the first will require a new 'stage' to be created in the section, 'New and Existing Billing Stages'. You do this by clicking on the 'Add next stage' link.

Each new stage will have the next stage number available which will also correspond to items selected in Items to bill. So when 2* is the next available stage;

Creating a Fixed Fee Bill
Any invoice or bill to the client can be made to be a fixed fee claim which is a total that overwrites the totals of any selected time records. There is still benefit from recording your time as iLaw will calculate for each matter the percentage of costs gained or written off. A fixed fee can be claimed for some or all stage bills created.

The 'New and Existing Billing Stages' grid has a 'Fixed Fee Billing Totals' section that is activated by clicking into the 'FF' checkbox.

File Archive Facility

See all cases for your client listed with their status, a resume of all bills raised and the archive location for closed paper files.

Link Time to Diary entries

Tie time records to Diary appointments and let iLaw track any missed time when it comes to raising a profit costs bill. A report can be generated to show diary matters that have had no time entries allocated.

Linked Cases

Link cases so that they are obvious to all users in the Client Details navigation bar. Use those links to click through immediately to each of the linked case for speedy navigation. Really useful where one client has a number of matters or a connection to other client cases.

Multiple Document Prints

Select some or all of the documents within a case file and send all to print or email simultaneously.

Next Hearing Mark

Clearly indicate the next hearing date on a file in the Diary section. It makes creation of the custom letter for this event much easier and communicates this information clearly to all staff members.

Non Client Address Book

THE place to collect all the contacts of the firm from Courts to Counsel, Banks to Estate Agents. Infinitely flexible, provides a one-stop resource for all staff members when they create letters and documents or use the Case Personnel feature in client matters.

Outcome and Future Date Posting

Post the result of each diary appointment and create the next appointment more easily. Helps create a better picture of event chronology through the life of your client's case, especially for any fee earner coming late into a case or for support staff needing to provide quick information to a client on request.

Password free copy documents

This allows you to copy iLaw documents to other directories and lose the password as you do it. Makes them easy to send to anyone in a standard Word format.

Read Only Client Ledger

Allow fee earners to see the full client ledger from Accounts in Client Details. Read only format ensures that nothing can be accidentally changed.

Transfer of Time Records to MS Excel

Use this Excel export function to create as many different versions of a client file time record as required.

Undertakings Register

List all undertakings that you have given on a case with detailed information as to whom given, the detail of them and when they were satisfied. View them on a client file basis or in a global report that will take the place of your manual undertakings register and clearly and quickly show you anything that is outstanding.

Unsocial Time Report

Additional columns on the standard timesheet will tell you exactly how much unsocial time your fee earners have carried out during the period in question and how much additional pay that has earned them.

Workflows

The workflow kit: all key dates and important tasks in one place with a full alert system to remind everyone of what they should be doing and when. Track everyone's events through the Diary screen. Never miss another important date.