

## Section 1 - IT Systems for Solicitors



| Section 1 - Supplier Details                          | Supplier response:                          |
|---|---|
| Company name  | Legal & General Software                    |
| Trade or product name                                 |   |
| CRO Reg. No.  | 328579                                      |
| Address   | 28 Bridge Street Lower, City Gate, Dublin 8 |
| Contact person  | Michael Gilmartin                           |
| Telephone   | 01 - 6706741                                |
| Email   | info@legalgeneral.ie                        |
| How long in business                                  | 25 Years                                    |
| How many solicitors firms currently use your service? | 500   |
| Target firm size (in number of fee-earners)           | 1-50  |

Reference firms. Please list names, addresses and contact person of five firms who use your product or service.

Note: This information is for reference by the compilers of the report. The names of the referenced firms will not be published as part of the report but may be given to others with the consent of the firm concerned.

- 1 Five reference firms names supplied
- 2 Five reference firms names supplied
- 3 Five reference firms names supplied
- 4 Five reference firms names supplied
- 5 Five reference firms names supplied

Summary of Products/Service offered. Note: This is a summary for categorisation only.

- 1 Solicitors accounts system
- 2 Time recording
- 3 Full practice management
- 4 Case/workflow management
- 5 Document management
- 6 Digital dictation
- 7 Knowledge/library management
- 8 Do you supply hardware (PC's, printers etc?)
- 9 General systems & network support, including word processing, email and internet access & security.
- 10 Telephone systems
- 11 Payroll
- 12 Consultancy (unrelated to products you supply)

## Section 2 - Practice Management Systems & Solicitors Accounts Systems - details



| Section 2 - Product Details  | Supplier response:              |
|--|---------------------------------|
| <b>A Client data:</b>  |                                 |
| - 1 Full Contact Details For Client Recorded?                              | a) Included in standard package |
| - 2 Multiple Contacts For Same Client Recorded?                            | a) Included in standard package |
| - 3 Client Type Designation? (Ltd Co, Male/Female, Club Etc)               | a) Included in standard package |
| - 4 Introduction Source Recorded?  | a) Included in standard package |
| - 5 Anti Money Laundering Compliance Check?                                | a) Included in standard package |
| - 6 Antimoney Laundering Data (To Compliance Standard) Stored?             | a) Included in standard package |
| - 7 Record Terms Of Engagement For Client?                                 | a) Included in standard package |
| - 8 Last Contact Date Automatically Stored?                                | a) Included in standard package |
| <b>B Risk management</b>   |                                 |
| - 1 Conflict Of Interest Checking?   | a) Included in standard package |
| - 2 Client Identification Due Diligence Checking?                          | a) Included in standard package |
| - 3 Section 68 Letter Check?   | a) Included in standard package |
| - 4 Undertakings Register?   | a) Included in standard package |
| - 5 Critical Dates Register?   | a) Included in standard package |
| - 6 Critical Dates Reminder?   | a) Included in standard package |
| <b>C Access security:</b>  |                                 |
| - 1 All access restricted to authorised persons?                           | a) Included in standard package |
| - 2 All actions traceable to specific operator?                            | a) Included in standard package |
| - 3 Can a full audit trail of all actions taken on the system be reviewed? | a) Included in standard package |
| <b>D Matter data:</b>  |                                 |
| - 1 Automatically generate S.68 letter?                                    | a) Included in standard package |

|                            |  |                                 |
|----------------------------|--|---------------------------------|
| - 2                        | Select & record work type?                                 | a) Included in standard package |
| - 3                        | Record terms of engagement for each matter?                | a) Included in standard package |
| - 4                        | Time recording?  | a) Included in standard package |
| - 5                        | Record fee earner dealing?                                 | a) Included in standard package |
| - 6                        | Record control partner?                                    | a) Included in standard package |
| - 7                        | Record anticipated fees or fee quote?                      | a) Included in standard package |
| <b>E Matter Accounting</b> |  |                                 |
| - 1                        | Client/Matter accounting complying with regulations?       | a) Included in standard package |
| - 2                        | Nominal ledger?  | a) Included in standard package |
| - 3                        | Full audit trail?  | a) Included in standard package |
| - 4                        | Profit & loss account?                                     | a) Included in standard package |
| - 5                        | Bank reconciliation automatic?                             | a) Included in standard package |
| - 6                        | Bank reconciliation manual?                                | a) Included in standard package |
| - 7                        | Can bank reconciliations be reversed / reprinted?          | a) Included in standard package |
| - 8                        | Retention tax handling?                                    | a) Included in standard package |
| - 9                        | Third party payment returns?                               | a) Included in standard package |
| - 10                       | Purchase ledger?   | a) Included in standard package |
| - 11                       | Outlay accounting by matter?                               | a) Included in standard package |
| - 12                       | Outlay accrual by matter?                                  | a) Included in standard package |
| - 13                       | Invoicing, including VAT?                                  | a) Included in standard package |
| - 14                       | Invoice printing?  | a) Included in standard package |
| - 15                       | VAT reporting and VAT3 preparation?                        | a) Included in standard package |
| - 16                       | Online cheque requisition/posting?                         | d) Not available                |
| - 17                       | Can cheque requisitions be searched historically?          | a) Included in standard package |
| - 18                       | Cheque printing?   | b) Optional at cost             |
| - 19                       | Online bill drafting?                                      | d) Not available                |
| - 20                       | Statements showing unpaid invoices?                        | a) Included in standard package |
| - 21                       | Archival and retrieval of completed matters and documents? | a) Included in standard package |
| - 22                       | Wills & deeds register?                                    | a) Included in standard package |

**F Reports**

- 1 Aged debt analysis?
- 2 Work in Progress time & outlay?
- 3 Client account balances?
- 4 Undertakings outstanding?
- 5 Office/outlay account balances?
- 6 Inactive/dormant matters?
- 7 Client listing?
- 8 Auto output of reports to spreadsheet?
- 9 Peer review diary report?
- 10 Case action diary/reminder?
- 11 Ability to restrict access to some reports?

**G System Integrity & support**

- 1 Automatic backup or mirroring?
- 2 Rollback facility? (in event of system crash)
- 3 Remote online support?
- 4 On site support?

**H Case management / work flow**

- 1 Receive and store incoming & outgoing emails?
- 2 Integrate with standard email package. If so, which one ?
- 3 Produce standard letters and emails from stored client & matter data?
- 4 Produce documents from stored client/matter data and precedents?
- 5 Have workflow facility enabling the automatic or semi automatic progression of the
- 6 If you have work flow / case management, does it allow for mandatory steps,
- 7 Ability to store different matter information for different case types?
- 8 Do you have the ability to schedule a call, meeting or task through work flow?
- 9 Is all data stored in one data base?

**I Document management**

- 1 Organised scanning of incoming documents?

|                          |  |                                 |
|--------------------------|--|---------------------------------|
| - 2                      | Document management indexing and storage?                    | a) Included in standard package |
| - 3                      | Image scanning and indexing?                                 | a) Included in standard package |
| - 4                      | OCR facility?  | b) Optional at cost             |
| - 5                      | Full document and email (inc attachments) text search?       | d) Not available                |
| - 6                      | Do you have a "brief builder" / document building facility?  | Yes                             |
| - 7                      | Can you output documents to PDF format?                      | Yes                             |
| - 8                      | Do you have version control on documents?                    | Yes                             |
| <b>J Precedents</b>      |  |                                 |
| - 1                      | Are precedents included?                                     | b) Optional at cost             |
| - 2                      | How many are included?                                       | 452                             |
| - 3                      | Do you sell precedents separately?                           | b) Optional at cost             |
| <b>K External Access</b> |  |                                 |
| - 1                      | Secure external access by clients?                           | d) Not available                |
| - 2                      | Secure external access by PDA / Blackberry / iPhone?         | a) Included in standard package |
| - 3                      | Secure external access by remote home or second office user? | a) Included in standard package |
| - 4                      | Secure external access by your IT support supplier?          | a) Included in standard package |