

### Chapter 6 - Computer Concepts and Legal Applications

#### Case Management and Personal Information Managers (PIMs)

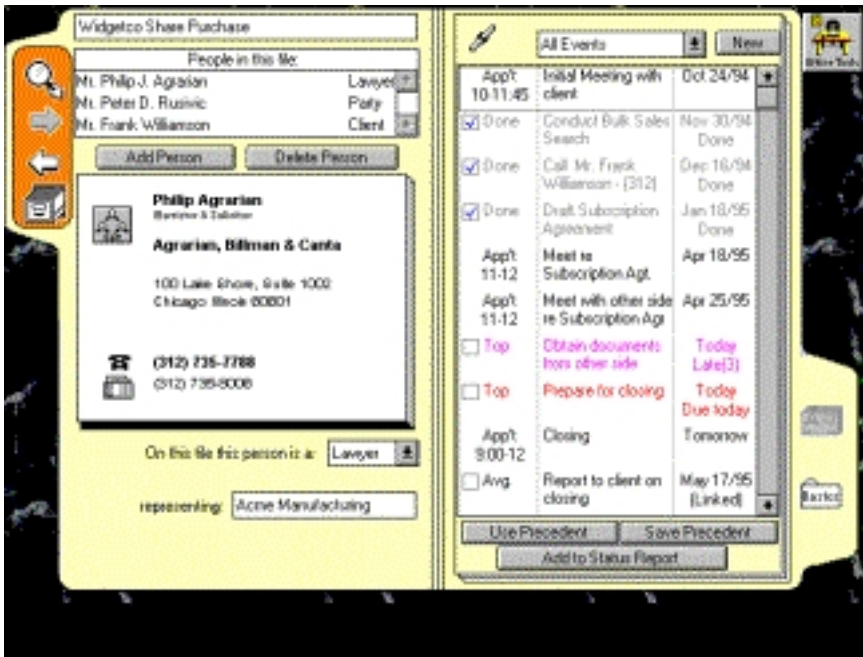
Many of the procedural and administrative functions of practicing law can be easily organized and automated using case management and PIMs software. These include functions such as timekeeping, docketing, calendar, address books, and others. The two main categories of software to handle these tasks are case management and personal information management (PIM) software. There is no clear line of demarcation between these two categories of software. Many functions are contained in both types of software, and this trend of “integration” will continue, as their objective is to manage case, procedural, and administrative legal information together.

Amicus Attorney CTI - integrates case management with telephone management. Amicus can dial the number, screen incoming calls, put information about your client and matter on the screen as you answer your call, and creates an automatic call record w/o human intervention.

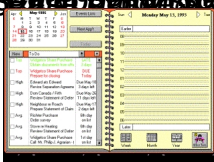
Case Management Software. Case management software manages case information. It is generally thought of as managing the procedural and administrative, but not the litigation part of your cases. It is intended to be an integrated collection of functions that work together to manage the tasks involved in the practice of law. For example, the user can track court due dates and identify cases that are nearing time limitations. Case management is intended to eliminate many of the repetitive input tasks inherent in case management processes. For example, information such as a client's name should be “shared” with a case management program, word processor, and other programs.

Case management software programs are different and do not all contain the same functions. The key is focusing upon the functions that are most important to you and the selection of software that meets your needs.

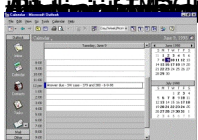
Screen examples of case management software called Amicus Attorney™ are shown below.



existing data and information, which may be in a variety of formats, may be based on case data, to software and information systems and one application. Does it actually integrate with old party



Customize the interface options? Instant technologies, such as  
 Review and analysis, for example, to be easily imported and exported to other



A quality PIM program should have the following features:  
 On the other hand, some of the features that a PIM program should have include:

Security, case creation, capacity,

Products:

Some case management and PIMs software to consider include:

- Amicus Attorney™ ( [www.amicusattorney.com](http://www.amicusattorney.com) );
- Time Matters for Windows™ ( [www.timematters.com](http://www.timematters.com) );
- Microsoft Outlook™ ( [www.microsoft.com](http://www.microsoft.com) );

- GroupWise™ ( [www.novell.com](http://www.novell.com) );

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Vendors usually refer to case tasks performed by a legal professional as front office functions, such as recording billable time or case management. Back office functions refer to tasks such as accounting, bookkeeping, ledger, and billing reports.

Goldmine™ ( [www.goldminesw.com](http://www.goldminesw.com) );

- Maximizer™ ( [www.maximizer.com](http://www.maximizer.com) );
- Case Master III™ ( [www.stilegal.com](http://www.stilegal.com) );
- Pins and Needles™ ( [www.needpins.com](http://www.needpins.com) );
- Lotus Organizer™ ( [www.lotus.com](http://www.lotus.com) );
- LawBase™ Case Management System 6.0 ( [www.lawbase.com](http://www.lawbase.com) );
- Abacus ( [www.abacuslaw.com](http://www.abacuslaw.com) ); and Compulaw™ ( [www.compulaw.com](http://www.compulaw.com) ).