

Case Management Beyond Case Files: How to use a Case Management Software

22nd February 2024

Here is a quick recap of queries asked during the Webinar

1. **If any matter is presently ongoing in about 2-3 courts (such as appeals or issues related to tenancy) simultaneously, can it be viewed centrally in one place?**

Yes, through a case management system, you should be able to monitor multiple courts and tribunals from the same portal. These can be tagged together and viewed centrally. The entire portal has been designed with the idea that a user should no longer have to run from pillar to post to collect the information. The required information is collected and presented in a centralised case management system.

2. **What happens for tribunals which do not have an online database like ADM courts or FSAT etc.?**

For Tribunals/Courts that are not yet online, there is a provision to manually add the details of the case and its dates manually in the case management system. Once added the alerts will be pushed to the users automatically. This allows team members to stay updated about the progress of a case from the tool itself. Upon assignment of tasks and alerts, team members can continue their progress seamlessly.

3. **How is the security and privacy of the sensitive data protected while taking an online cloud software?**

Security should be a top priority for anyone considering a case management system. Few things that one can think about:

- Data Storage: Ensure the data stored is not in local servers but in leading cloud providers like Microsoft Azure or AWS.
- Encryption: Sensitive data is encrypted during transmission and storage, ensuring it remains unreadable to unauthorized parties.

- Access Controls: Role-based access controls restrict data access to authorized users only.
- Compliance: Adherence to industry regulations like VAPT and ISO Certificate ensures privacy protection.
- Non-Disclosure Agreements: Signing of Non-Disclosure Agreement (NDA) at the onset to ensure confidentiality is a must.

myKase includes all of the above. You can know more about the security that myKase provides from [here](#). Click on the link and click on security. To know more, contact us at contact@mykase.in.

4. **How can a Case Management Tool be helpful for corporates?**

A case management system assists in litigation discovery:

1. Search for cases by company name, and track the cases filed by/against the company
2. Pro-active alert on new cases being filed so that no ex-parte is possible against the company
3. Receive regular updates about Orders, next date of hearing, status of cases for the ongoing cases.
4. Help the corporate team have a bird's-eye view of all their Matters from a single dashboard.
5. Share documents with senior counsel or outside counsel and record all communication in one place accessible by all concerned.
6. Manage all requests received from various departments, and consequently the resources through a single online funnel.

Additionally, to specifically address how myKase is a game-changer for Corporates, we will be conducting a comprehensive session on Request and Matter Management for In-House Legal Teams on March 12, 2024, Tuesday. You can find more details about it [here](#) and register for it [here](#).

5. **To feed the case data to the portal, is it a manual exercise? Or does the tool automatically capture this information from the court websites? Additionally, how are documents added to the portal and stored?**

Initially, the case details have to be manually entered into the system to start tracking cases. The addition of cases can be performed by myKase's migration team, either based on the case details provided or by using the name of the party. This will be a one-time activity, and future cases can be added by the client.

The Case Management Provider should ensure that the migration of documents from your local drive to the cloud happens seamlessly. It can be done manually by the service provider, or ideally, the system should have a bulk upload feature to upload documents to the relevant matter folder at one go.

For any other query on pricing or for a no-obligation demo – Please contact us at contact@mykase.in or contact@manupatra.com

You can also click [here](#) to provide us with your details and we will get back to you.