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# Legal Practice Management System

## Database Design

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## **Introduction**

The management of a law firm's operations is known as legal practice management. It is responsible for making sure that legal services such as case management, customer relations, document processing, time monitoring, invoicing and adherence to legal requirements are provided effectively and efficiently. Sustaining high levels of client service, maximizing operational effectiveness and guaranteeing the firm's financial stability all depend on efficient legal practice administration. Utilizing technology and implementing best practices in management can help law firms remain competitive and provide exceptional legal services as the legal sector develops.

## **Mission Statement**

Our mission is to create an extensive, effective, and user-friendly database that unifies client management, case management, document storage and billing systems on a single platform, hence increasing the efficiency of Law Firm's legal experts. Strong data modelling will be utilized in this database to guarantee precise and effective data retrieval; sophisticated security protocols will be implemented to safeguard confidential data and an easy-to-use interface will facilitate access and navigation for users with levels of technical expertise. Our goals are to increase overall workflow efficiency within the business, facilitate efficient legal work and streamline operations through the implementation of role-based access controls, frequent backups and quick assistance.

## **Goals & Objectives**

- **Goal:** Digitization of daily duties
  - **Objective:** Automate document filing and case updates.
  
- **Goal:** Boost security, data integrity, and culture
  - **Objective:** Ensure accurate data and secure storage.
  
- **Goal:** Improve the information's accessibility
  - **Objective:** Provide instant access from any device.
  
- **Goal:** Encourage smooth communication between clients and lawyer
  - **Objective:** Enable direct and efficient information exchange.

The Legal Practice Management System will greatly improve firm's operational capabilities by accomplishing above mentioned goals and objectives, which will boost productivity, customer satisfaction and efficiency.

## **Business Rules**

A legal practice management system's business rules set procedures for handling customers, staff, cases, paperwork, invoicing and user interactions, ensuring effective, safe, and legal operations. Employees are given role-based access and are required to undergo attentive training and each client is required to have a unique ID and confirmed contact details. Cases are given distinct IDs, suitably categorized and come with thorough job assignments and activity logs. Automated billing features include itemized invoices, prompt issue and payment tracking. The system upholds legal standards by enforcing data encryption, keeping audit trails and doing routine backups to guarantee data integrity. Easy usage and client involvement are made possible by a user-friendly interface and a secure client portal, which raises overall productivity and service quality.

## **Subjects**

Subject include a range of angle of running a law practice, guaranteeing thorough administration and effectiveness.

- Employee
- Client
- Case
- Case Category
- Case tasks
- Case Activity
- Invoice
- Invoice Line Item
- Payment

## Entities

Entities are the main parts of a legal practice management system that store different kinds of data. This is a brief description of the main entities:

- **Employee:** Represents attorneys and support staff in the firm, as well as their duties, contact details and access privileges.
- **Client:** Includes contact detail and case associations.
- **Case:** Contains all relevant data on a case such as the parties involved, specifics of the case and its current status.
- **Case Category:** Defines the category of the case such as civil, criminal, family law and so on.
- **Case Tasks:** It helps to manage workflow and guarantee on-time completion of tasks and deadlines related to a case is provided.
- **Case Activity:** Records all correspondence and acts pertaining to a case, including meetings, court appearances and the filing of documents.
- **Invoice:** Keeps track of invoicing details for services provided such as invoice number, date and client information.
- **Invoice Line Item:** Describes services provided and breaks down specific charges on an invoice.
- **Payment:** Monitors customer payments for invoices including the date, amount and mode of payment.



## Table and Attributes

### 1. Client

Field Name	Datatype	Description
ClientID CID[PK]	INT	Unique Id of client
FirstName	String	First name of client
LastName	String	Last Name of client
Address	String	Address of client
Postal Code	Varchar	Postal code of client
Phone Number	INT	Phone number of client
Email Address	Varchar	Email of client

### 2. Employee

Field Name	Datatype	Description
EmployeeID EID[PK]	INT	Unique Id of Employee or lawyer
FirstName	String	First name of Employee
LastName	String	Last Name of Employee
Address	String	Employee Address
Job Profile	String	Job profile of Employee whether it is senior lawyer or junior lawyer or any other staff
Phone Number	INT	Phone number of Employee
Email Address	Varchar	Email of Employee

### 3.Case

Field Name	Datatype	Description
CaseID MID[PK]	INT	Unique Id of case
CaseNumber	INT	Case Number
CID [FK]	INT	ClientID from Client table
EID [FK]	INT	EmployeeID from Employee table
Name	String	Name of case
Description	String	Description of case
OpenDate	Date	Open date of case
CloseDate	Date	Close date of case
Status	String	Status of case whether pending or completed

#### 4.Case Activity

Field Name	Datatype	Description
ActivityID AID[PK]	INT	Unique Id of activity
ActivityName	String	Name of Activity
CaseID [FK]	INT	CaseID from Case Table
ActivityType	String	Type of activity whether it is a task, event, call, email or meeting.
Date	Date	Date the activity occurred
Description	String	Description of activity
Amount	Double	Amount of activity

#### 5.Invoice

Field Name	Datatype	Description
InvoiceID IID[PK]	INT	Unique Id of Invoice
InvoiceNumber	String	Number of Invoice
CaseID [FK]	INT	CaseID from Case Table
ClientID [FK]	INT	ClientID from Client Table
Date	Date	Date of invoice generated
DueDate	Date	Last date to pay the invoice amount
Amount	Double	Amount of invoice
Status	String	Status of invoice whether it is pending or paid

## 6.Invoice Line Item

Field Name	Datatype	Description
InvoiceLineItemID ILI[PK]	INT	Unique Id of invoice line item
Amount	Double	Amount of Line Item
InvoiceID [FK]	INT	InvoiceID from Invoice Table
ActivityID [FK]	INT	ActivityID from Case Activity Table

## 7.Payment

Field Name	Datatype	Description
PaymentID PID[PK]	INT[10]	Unique Id of payment
CaseID[FK]	INT[10]	CaseID from Case Table
InvoiceID[FK]	INT[10]	InvoiceID from Invoice Table
PaymentMethod	String[10]	Type of payment - whether it is card, cash or online
Amount	Double[10,2]	Amount to be paid
Date	Date	Date of payment

## **Possible Relationship**

- Client to Case: One-to-many (one client can have multiple cases).
- Case to CaseActivity: One-to-many (one case can have multiple activities).
- Case to Invoice: One-to-many (one case can generate multiple invoices).
- Invoice to Invoice Line Item: One-to-many (one invoice can have multiple line items).
- Invoice to Payment: One-to-many (one invoice can have multiple payments).

## **Conclusion**

Lastly, the Legal Practice Management System is intended to greatly improve the organization, production and efficiency of legal professionals. The system enables accurate invoicing procedures, strong document preservation and seamless customer and case administration through the implementation of an extensive and user-friendly database. Sensitive data is protected and legal compliance is guaranteed by the system's role-based access controls, frequent backups and secure data encryption. Better client interaction and everyday operations are facilitated by the user-friendly interface and secure client portal, which eventually enhance the firm's productivity and level of service. This approach offers a scalable framework for future expansion and in addition to meeting the present demands of legal practitioners.