Functional Requirements

The functional requirements for the law firm case management system describe what the system should do:

1. A client should be able to select and approach registered law firms
2. A client shall be able to view and track their active cases in the system.
3. A client shall be able to search for and view their legal schedule including case dates and hearings
4. A client should be able to register and manage personal profile.
5. A client should be able to submit consultation requests.
6. A client should be able to fill required forms or submit documents.
7. A client should be able to make payment.
8. A client should be able to view transaction history.
9. An intern/clerk shall be able to receive and accept daily tasks assigned by lawyers.
10. An intern/clerk shall be able to draft and manage legal documents as directed by lawyers.
11. An intern/clerk should be able to maintain interaction records between the client and lawyer.
12. An intern/clerk shall be able to manage and update their assigned schedules and hearings.
13. A clerk/intern should be able to collect and verify required documents for a client/case, including checking completeness against the required checklist, validating basic criteria (e.g., correct document type, legibility), and marking each document as submitted/verified/rejected with a reason.
14. A clerk/intern should be able to add meeting notes under supervision, including drafting notes for a specific meeting, submitting them for lawyer review/approval, and ensuring notes are not visible to unauthorized users until approved (as per permissions).
15. A clerk/intern should be able to assist in client onboarding, including initiating onboarding steps (profile completion prompts, consultation intake form support), creating/maintaining the client's onboarding checklist, and confirming completion status for lawyer/admin review.
16. A lawyer should be able to view the assigned cases and consultations.
17. A lawyer shall be able to manage their profile
18. A lawyer should be able to schedule their consultations.
19. A lawyer shall be able to consult with and communicate directly with clients regarding their cases.
20. A lawyer should be able to review user-client interactions.

21. A lawyer should be able to view meeting summaries and interaction logs.
22. A lawyer should be able to add post-meeting case notes and summaries.
23. A lawyer should be able to manage case progress and documentation, including creating, viewing, updating, and organizing case details and case documents.
24. A lawyer should be able to track document submission status for each case, including seeing which documents are pending, submitted, verified/rejected, and the date/time and person responsible for each status change.
25. A lawyer should be able to view hearing schedules and cause list updates for assigned cases, including upcoming dates, venue/court details, and any schedule changes.
26. A lawyer should be able to communicate securely with clients and staff, including sending and receiving messages within the system, viewing conversation history, and sharing case-related files/notes with access limited to authorized users.
27. A lawyer should be able to track tasks and deadlines for assigned cases, including creating tasks, assigning them (to self/intern/clerk where permitted), setting due dates, and viewing reminders/overdue status.
28. A firm admin should be able to onboard and manage the law firm profile, including creating the firm profile, updating firm details (address, practice areas, contact info), and managing firm-level settings.
29. A firm admin should be able to assign lawyers to consultations/cases based on availability, including viewing availability indicators and selecting/confirming assignment for a given request.
30. A firm admin should be able to monitor lawyer workload, including viewing each lawyer's active case count, pending consultations, and upcoming deadlines/meetings.
31. A firm admin should be able to control intern access levels, including granting/revoking intern access, assigning interns to specific lawyers/cases, and limiting what interns can view/edit.
32. A firm admin should be able to define confidentiality policies, including configuring rules for who can access sensitive case data, document visibility, and communication access based on role and case assignment.
33. A firm admin should be able to monitor communication logs, including viewing message/audit metadata (participants, timestamps, case reference) as permitted by policy and role.
34. A firm admin should be able to handle lawyer changes with full context transfer, including reassigning a case to a new lawyer and ensuring the new lawyer receives access to existing documents, notes, tasks, meeting summaries, and communication history as per permissions.

35. A firm admin should be able to view complete payment and billing records, including viewing transactions, invoices, receipts, and payment status per client/case.
36. A firm admin should be able to track firm-wide financial data, including viewing aggregated totals (by month/quarter), outstanding dues, and collected payments.
37. A firm admin should be able to configure billing structures, including setting consultation fees, case fee types (fixed/hourly/stage-based), taxes/charges, and invoice templates/rules.
38. A firm admin should be able to manage role-based permissions, including defining roles, assigning roles to users, and configuring what each role can view/create/edit/delete across modules (cases, documents, payments, communications, admin settings).

Non-Functional Requirements

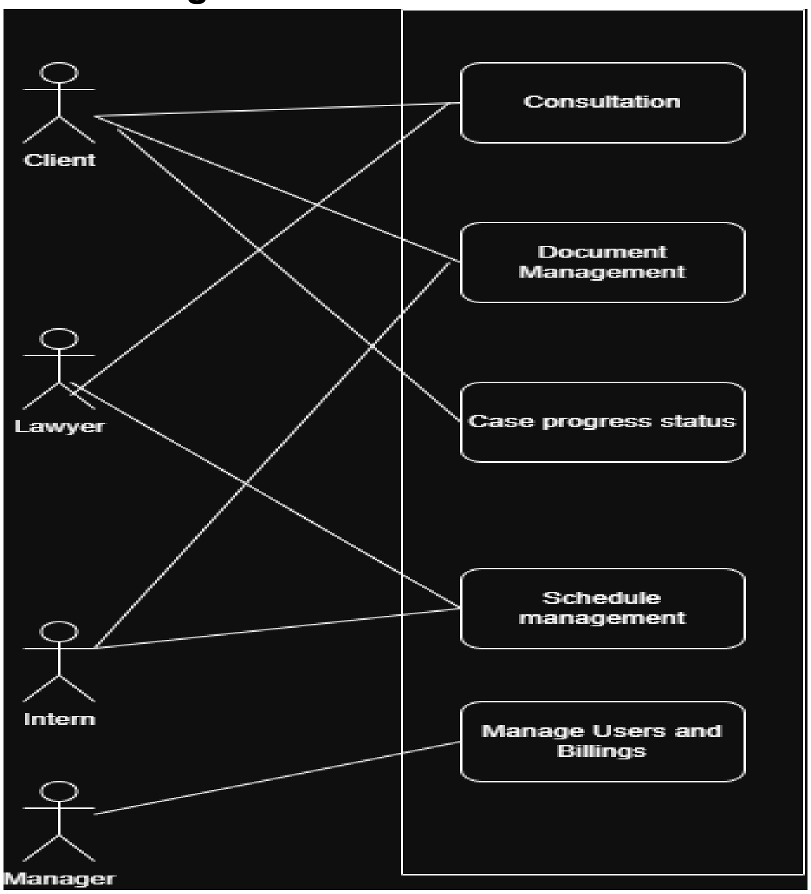
The non-functional requirements specify constraints on the services offered by the system such as timing constraints, performance, security, and availability:

- Performance: The system shall retrieve and display client case information with a quick response time after the user request.
- Performance: Firm search and discovery operations should have a quick response time
- Performance: The system shall support multiple users without performance degradation.
- Security: User authentication and access shall be role-based, with unique identification for each user (Client, Lawyer, Manager, Intern/Clerk).

- Security: The communication between the User and Client should be end-to-end encrypted.
- Data Integrity: Case information shall be isolated per client with no cross-client data leakage.
- Usability: The user interface shall be responsive and functional across desktop, tablet, and mobile devices.
- Usability: All core workflows shall be completable within a minimal number of user actions.
- Scalability: The system shall support expansion to greater concurrent users without requiring architectural changes.

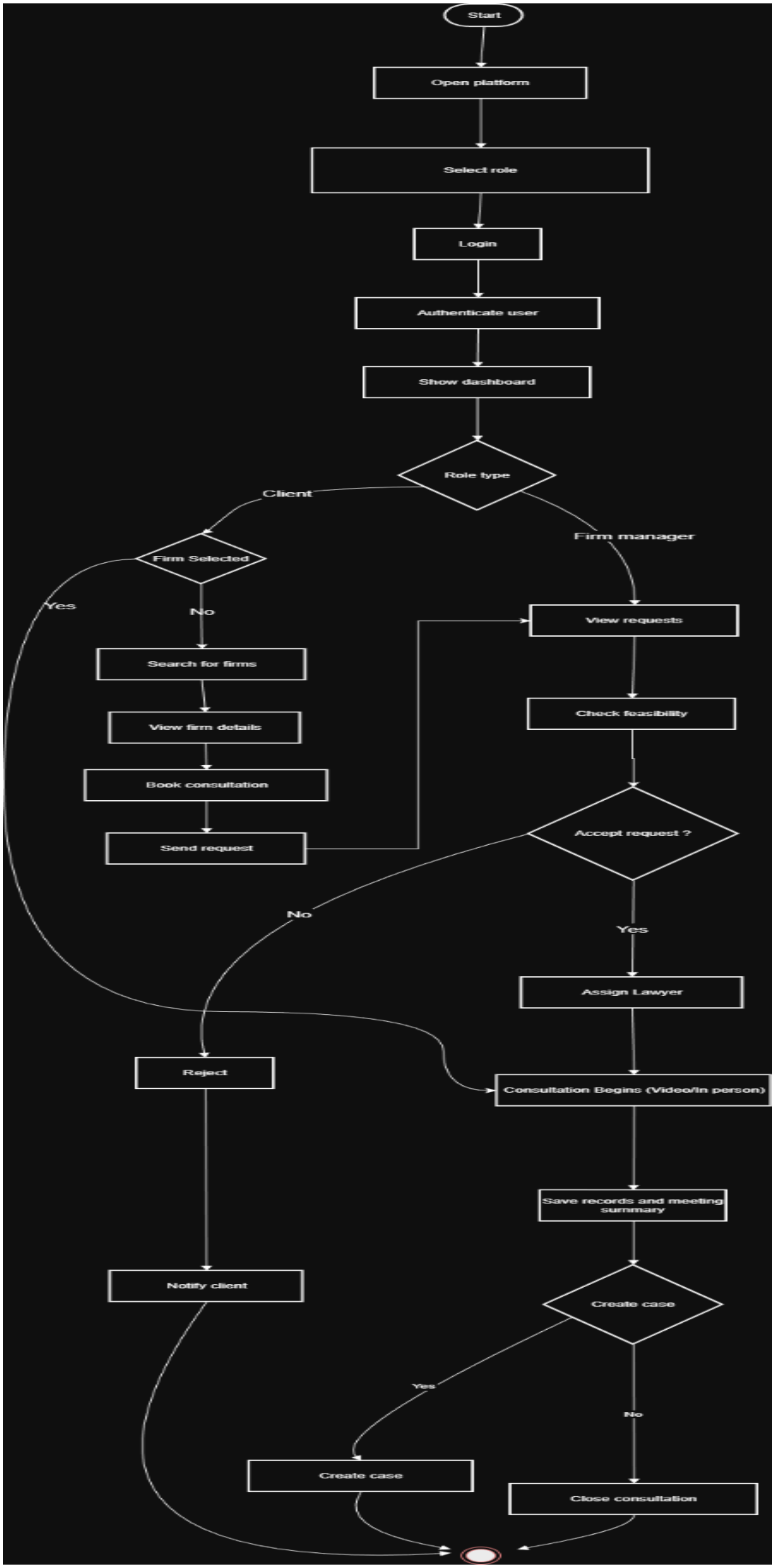
UML-Diagrams :

Use Case Diagram:

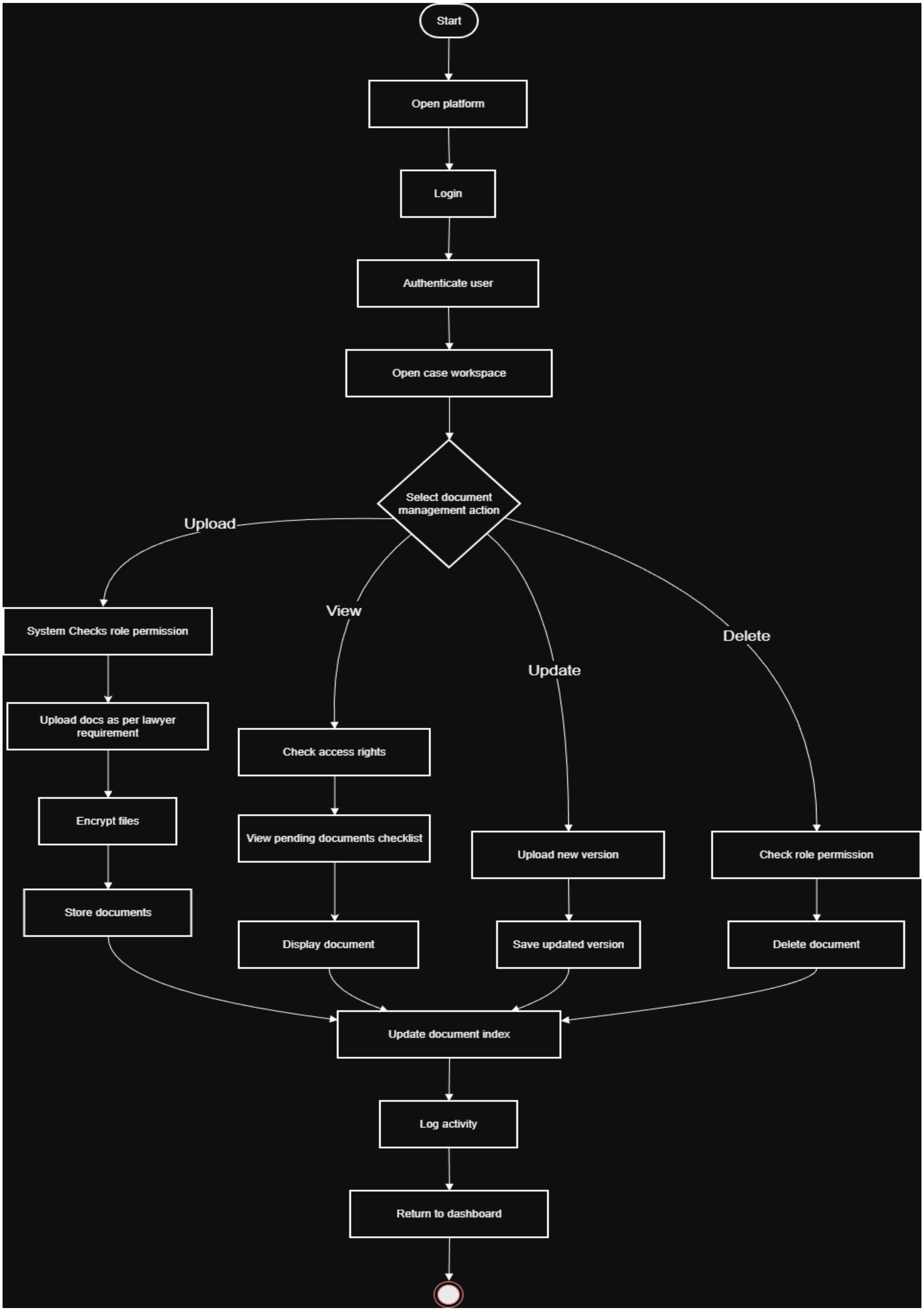


Activity Diagram:

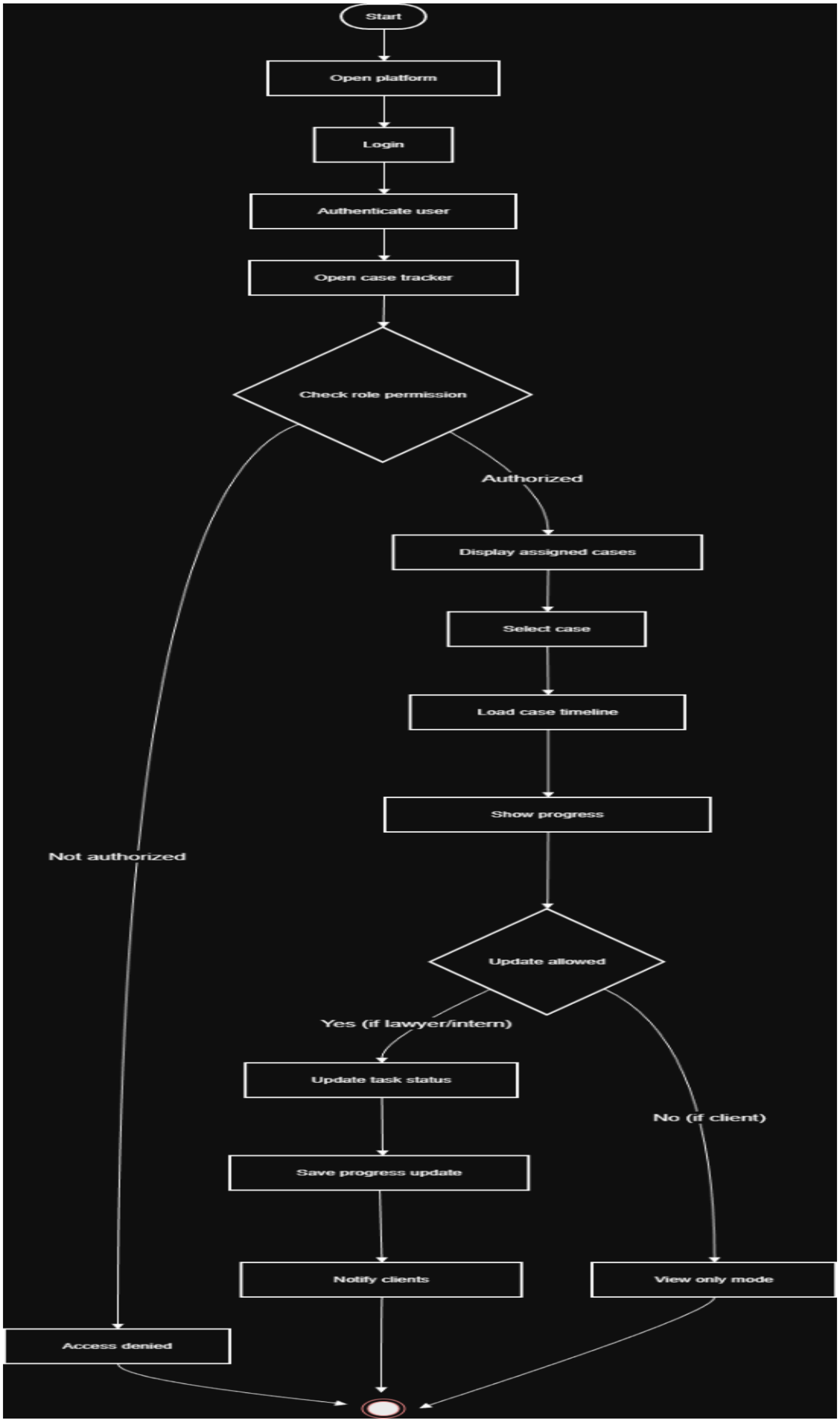
Consultation:


Start
Open platform
Select role
Login
Authenticate user
Show dashboard
Role type
Client
Firm manager
Firm Selected
Yes
No
Search for firms
View firm details
Book consultation
Send request
View requests
Check feasibility
Accept request ?
No
Yes
Assign Lawyer
Reject
Consultation Begins (Video/In person)
Save records and meeting summary
Notify client
Create case
Yes
No
Create case
Close consultation

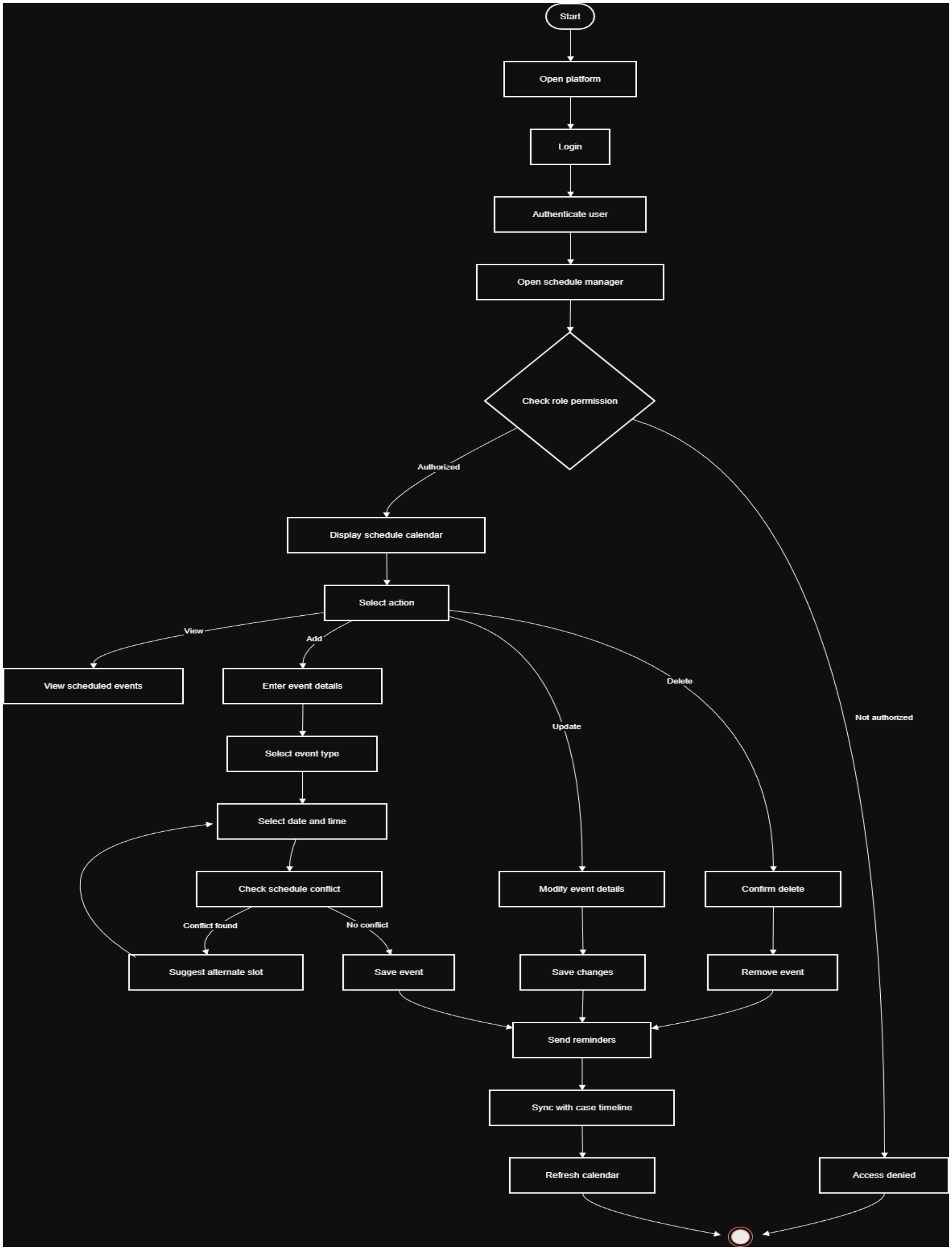
Document Management:



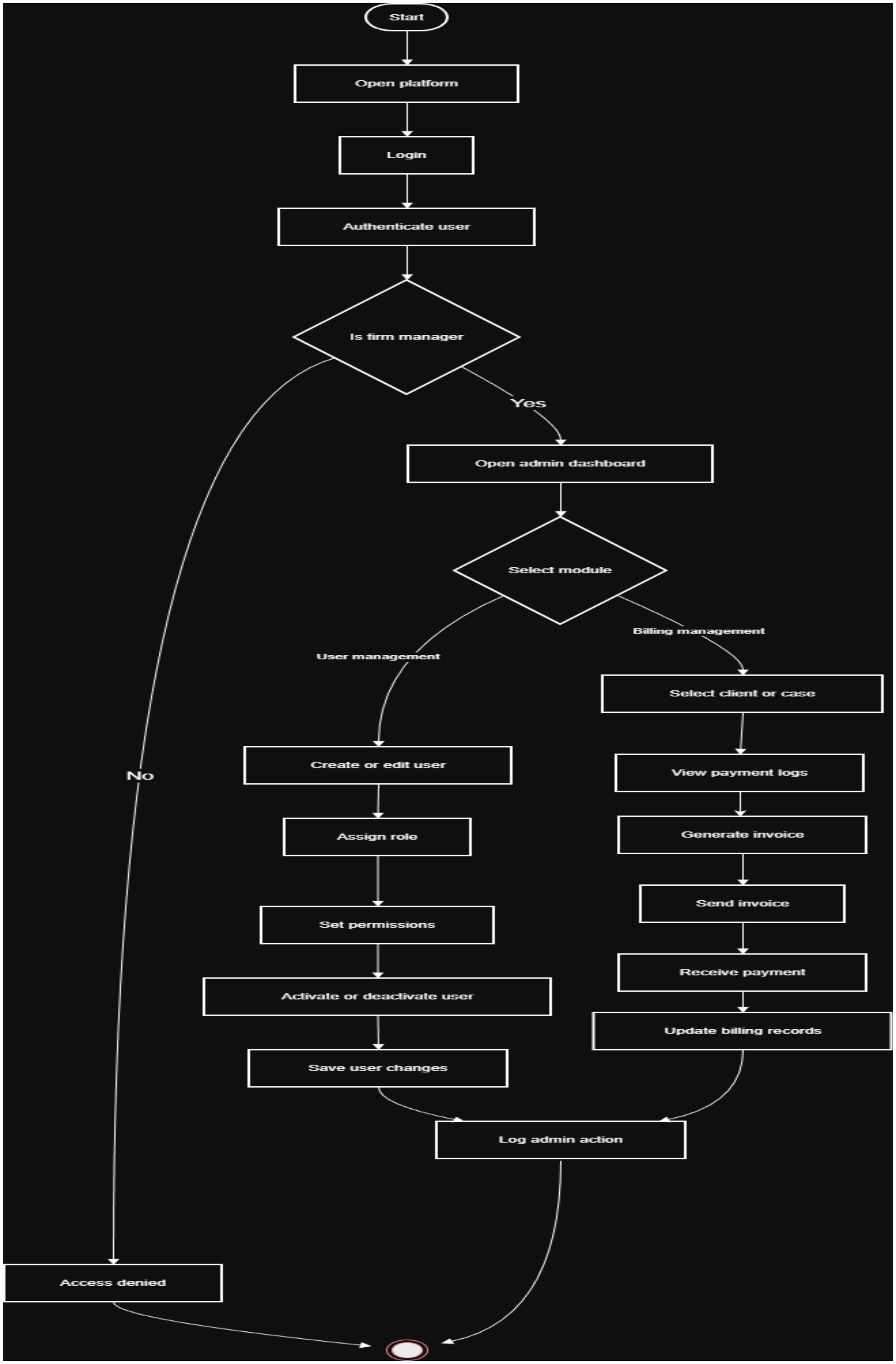
Case Tracker:



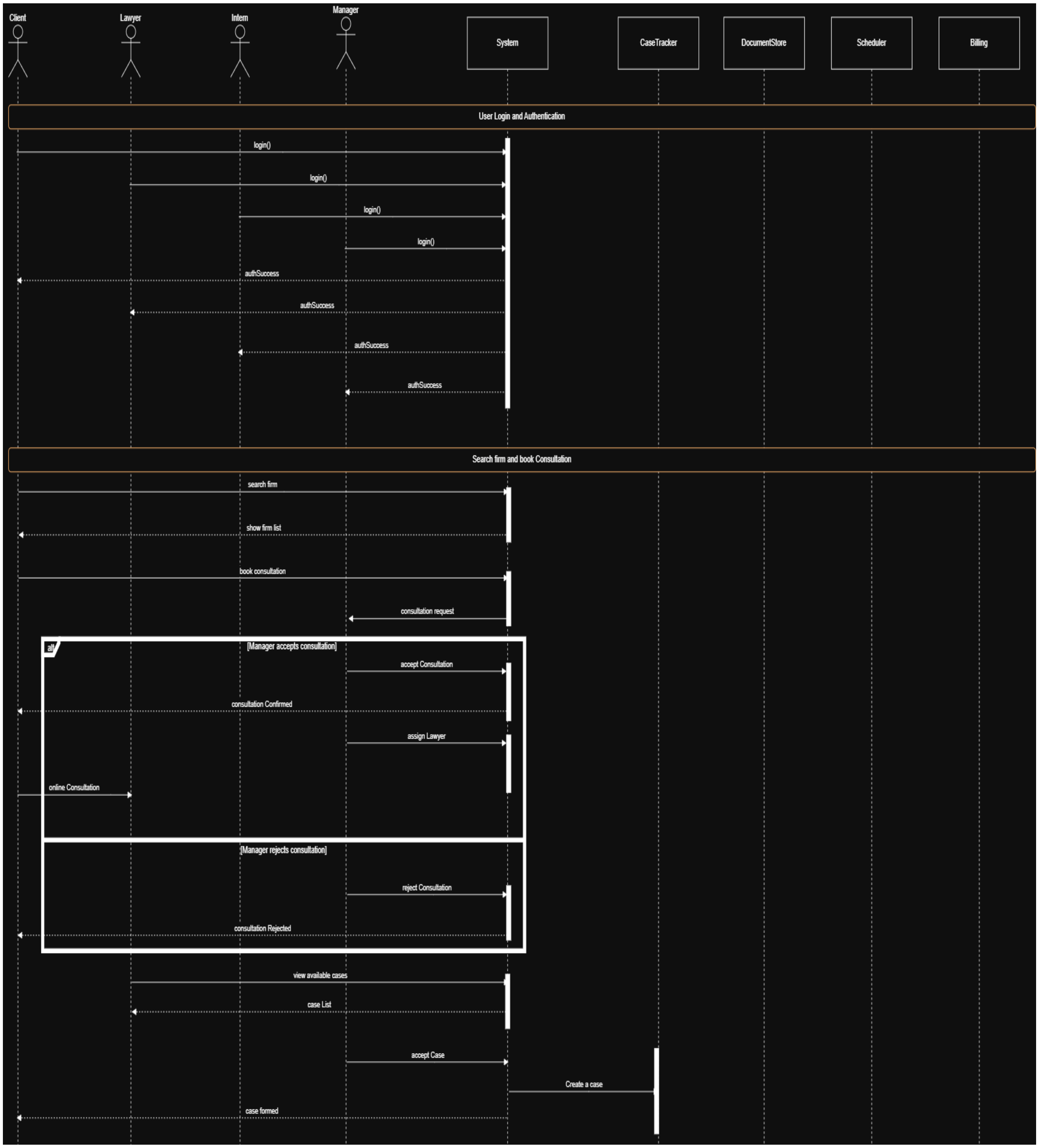
Schedule Manager:

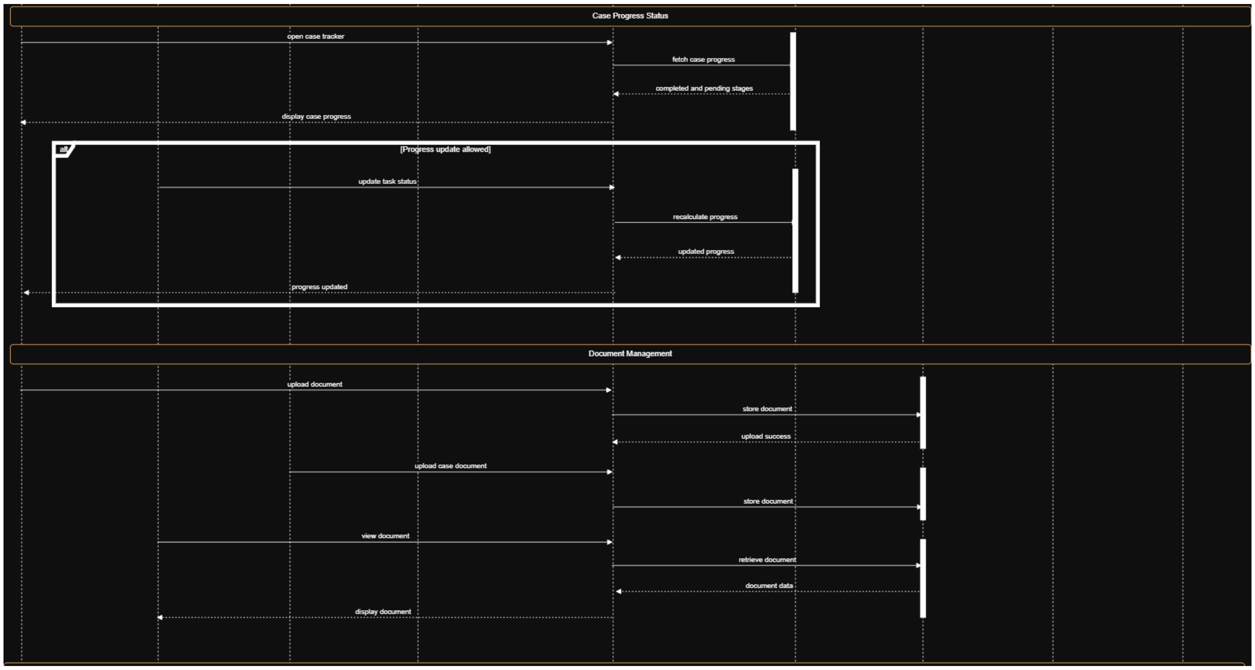


User Billing

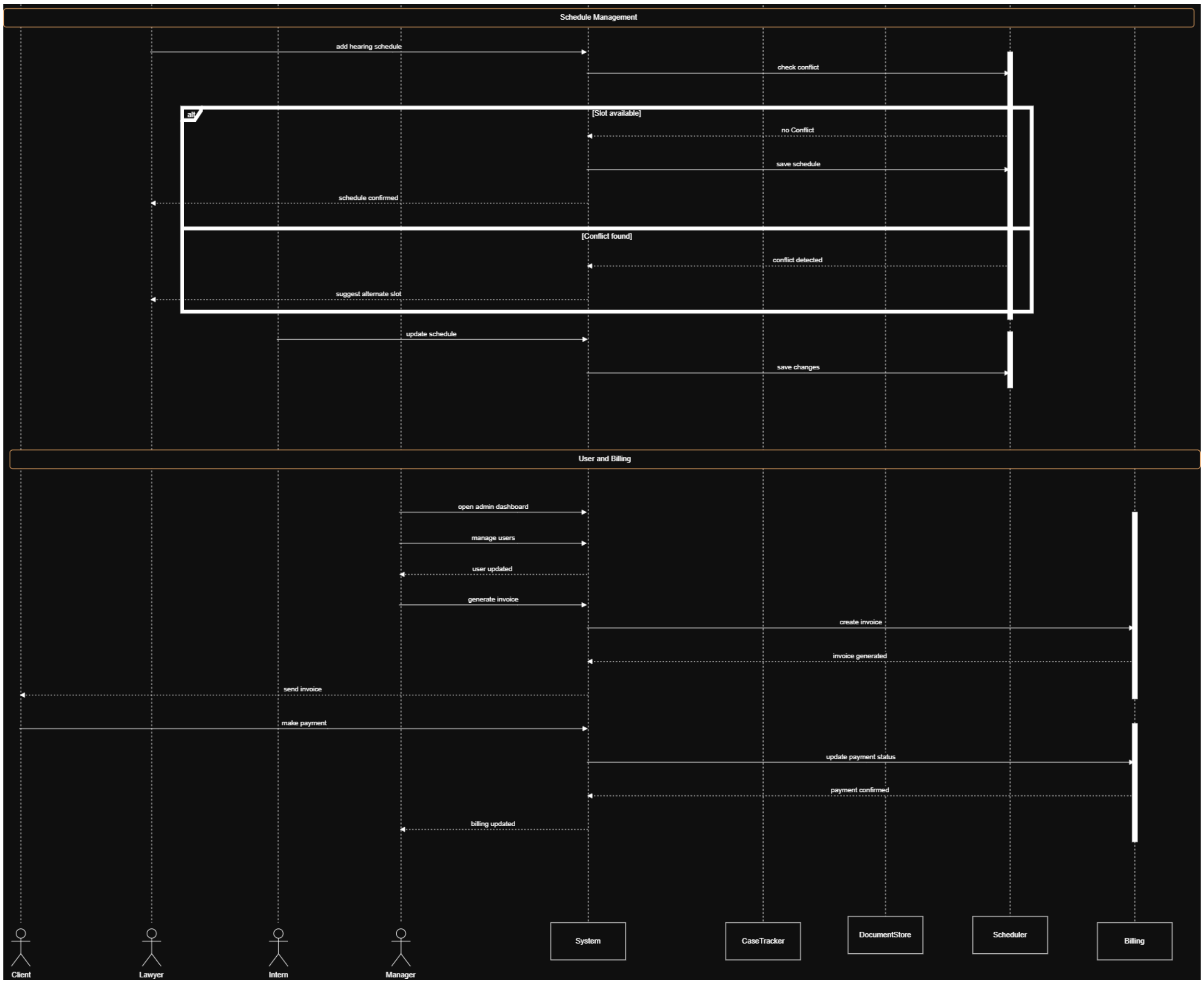

Start
Open platform
Login
Authenticate user
Is firm manager
Yes
No
Open admin dashboard
Select module
User management
Billing management
Create or edit user
Assign role
Set permissions
Activate or deactivate user
Save user changes
Select client or case
View payment logs
Generate invoice
Send invoice
Receive payment
Update billing records
Log admin action
Access denied

Sequence Diagram:





Case Progress Status
open case tracker
fetch case progress
completed and pending stages
display case progress
alt
[Progress update allowed]
update task status
recalculate progress
updated progress
progress updated
Document Management
upload document
store document
upload success
upload case document
store document
view document
retrieve document
document data
display document


Schedule Management
add hearing schedule
check conflict
alt
[Slot available]
no Conflict
save schedule
schedule confirmed
[Conflict found]
conflict detected
suggest alternate slot
update schedule
save changes
User and Billing
open admin dashboard
manage users
user updated
generate invoice
create invoice
invoice generated
send invoice
make payment
update payment status
payment confirmed
billing updated
Client
Lawyer
Intern
Manager
System
CaseTracker
DocumentStore
Scheduler
Billing