

# **Phase 1**

# Legal.mu Lawyer Registration Flow

## Mandatory Requirements & Admin Verification

This document outlines the mandatory requirements and validation rules for Phase 1 of the Initial Lawyer Registration process (Frontend) on the Legal.mu platform, preceding the Admin Verification phase.

### Phase 1: Initial Lawyer Registration (Frontend)

#### Step 1: Professional Identity (Non-Negotiable)

Status: INCOMPLETE until all fields filled

Field	Type	Requirement	Format
Full Legal Name	Text	Required	First + Last Name
Professional Title	Dropdown	Required (Select 1)	Barrister-at-Law / Attorney-at-Law / Notary
Registration Number	Text	Required	Bar Council / Law Society / Notary Roll Number
Firm/Chambers Name	Text	Optional	(If applicable)

#### Validation Rules:

- Name cannot be empty
- Must select valid professional title
- Registration number must match selected title category

#### Step 2: Contact & Location (Non-Negotiable)

Status: INCOMPLETE until all fields filled

Field	Type	Requirement	Format
Office Address	Text Area	Required	Street, City, Postcode, Country
Business Phone	Phone	Required	Valid Mauritius number (+230)
Professional Email	Email	Required	Must be unique in system
Primary Contact Method	Radio	Required	Phone / Email

**Validation Rules:**

- Office address must include: Street, City (Mauritius), Postcode
- Phone must start with +230 (Mauritius country code)
- Email must be verified (confirmation email sent)
- Cannot use generic email (gmail, hotmail, etc.) - must be professional domain OR exception approval

**Location Confirmation:**

- System auto-detects Mauritius location based on address
- If location = Mauritius → Proceed | If location ≠ Mauritius → Flag for manual review

**Step 3: Professional Credentials (Non-Negotiable)**

Status: INCOMPLETE until verified

Field	Type	Requirement	Evidence
Primary Area of Practice	Dropdown	Required (Select 1)	From approved list
Bar Admission / Registration Year	Date	Required	Valid year (YYYY format)
Educational Qualification	Text	Required	Degree type (e.g., LLB, LLM)
Institution	Text	Required	University/Law School name

**Validation Rules:**

- Admission year must be  $\leq$  current year
- Education institution must be recognized (cross-reference database)
- Practice area must match registration type (e.g., Notary cannot select Criminal Law)

## Step 4: Professional Biography (Non-Negotiable)

Status: INCOMPLETE until content meets standard

Field	Type	Requirement	Limit
Biography	Text Area	Required	Max 100 words (Basic)
Professional Headshot	Image Upload	Required	JPEG/PNG, Max 2MB, 300x300px min

### Validation Rules:

- Biography must be  $\geq$  50 words (demonstrates professionalism)
- Biography cannot contain promotional claims without evidence (e.g., "best lawyer" flagged)
- Headshot must be professional (neutral background, face visible)
- Headshot file size must be  $\leq$  2MB



## Step 5: Subscription Selection (Required to Complete)

Status: INCOMPLETE until selected

The following packages are available for selection:

Package	Price	Listing Type
Basic (Silver)	\$20/month	Standard Directory Listing
Premium (Gold)	\$30/month	Enhanced + Reviews + Endorsements
Pro (Platinum)	\$49/month	Premium + Data Upload + Video

### Validation Rules:

- Must select at least one package
- Cannot proceed to admin verification without selection

# **Phase 2**

# Phase 2: Submission & Automatic Data Checks

This document details the automated validation layer (Phase 2) executed by the Legal.mu platform immediately following a lawyer's submission for verification. This process determines whether the application proceeds directly to Admin Verification or is routed back to the lawyer for corrections.

## Automatic Validation Layer

Once the lawyer clicks "Submit for Verification," the system runs a series of mandatory automated checks against the data provided in Phase 1.

### Successful Submission Criteria (PASS)

If the submission passes all checks, the application proceeds to the Admin Verification queue.

Check	Description	Status Route
All required fields completed	Verifies completeness of <b>Steps 1-5</b>	Proceed to Admin Verification
Mauritius location confirmed	Confirms <b>Step 2</b> address is in Mauritius	Proceed to Admin Verification
Professional title matches registration type	Cross-references <b>Step 1</b> data (e.g., Notary selected 'Notary Roll Number')	Proceed to Admin Verification
Email is unique in system	Confirms the Professional Email from <b>Step 2</b> is not a duplicate	Proceed to Admin Verification
Headshot meets quality standards	Confirms <b>Step 4</b> image requirements (size, format, minimum resolution)	Proceed to Admin Verification

Check	Description	Status Route
Subscription package selected	Confirms selection in <b>Step 5</b>	Proceed to Admin Verification

Upon successful completion of all checks, the Lawyer Registration Status is set to:  
**PENDING**

## Submission Failure Scenarios (FAIL)

If any automated check fails, the submission is blocked from proceeding to Admin Verification and the appropriate action is taken, as detailed below.

Failure Reason	System Action	Registration Status
Missing required field	Route back to lawyer with a list of missing fields	BLOCKED (Requires correction)
Location not Mauritius	Flag for manual review. Admin has the option to override for exceptional cases.	PENDING (Manual Override Required)
Duplicate email	Suggest recovery process or request new professional email	BLOCKED (Requires correction)
Headshot poor quality	Request new professional headshot image	BLOCKED (Requires correction)

Registration is **BLOCKED** until all failed checks are successfully corrected by the applicant.

# **Phase 3**

# Legal.mu Lawyer Registration Flow

## Phase 3: Admin Verification

This document outlines the final phase of the Legal.mu Lawyer Registration Flow, detailing the processes and criteria for Admin Verification following the successful completion of the automated data checks (Phase 2).

## Admin Verification Dashboard Overview

The Admin Verification Dashboard provides a centralized view of all lawyer submissions, allowing administrators to manage the verification queue efficiently.

### Registration Queue with Status Badges

Below is a representation of the key information displayed for each submission in the queue:

Submission	Details
1. John Smith	Barrister-at-Law   [MANUAL REVIEW] ▲
Registration	BAR-2024-0891
Location	Port-Louis, Mauritius ✓
Email	john.smith@chambers.mu ✓
Status	AWAITING CREDENTIAL VERIFICATION
Actions	[View Details] [Approve] [Reject] [Request Info]
2. Marie Dubois	Attorney-at-Law   [AUTO-VERIFIED] ✓

Submission	Details
Registration	LAW-SOCIETY-5421
Location	Curepipe, Mauritius ✓
Email	m.dubois@lawfirm.mu ✓
Status	READY FOR APPROVAL
Actions	[View Details] [Approve] [Reject]
3. Rajesh Patel	Notary   [FLAGGED] 
Registration	Not provided
Location	Flagged - Address outside Mauritius
Email	rajesh@notary.com  (Generic domain)
Status	BLOCKED - MISSING CRITICAL INFO
Actions	[Request Info] [Hold] [Reject]

## Admin Verification Checklist

For each registration, the admin must systematically verify the following four areas:

### Legal Identity Verification

Verification Point	Action/Rule
Registration number cross-referenced with Bar Council / Law Society / Notary Roll	Contact official body if unclear
Name matches official records	
No duplicate or banned registrations	

Verification Point	Action/Rule
Professional title is valid & current	

## Location & Jurisdiction Verification

Verification Point	Rule
Office address is in Mauritius	
Phone number is valid Mauritius (+230)	
If international address → Note: Will be listed as "International Firm Operating in Mauritius"	
Confirm lawyer is licensed to practice in Mauritius	

### Location Approval Rules:

-  GREEN: Mauritius address + Mauritius phone + Mauritius license = Approve
-  YELLOW: Non-Mauritius address but licensed in Mauritius = Manual review + add tag
-  RED: No Mauritius license = Reject

## Professional Credential Verification

Verification Point	Action/Rule
Bar Admission year is valid (matches registration number)	
Educational qualification can be verified	If in doubt → Request lawyer provide proof document (Bar cert, degree scan)
Institution is recognized	
No disciplinary history (if accessible)	

## Content Quality Check

Verification Point	Rule
Biography is professional & accurate	
No false claims (e.g., "top 1% lawyer" without evidence)	
Headshot is professional quality	
No inappropriate imagery	

### **Content Approval Rules:**

-  **GREEN:** Professional content = Approve
-  **YELLOW:** Minor edits needed = Request revision
-  **RED:** Promotional, misleading, or poor quality = Reject + explain

## **Admin Decision Options and Notifications**

The administrator has three main actions, each triggering an automated email notification to the lawyer.

### **1. APPROVE - Auto Sends to Lawyer**

#### **Email to Lawyer:**

**Subject:** Your Legal.mu Profile is LIVE ✓

Your registration has been approved! Your profile is now live on Legal.mu:

- Profile URL: [legal.mu/lawyers/john-smith](http://legal.mu/lawyers/john-smith)
- Subscription: Basic (Silver) - \$20/month
- Payment setup: Automatic monthly billing
- Next payment date:

Your profile appears in:

- ✓ Directory search
- ✓ Practice area listings
- ✓ Geographic search (Mauritius)

Dashboard: [legal.mu/dashboard](http://legal.mu/dashboard)

Contact support: [support@legal.mu](mailto:support@legal.mu)

## 2. REJECT - Auto Sends Reason to Lawyer

**Email to Lawyer:**

**Subject:** Your Legal.mu Registration - Action Required

Your registration was not approved.

**Reason(s):**

- ✗ Registration number could not be verified
- ✗ Office address is not in Mauritius
- ✗ Professional biography contains unverified claims

**What to do next:**

1. Review the above issues
2. Submit a new application with corrections
3. Provide supporting documents if needed
4. Contact [support@legal.mu](mailto:support@legal.mu) if you have questions

Reply to this email to reapply.

## 3. REQUEST MORE INFO - Auto Sends Question to Lawyer

**Email to Lawyer:**

**Subject:** Your Legal.mu Registration - Information Needed

To complete verification of your registration, we need clarification on:

- **?** Your registration number shows [YEAR] but you listed bar admission as [YEAR]. Please confirm.
- **?** Your office address shows a non-Mauritius postal code. Do you have a Mauritius office?
- **?** Your professional biography mentions "Award for Excellence" - please provide proof.

Please reply within 5 business days with clarifications. Once received, we'll complete verification immediately.

# **Phase 4 & 5**

# Legal.mu Lawyer Registration Flow

## Phases 4 & 5 and Admin Data Summary

This document details the processes following a successful Admin Approval (Phase 4), the ongoing compliance and monitoring framework (Phase 5), and a summary of the data visible on the Admin Dashboard. This content is an extension of the Initial Lawyer Registration Flow documentation.

## Phase 4: Post-Approval Workflow

Upon successful Admin **APPROVAL**, the system immediately executes the following automated actions:

### System Auto-Actions

- Registration status changes to **ACTIVE**
- Lawyer profile becomes public on Legal.mu directory
- Lawyer receives confirmation email with dashboard link
- Payment processing begins (if subscription selected)
- Lawyer receives login credentials
- Lawyer added to email list for updates

### Admin System Actions

- Records approval date & approving admin
- Logs all verification checks performed
- Creates audit trail for compliance

### Post-Approval Lawyer Access

Once approved, the lawyer gains access to the following features via their dedicated dashboard:

- Dashboard login
- Profile edit panel (with restrictions)
- Billing & subscription management

-  Analytics (views, clicks, enquiries)
-  Client inquiry message portal
-  Support contact

## Phase 5: Ongoing Compliance Monitoring

To maintain data integrity and platform quality, a system of ongoing compliance monitoring is implemented.

### Quarterly Admin Review

The following checks are performed quarterly by an administrator:

- Check lawyer still maintains valid registration
- Monitor for complaints or negative reviews
- Verify contact information is current
- Flag inactive profiles (no updates in 6+ months)

### If Registration Becomes Invalid

System actions when compliance issues are detected:

Condition	System Action
Bar Council revokes license	System auto-suspends profile
Phone/address unresponsive	Admin sends warning email
Subscription payment fails	Automatic downgrade to free tier (if available) or suspension

# Data Fields Summary - Admin Dashboard

This table summarizes the comprehensive data set visible to the Admin for each registered lawyer, facilitating quick verification and compliance checks.

Category	Data Fields
<strong>REGISTRATION DETAILS</strong>	
<strong>Personal Info</strong>	Full Name, Professional Title, Registration Number, Headshot
<strong>Contact Info</strong>	Office Address (with Mauritius confirmation), Phone Number (+230 validation), Email (verification status)
<strong>Professional Info</strong>	Primary Practice Area, Years of Experience, Bar Admission Year, Education (Degree + Institution)
<strong>Verification Status</strong>	Auto-validation results, Admin approval status, Approval date & admin name, Last compliance check
<strong>Subscription</strong>	Current package (Silver/Gold/Platinum), Monthly price, Billing status, Payment method
<strong>System Flags</strong>	Location: Mauritius ✓ / Flagged ▲, Credential status: Verified / Unverified / Under Review, Duplicate check: Clear / Duplicate detected, Disciplinary history: Clear / Flagged

## Critical Rules for Mauritius Location

These four rules represent the non-negotiable legal and jurisdictional requirements for full registration approval.

Requirement	Check	Result
Office address in Mauritius	Extract postcode → Validate against Mauritius postal database	PASS or  FAIL
Phone number is Mauritius	Must start with +230	PASS or  FAIL
Licensed to practice in Mauritius	Cross-reference Bar Council / Law Society / Notary Roll	PASS or  MANUAL REVIEW
Professional title recognized	Match against Mauritius legal profession categories	PASS or  FAIL

## Risk Mitigations

A list of identified risks in the registration process and the corresponding mitigation strategy.

Risk	Mitigation
Fake registration	Require Bar Council / Law Society number + cross-reference database
Non-Mauritius lawyer	Address validation + license verification
Fraudulent email	Email verification link sent to professional email only
Poor quality profile	Biography word minimum + headshot quality standards
Duplicate accounts	System checks email, name, registration number for duplicates
Inactive profiles	Quarterly compliance review; auto-suspend after 6 months inactivity

# Implementation Checklist

The following is a high-level checklist for the platform development team.

- Build registration form (5 steps)
- Implement auto-validation layer (field validation + Mauritius location check)
- Create admin dashboard with verification queue
- Build email notification system (approval, rejection, info request)
- Integrate Bar Council / Law Society / Notary database (or manual verification process)
- Create audit trail logging for all admin actions
- Set up automated compliance monitoring (quarterly check)
- Build lawyer dashboard (post-approval access)
- Create help documentation for lawyers & admins
- Test end-to-end registration flow (10+ test cases)

# Success Metrics

The key performance indicators (KPIs) defining the success of the registration and verification workflow.

- 95%+ lawyer registrations approved within 24 hours
- 0% fake registrations (verified against official bodies)
- 100% Mauritius location confirmation
- <5% resubmissions due to missing info
- Admin approval time <15 mins per registration