

LAW OFFICE PRACTICE MANAGEMENT SERVICES

Our Legal Process Outsourcing team at Mangalam is proficient with various practice management functions that routinely take place in a law firm. We perform tasks such as daily filing activities that include opening, closing, storing and retrieving files. Outsource Law Office Practice Management to us and let us handle all your back-office operations.

- Create New Cases / Matters in your legal practice management software.
- Import / Export document to and from Matters/Case Created.
- Associate email attachments to appropriate matters in any practice management software.
- Provide downloading and importing of documents from Court Docket section to Doc Section in specific Case#.
- Calendar all important event such as Notice of Hearing, Notice of Deposition.
- Provide e-filing of Court Documents and prepare Demand Letters for patient's claim of PIP benefits.

DISTINCT FEATURES OF OUR SERVICES

- Meet your objectives successfully and help you maximize productivity.
- ISO 27001:2013 certified company with very strong Information Security infrastructure.
- 3rd party verification and signs an NDA before on boarding to ensure complete confidentiality and privacy of your information and data.
- Value Added Services: TOC, OCR, Bates Stamping, Redaction, Product Sticker Identification and Bookmarking, Image Rotation and Page Sizing.