## Case Management System

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*The Software Services Case Management system was designed to automate the case and document management needs of small to medium size law firms.*
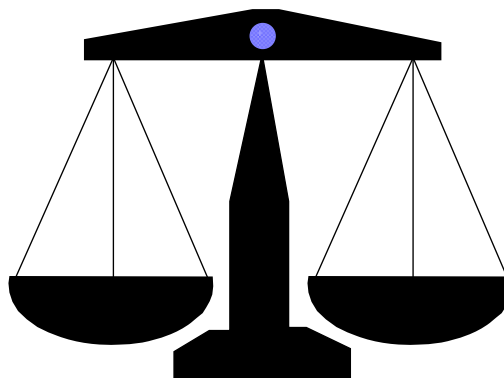
*Key features:*

- *Electronic rolodex*

- *E-mail integration*

- *Case-centric view*

- *Document creation including record request authorizations*

- *Document tracking including scanning and OCR capabilities*

- *Calendaring*

- *Scheduling Orders*

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# SSICMS

## The last case management software you will ever need to buy.



**Software Services IT**

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Software Services IT
Tucson, AZ

Toll Free: 866-526-7327
Email: janf@ssi-az.com

*Software Services IT*

# Case Management System

Finally, a case management system that is affordable and usable.

Finally, a case management system that works like you do.

Finally, a clean and simple answer to your case management needs.

Finally, SSICMS  -  the last case management software you will ever need to buy.

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# SSI Case Management

## System Goals

### Management Control

- Review of cases
- Practice management reports
- Reminders

### Efficient Operations

- Global contacts
- E-mail
- Automatic envelope and label printing
- Telephone numbers at the click of a button

### Streamlined Document Processing

- Automated Letter Creation
- Automated Record Request Creation
- Integration of database into word processing documents

### Document Tracking

- Correspondence received (Scanned and OCR'ed) and created
- Pleadings received/created
- Testimony
- General Documents (exhibits, videos, pictures, etc.)
- Research including articles

## Technical Specifications

- Utilizes Microsoft Office
- Open database using Microsoft Access
- Continue using the products and tools you are familiar with
- Word templates and bookmarks simplify automation.
- Table driven system allows for maximum user tailoring of features and functions.
- Consistent user interface.
- Easy to use tab oriented screens
- Three simple user screens:
  - Case Menu
  - Global Contacts
  - Global Calendars
- Designed for real people.
- Easy to maintain.

### Comment From A Satisfied User

"...the system won't make a bad lawyer into a good lawyer, but it will help any lawyer be more efficient by providing virtually instant access to information."

## Pricing

| | |
|---|---|
| 5-user Base System | $ 2,595 |
| Additional Users | $ 350 ea. |
| Sole Practitioner (2 user) | $ 995 |
| Support and Training | $ 150 hr. |

Source code escrow available

## Minimum System Requirements

Windows 10 with 4gb memory

17" monitor or equivalent (1366x768)

Office 2016 or newer, Office365 is recommended (Word and Outlook required)

Microsoft Windows server (except for Sole Practitioner version)

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