

"LexMantra help to automate and streamline legal workflows"



LexMantra

Preventive Management

Case Management

Planner

Address Book

Alerts & Notifications

MIS

**A Litigation Management Solution -Helps in Preventive & On-going litigations**

## Why One Need Lex Mantra?

The idea to make Lex Mantra came a couple of years back when in our consulting organization we found that 10 policemen were sitting in the office of the chairman of a company with his arrest warrant. Immediately, the whole organization got into a spin. Quick enquiry revealed that one of the cheque had bounced in one of the region amounting to Rupees Ten Thousand and appropriate actions were not taken at the region .The matter was taken very lightly by the region.

The person whose cheque got bounced raised the matter and filed criminal complaint. He got a non bailable warrant issued for not responding and attending. The cost , time and harassment borne by the organization was unexplainable.

The above real story is shared to highlight the umpteen need of a litigation management solution or a system in place that can mitigate or reduce the risk exposure due to litigations .

Therefore " Lex Mantra" being a litigations management tool besides managing litigations also helps in reducing litigations by documenting each & every notice or complaint in the system. Further this being a web based software, information can flow simultaneously upto the highest level at the right time.

[www.LexMantra.Co.in](http://www.LexMantra.Co.in)



## What is Lex Mantra?

Lex Mantra is a litigation management solution that automates legal workflows and can mitigate the risk associated with litigations and probable litigations by documenting actions, plan of actions and other legal details which get converted into useful reports & MIS.

### Features

- Web based solution - 24\*7 anywhere anytime availability
- Role Based Access
- Centralised Repository of documents
- Upto date information in tabulated form
- Multi filter reports
- Resource Optimization
- Alerts
- Knowledge Base

No Last Minute Surprise	Real-Time Instant Information	Easily Accessible History
Improved Visibility & Transparency	Enhance Productivity & Efficiency	Risk Of People Turnover Mitigated
Quick Decision Making	Facilitates Strategic decisions	Becomes Future Referencer

## Preventive Management Module

### Features

- Records notices or complaints all aspects
- Direct conversion to case possible
- Gives information of probable litigations
- Provide status of notices
- Notice auto generate by feature

### Value Propositions

- Safeguards against unforeseen circumstances that may arise out of ignored notices or complaints
- Saves time in entering the history & other details of dispute
- A quick status report helps in strategizing & provides opportunity to settle the dispute thereby saving huge litigation cost
- Time saved in preparing and analysing status reports.
- Save lot of time in drafting notices & hence increases productivity of legal team by more than 30%

## Alerts & Notifications

### Features

- Comprehensive dashboard view
- Get alert Email or a SMS

### Value Propositions

- Saves time & enhance productivity as status of upcoming legal deadlines is visible at a single click
- No timeline or action is missed as prompt alerts are sent

## Case Management Module

### Features

- 360° view of case in a single input form
- Advance warning system or a reminder system for upcoming actions
- Captures Case Stages
- System generated reports
- 2 layer case allocation
- Expense Management

### Value Propositions

- Availability of case history in a well presented manner increases accurate decision making
- Legal deadlines are not missed & better strategies can be planned due to advance information system
- Facilitates better analysis as case movement gets recorded
- No more report writing for legal departments
- Concept of Case Manager & Case Leader ensures responsibility at execution & control level
- Helps in establishing control over litigation expense by exposure analysis of matters. Hence budgeting & expense control is possible.

## Planner

### Features

- Plan Actions for next hearing dates Senior can plan for sub-ordinate
- Plan internal actions like meetings , briefings , followups etc

### Value Propositions

- Saves time in identifying to-dos for upcoming week or months•
- Effective communication & avoids grapevine, hear-say etc

## Address Book

### Features

- Contacts management & comprehensive contact library
- Organisation contact management
- Role management through contact
- Authority contacts to deal with are available

### Value Propositions

- Becomes a quick referencer
- No lost contacts
- Reports facilitates performance analysis based on roles
- Helps in identifying a person to approach



## MIS

### Features

- Comprehensive reports across various filter options using multiple combinations
- Single input form provides well tabulated data

### Value Propositions

- Repetition of work gets handled
- Time Saved in compiling & presenting reports

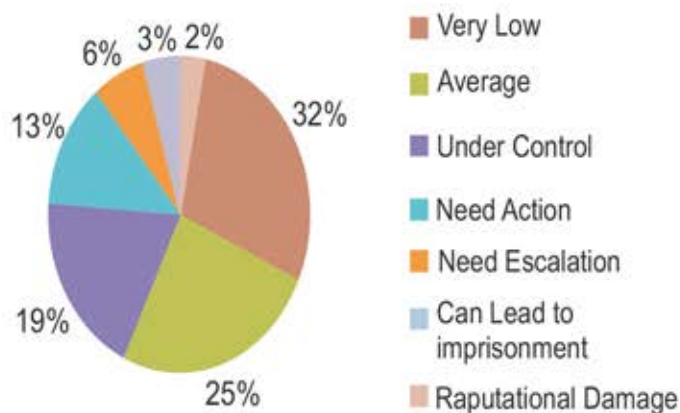
### Key Reports

### Description

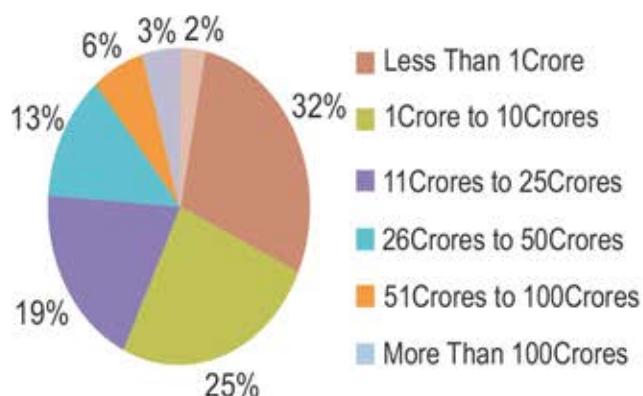
Overall Cases & Notices Report	Shows complete details of cases &
Cases Stage Report & Notices Status Report	Shows case stages like summon , evidence , order etc & status of notice like open , close , pending to reply
Possible Preventive Action	Shows notices received or sent that can be closed at intial stage
Cases Movement Report	Shows case movement right from filing till orders or settlement
Performance Wise Report	Shows performance of advocates & employees based on movement , favourable orders , closure at notice stage etc
Seriousness Wise Report	Shows cases requiring immediate action & attention
Exposure Wise Report	Shows total litigation exposure of organisation in case of unfavourable orders
Category or Sub category Wise	Shows cases across various categories & sub-category wise reports like civil or criminal & injuction or recovery etc

All these reports are available across various filter criterias like agencies , section ,location , court , category , advocates , employees , seriousness, exposure etc

CRITICAL LITIGATION BASED ON SERIOUSNESS



CRITICAL LITIGATION BASED ON EXPOSURE



## Challenges

## Solutions

Lack of information

Each information gets recorded and is available at a click

Lot of confusion & stress due to fear of legal consequences

Distinguish matters based on exposure & seriousness criterias so that focus litigations can be dealt well in time

Too much dependance on the people instead of process

Become process driven instead of people driven

Lack of transparency in handling cases , notices & all such legal matters

Every action & plan of action gets recorded & hence transparency is attained

No escalation & value add of top management as information does not reach to the right person at right time

Information reaches to management at the right time & hence correct strategic action can be planned to avoid severe & unfavourable consequences

Inability to judge performance of employees , case leaders , case managers or advocates etc

Performance can be analysed wiith multi filter reports like neglected litigations, litigations movement, current status etc.

Lack of useful data about the concerned people in the agencies

Helps to identify the person to deal with for faster resolution of matters

Similar matters being dealt in difference ways & styles in different locations

Once a uniform system gets in place , process will be streamlined & automated to attain uniformity

Too much knowledge and unable to use

As learning with each matter gets recorded in system, it becomes knowledge base or a future referencer.

Scared of penalties & costs by agencies

Alerts for legal deadlines are sent which ensures that no such deadline is missed & hence costs are avoided



## ii. A Generic Software Solution Suitable for

- Companies in industry segment like automotive , pharmaceutical , hospitals , hotels , food & FMCG , textile , engineering products , construction , real estate , educational institutes etc
- Service Industry
- Banking Institutions
- Brokers & Intermediaries
- Law firms
- Any business house across multi-locations dealing with various agencies



## ii. Implementation

Lex Mantra can be adapted to suit any kind of organization irrespective of size and industry. It is ready to use with no installation hardware or 3rd party software. It is very user friendly with little or no training required. Though a dedicated service team is readily available and keen to assist in seamless transition and any implementation support required.

Visit us at [www.LexMantra.co.in](http://www.LexMantra.co.in)



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