Keyhouse

Your practice partners.

Your most potent weapon.

Keyhouse Case Management will help you to manage each of your clients more efficiently.

By standardising and automating the management of emails, documents and dates, along with complex document generation, you can streamline your firm's processes, reduce duplication and improve accuracy for increased profitability and improved client service.

Our case management module is customisable for any area of work - residential and commercial - conveyancing, litigation, probate, debt collection and for criminal and family law.

With Keyhouse Case Management, everyone on the team can manage cases proactively and precisely. Every detail is easily accessible and procedures are clearly laid down. This means it can improve the fee earner/secretary ratio and really enhance the firm's risk management procedures.

Key Features and Benefits

- Customisable workflows for managing your tasks and cases

- Case plans and precedents customisable to your firm's way of working

- Risk management features will handle undertakings, statute of limitations and other critical dates, money laundering, conflict search, file and peer reviews

- The case diary lets you quickly and easily see the full history of a case, all documents (incoming and outgoing), phone calls, emails and tasks – all from one screen

- The fee earner diary gives you instant access to tasks which can be prioritised so no critical dates are missed

- Milestones and mandatory actions can be set

- Automated document production and organisation keeps files up-to-date and accurate

- Documents can be scanned and easily assigned to cases

- Search feature finds documents in seconds

- The brief builder facility makes generating briefs or discoveries quick and easy

- In-built delegation procedures accurately monitor cases so that relevant personnel know their responsibilities

- Full Microsoft Word and Outlook Integration links all relevant documentation to cases

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