



LEGAL OPERATIONS

Case Management

- Streamline and automate cases from intake to completion.
- Conduct and track client interviews via WhatsApp, email, or forms.
- Create and maintain organized digital case files.
- Ensure data integrity with permissions, notes, and activity logs.
- Manage case timelines with automated reminders and tasks.
- Monitor progress through status pipelines, dashboards, and automated updates.

Administrative Support

- Manage attorney calendars with integrations (Google Calendar, Outlook, Calendly).
- Track court dates, hearings, and filing deadlines via automated reminders.
- Coordinate meetings and send automated confirmations and follow-ups.
- Generate summaries, reports, and notes automatically from case pipelines.
- Automate internal task assignments and workflow handoffs among staff

TOTAL MONTHLY: \$1,500 USD