

# Advocate Case Diary

<sup>1</sup>Nikhil Pawar, <sup>2</sup>Sachitanand Shelake, <sup>3</sup>Dileep Naik, <sup>4</sup>Vithal Pople, <sup>5</sup>Prof.S.L.Utpat  
Department Of Computer Science And Engineering, SVERI's COE Pandharpur.

**Abstract-** Software manages day-to-day activity and builds a comprehensive client/case/matter database and history that can help improve every aspect of your practice. You will have immediate access to tools for case status and information, document management and assembly, calendaring and docketing and contact management. The system also comes with a number of standard reports that can be accessed easily by users. Track time, manage receivables etc. For quick reference provision of many reports is also made. It also provides information about daily schedule tasks. Software is dedicated to advocates/ lawyers to help them in maintaining their offices.

**Keywords:** advocates/ lawyers.

## 1. INTRODUCTION

This Software is very useful for Managing the daily cases diary for Lawyers/ Advocates. This is of software, which store information about an advocate's clients, opponents, cases no., Previous Date, Current Date, Next Date, court name. You can filter the data according to case no, Parties, next date etc. You can also maintain the files stored on the locations of your hard disk for individual client. The software is very easy to operate and light on system tool to maintain information about Clients, Cases, Hearings, Rulings, Accounts, books, periodicals etc.

In this Advocate Case Diary Client makes enquiry to the employee of the Case Details and appointments. Then the employee checks for the availability of the dates. If the dates are available then the meetings and court related information is gathered and fixed. This process is going on and lastly the bill is generated according to the payment that is needed to be done for the advocate. Also they can change the information of the client (if necessary).

Again there is an Administrator. He or she is also having some responsibility regarding to the Advocate Management System Software. His/ Her work is to calculate salary of the employee working under the Head Advocate and also be done with the job of attendance. And for security purpose they can change their password. The employees cannot access the information regarding to the administrator. This is done for the security purpose.

## 2. RELATED WORK

a) Existing System:-

In the existing system the details of the client entered manually A case diary is used for maintained the details of client. All day to day work is maintained in different registers. There is no maintenance of the records of payment. It is difficult to explain the history of the cases. There is all paperwork.

b) Limitations of the present system:-

The present system is the manual system. And it is difficult to work with it. Following are the major drawbacks. Entry of new cases done through forms and are stored in

files. The information regarding the case and clients is maintained in diary.

There is no proper maintenance of case details and the payments. It is time consuming. It is not user friendly.

C) Advantage of Proposed System:-

a) TIME SAVING:-

Since all the client details and related information are store in the system, it enables insignificant reduction in the number of registration taken up for the storage and retrieval of information.

b) ACCURACY IN RELIABILITY:-

Problems related with data loss and inconsistency can be eliminated, thus making the system more accurate and reliable.

c) INFORMATION MAINTENANCE:-

It can now be an easy task as it removes the large registration from the scene.

d) AVAILABILITY OF REPORTS:-Reports can be generated manually.

## 3. PROPOSED WORK

Keeping all records of the client and court cases along with the personal details. Maintaining day to day information about client and cases. Maintaining all sorts of records in database. Storing information about the client payment transaction. Storing information about the old cases and court hearings. Provide search facility for searching desired data. Provides reports of all transactions Information need only be entered once and is available wherever and whenever you need it. More importantly, it all works together in the way you would expect, so there's a natural workflow to everything you do. Daily reports, overviews and practice reminders Create separate files on each client matter A Notepad pad for centralized note taking Provide information about daily schedule tasks. Maintain their Diary of Cases & Clients

Case Entry –

Information need only be entered once. You have to just fill up required information of your Client/Case, Further you have to only make entries of Next Date and Stage and remaining will be take care by this software. When case is decided, you can select option of decide cases so that further it will be not shown in your Diary.

Personal Information –

You have to make entries relating to your personal information can also add your photograph.

Diary –

You can see cases of an Specific date or between any dates and many more information as detailed below. Next date of Hearing and Case Stage can be entered directly from Diary.

Next Hearing Date Entry –

This entry can be made directly into Diary or by using Special Feature which shows all cases where Next Hearing

date not entered.

Cases without next date of Hearing –

A special feature in diary is which shows you all cases where no next date of hearing entered. You can directly enter next date and case stage.

Case Stage Entry –

Facility to know progress stage of case, this entry made while entering Hearing Date in Diary.

Individual Case Details –

Facility to see All Hearing Dates and other details of an individual case provided.

All cases of a Client –

Facility to see details of All Cases of a Client with hearing dates provided.

Court Wise Cases –

Diary will show you list of cases for a Specific Court.

Active Cases –

You have option in case details to make a Case Active or Decided. New case is automatically selected option of Active Case.

Decided Cases –

When you select this option for a case in case details, than that Case is not shown in Diary. You can any time deselect this option and Case can become Active.

Facilities:

1. Printouts: You can take Printouts of any information provided by this Software
2. PDF File: Any information provided by this software can be converted to PDF File. This file can be than given and Viewed by any person who did not own this software.
3. Email: PDF File can be easily Email to any person.
4. Sorting: Any Information provided by Diary can be Sorted (A to Z or Z to A)
5. Backup: Facility to take backup of data entered by you.
6. Recovery: Facility to Recover backup data is also provided.

## 4. RESULT

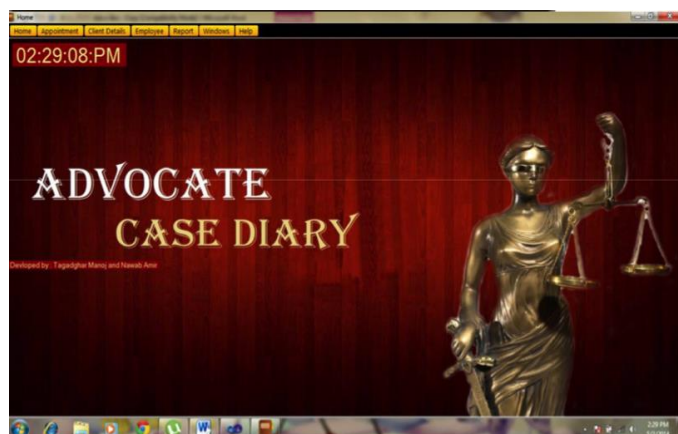


Fig 1. Home Page



Fig 2. Add Case Entry



Fig 2. Case Report

## 5. CONCLUSION

Automation is the big factor of our system. It reduces the work load of the administrator & employees of the system & also helps them to increase the profit margin of the Advocate Store system. Thus, the 'ADVOCATE CASE DIARY' is an effective & efficient system fulfilling the needs required by any customer.

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