

OUR LAWYERS OUR CONVEYANCERS

MITTAGONG

- General Law Practice
- 3 Solicitors 2 Conveyancers 2 Paralegals
- LEAP Office Client
- FileMan Client for 3 years
- By Lawyers for Lawyers Author



Danni Larney and Guy Dawson

"I would have no hesitation in recommending FileMan's service to other law practitioners. I don't know how we managed without it in view of the time and trouble it saves." Danni Larney - Financial Controller

"Our Lawyers Our Conveyancers" is a legal practice located in Mittagong servicing the general legal needs of clients in the picturesque Southern Highlands of NSW.

The firm provides various legal services including Conveyancing, Estates, Family Law, Business Law, Local, District and Supreme Court matters.

One of the philosophies of the firm is to put systems in place that allow the staff more time to concentrate on providing exceptional client service.

The LEAP Office suite of products with the FileMan archiving service helps to streamline the everyday running of the practice enabling them to do this.

By using the FileMan service "Our Lawyers Our Conveyancers" rests assured knowing they have their files stored in a secure, professionally managed environment and now ultimately comply with their professional and legal obligations for each client file when the matter has ended.

According to Danni Larney - the firm's Financial Controller:

"Managing the archiving process in-house was time consuming, expensive and counter productive to us running and maintaining a highly profitable, efficient, client focused firm. We needed to setup a storage facility and create a part-time role for someone to manage the archiving process. The role required someone to correctly archive closed matters, perform retrievals when necessary and follow a formal process to manage the destruction at the end of the required seven year storage period.

The process we have with FileMan has now eliminated this burden and is 100% cost-effective.

"We were familiar and confident with the excellent services already offered by LEAP and we're very comfortable in introducing FileMan - and since then our file problems have gone away!"

All we do is place our closed files in the FileMan collection container and wait for the next scheduled collection for them to be collected and archived. If we need a file returned we simply call or e-mail, quote our file number and we have the file in our hands the next working day."

"For us, ensuring compliance for client files couldn't be easier!"

Guy Dawson, a solicitor of thirty four years standing states "Never has law been so enjoyable and trouble free and the delivery of quality legal services so achievable." LEAP Office, including the FileMan archiving service has enabled the team at Our Lawyers Our Conveyancers Mittagong to really concentrate and focus on their business - providing quality legal services to its clients.

"Imagine - no more files stored in sheds or self-storage units and no more closed matter files cluttering your office!"