

[About Us]

- Reduced cost
- Increased capacity
- Rapid turnaround

- Top talent
- Onsite / Offsite
- Near/Far shore

Since our inception in 1998, we try first to understand the unique needs, preferences and priorities of our clients when it comes to the introduction and delivery of services. We offer a menu of cost-containment / efficiency enhancement service alternatives and let our clients select what makes sense for them, after explaining the types of solutions that similarly situated firms are leveraging. While some firms are extremely aggressive in implementing cost-cutting measures, others may simply be looking for ways to improve efficiency in client communication, internal accountability, or streamlining document access on a particular case.

Our objective is to gain your trust and build a sustained relationship, by showing competence in our consultative and delivery capacities, even if this means that we are not able to engage in a considerable project today. Many of our clients start with smaller scale implementations and then expand the scope of their relationship with us, once they are comfortable with our capabilities.

[About Services]

Different types of law firms leverage different types of services. Some of the services below may be appropriate for one firm, but not for another. Alternatively, a firm may be in a position to leverage one type of service today and another in 12 months. The consultative and collaborative approach taken by Novasys with clients helps us understand unique client needs, culture and priorities and develop appropriate solution packages.

LEGAL SUPPORT SERVICES

DATA ENTRY

- Calendaring functions (motion and trial appearance dates, depositions, deadlines for filing and serving documents, meeting, etc...)
- Case management (track, organize, search and archive legal files)

FILE & DOCUMENT MANAGEMENT

- Associate files
- Document coding
- Track and monitor employee access
- Security protocols
- Access and support in the courthouse

SCANNING AND IMAGING

- Latest imaging and scanning technology
- Multiple formats to suit your preferences
- On-site low cost resources available, if desired

DOCUMENT PRODUCTION

- Summons and complaints
- Answers
- Discovery responses
- Discovery demands
- Motions and notices of trial
- Additional documents
- Quality assurance checks
- Ideal in high volume firm environments

CLIENT SUPPORT SERVICES

- Mass mailings
- Intakes
- Correspondence

CUSTOM TECHNOLOGY SOLUTIONS

- Solutions provided around any technological requirement
- Eliminate multiple system and operational redundancies
- Streamline current workflows
- Facilitate access to documentation
- Establish hierarchical access levels for staff

- Fixed fee option
- Progress linked payments