

- (51) **Int. Cl.**
G06F 16/242 (2019.01)
G06F 40/169 (2020.01)

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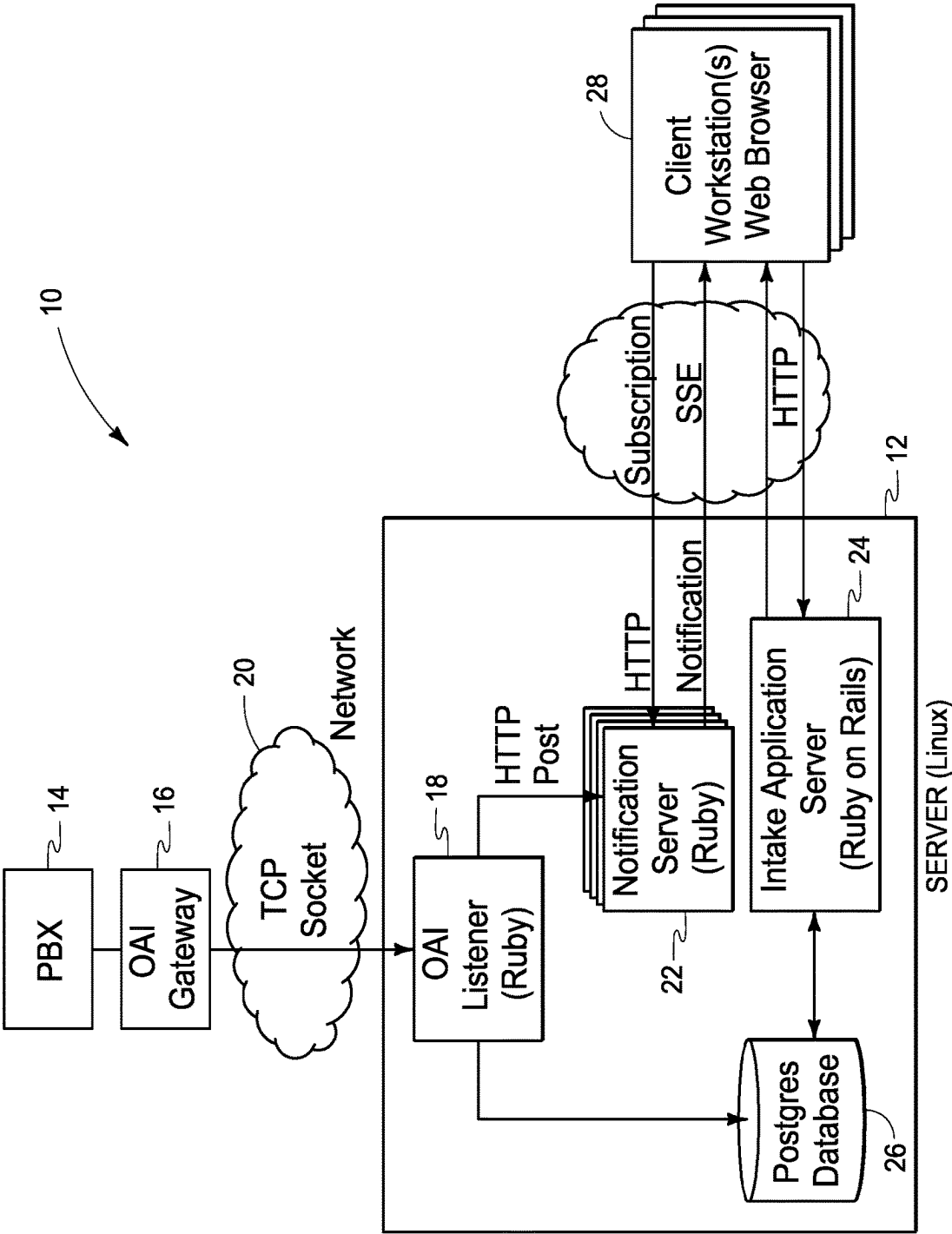


FIG. 1

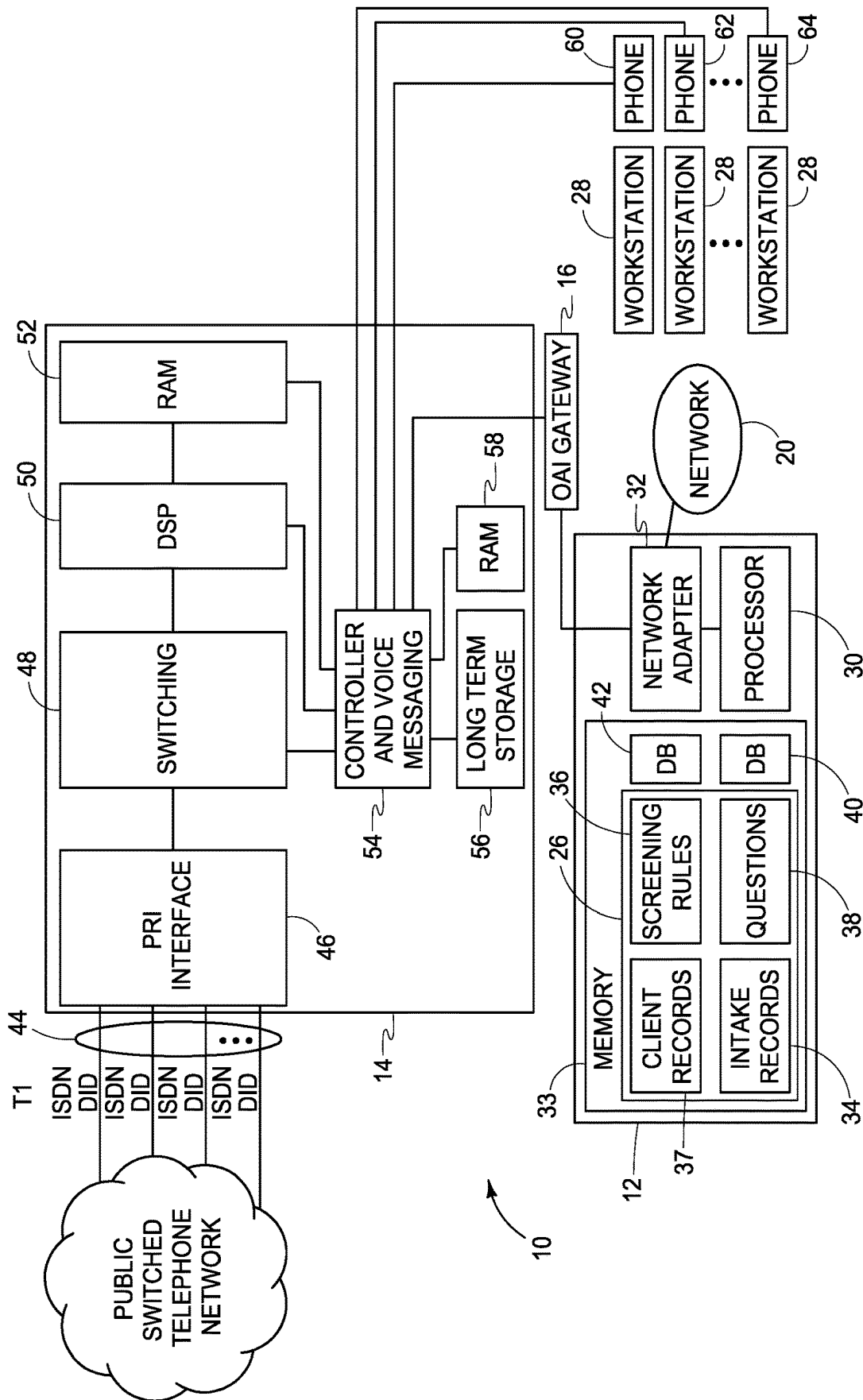


FIG. 2

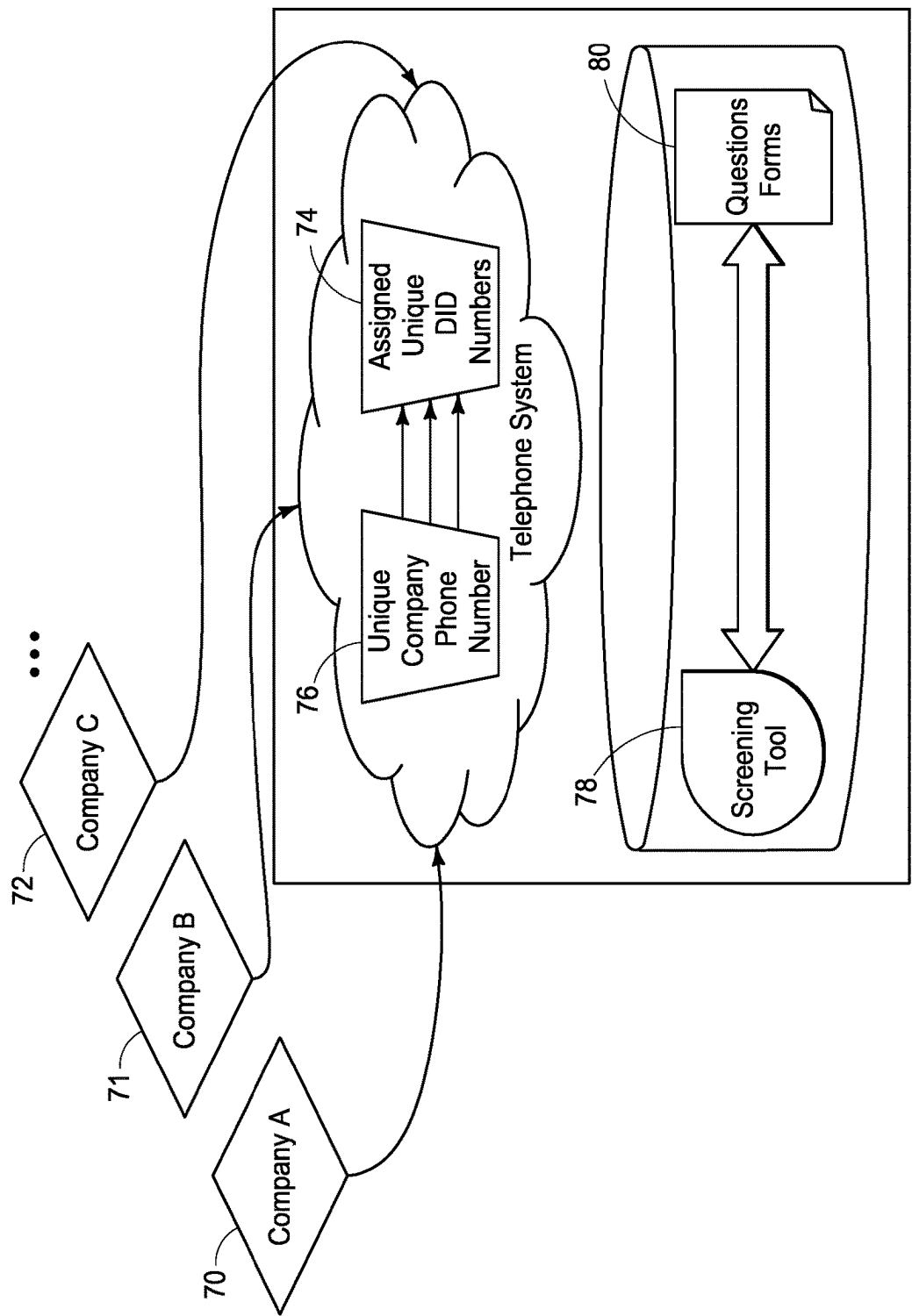


FIG. 3

82

86

Description

84

This is an example

88

Algorithm Conditions (ALL must apply for rule to kick in)

88

→ •

96

Date of Matter?

90

↑

98

Within Days

98

94

Score

92

0

100

minDays..maxDays before Intake Date

100

▼

X

(use < 0 for "days after", e.g. "-10...-Infinity" is valid)

102

Create Screening Rule

104

Cancel

FIG. 4

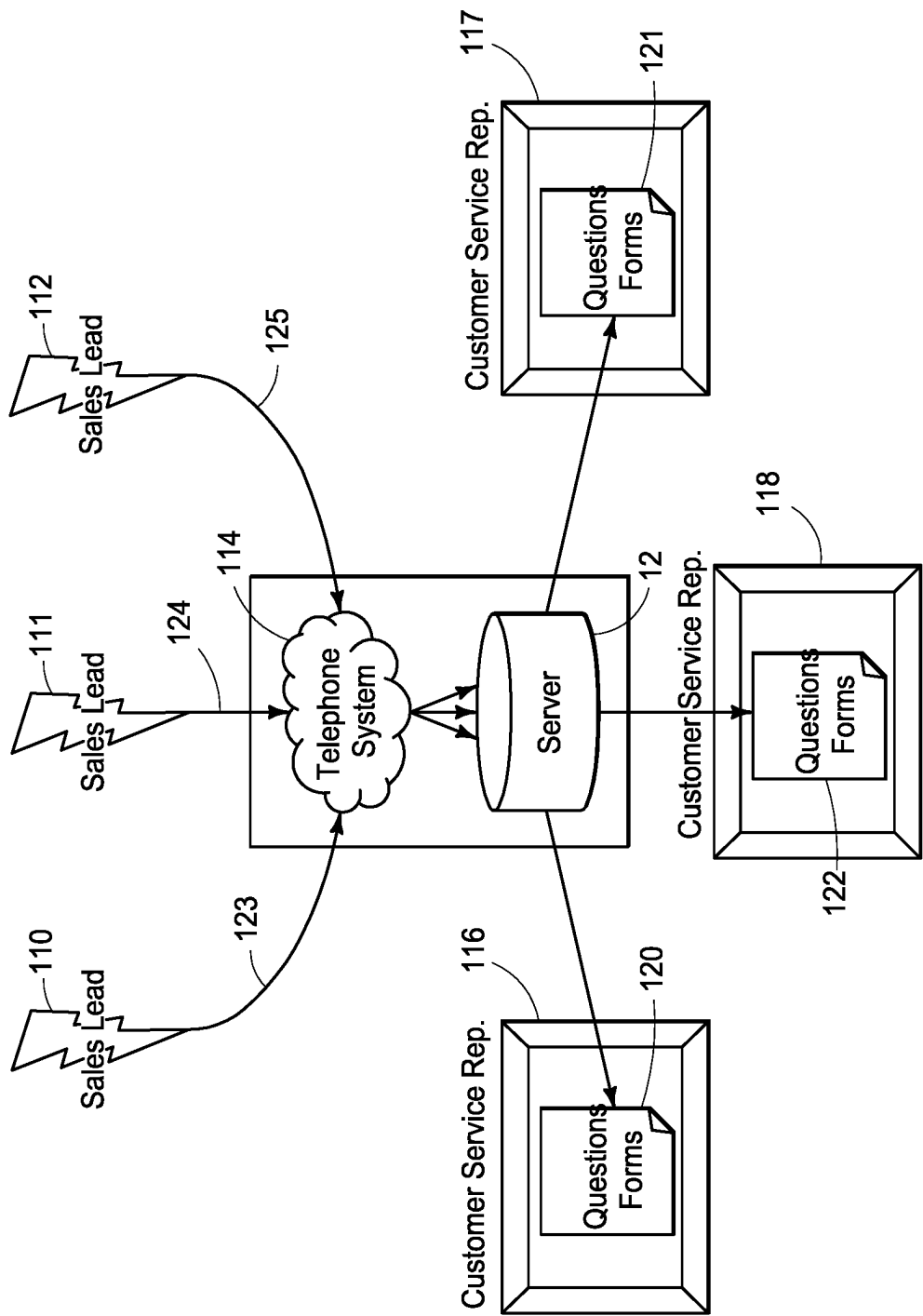


FIG. 5

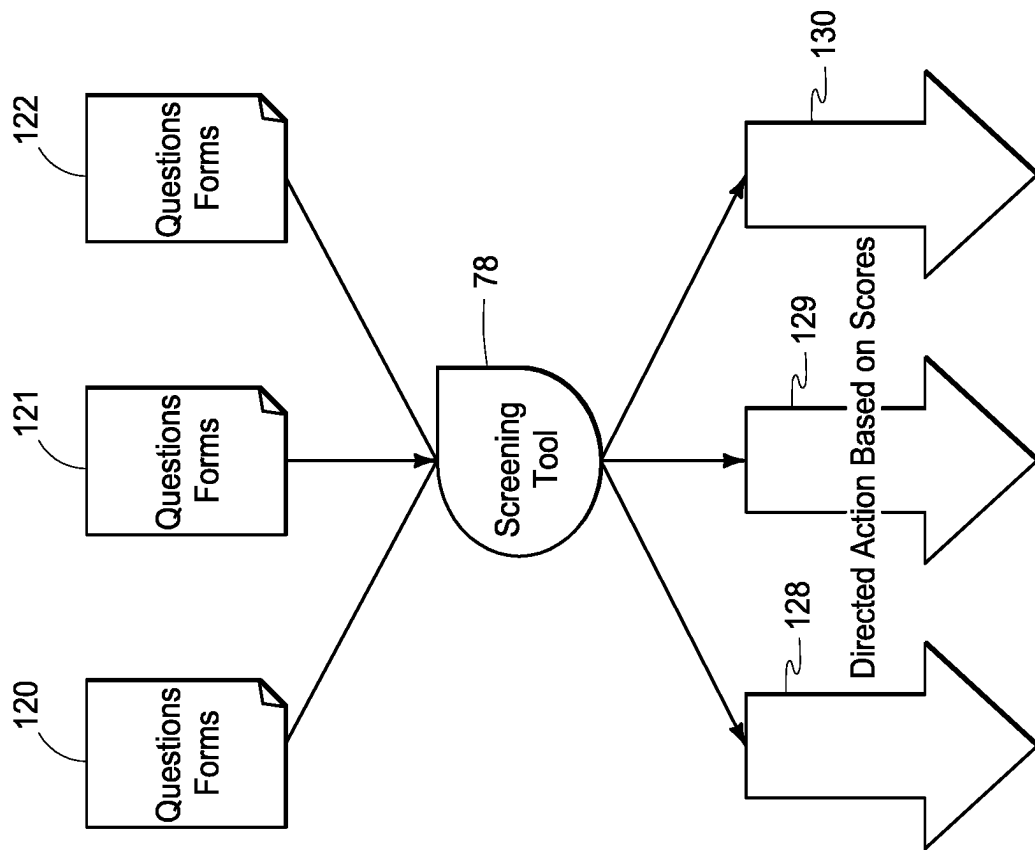


FIG. 6

IP #157854, Sanchez 12/03...
<https://intake.upcyclelegal.com/intakes/157854/edit>

Home Admin Questionnaires Calls Intakes

Intake Locked
 User tjw is editing this intake.
 A notification has been sent.

#157854

Print this Intake

Created @ 12/03/2015 12:07PM

Case Number: 220

Number Of Cases: 220

Disposition:

Full Appt

Attorney Live Call: No

Admin Follow-Up

Want: Yes

No Charge: No

Attachments (0):

Drop new Attachment here, or Browse for file...

Notes (0):

Add Note

Index: 1000

Description = Mouse Trap

Great Idea = Yes

Revenue = No

Delete this Intake

200 202 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000

FIG. 7

ConverTrack

https://intake.upcyclelegal.com/scoring..rules.html?utf8=✓&filter[specialty..id]=43

Description
Perfect

Score
1000000

Screening Conditions (All must apply for rule to kick in)

- Do you have a great idea is Yes
- Will it generate a lot of revenue? is Yes
- How would you best describe it? in ✖ Better than the Mouse Trap

Add Condition

Update Screening Rule Cancel Delete

FIG. 8

[https://intake.upcyclelegal.com/questions.html?utf8=✓&filter\[specialty..id\]=43](https://intake.upcyclelegal.com/questions.html?utf8=✓&filter[specialty..id]=43)

Specialty

▼

292

Position: 0.0

294

Name

296

Response type: ▼

298

Lookup: -None-

300

Code

302

Show Text On Digest: ☒

304

(note: no matter your selection, this question will NOT show up unless there is actual answer)

Active: ☒

306

Help Text:

308

Create Question

310

Cancel

312

290

FIG. 9

[https://intake.upcyclelegal.com/questions.html?utf8=✓&filter\[specialty..id\]=43](https://intake.upcyclelegal.com/questions.html?utf8=✓&filter[specialty..id]=43)

Specialty
IP Intake for Demonstration - IP
292

Position:
4
294

Name
Have you ever seen this invention before?
296

Response type:
298

Lookup:

Code
Test
Text Area
Number
Date
Datetime
Yes No
Select One
Group Start

Show Text On Digest:

Active:

Help Text:

Create Question
Cancel
310
312

FIG. 10

ConverTrack

https://intake.upcyclelegal.com/scoring..rules.html?utf8=✓&filter[specialty..id]=43

Description

test

Score

0

Screening Conditions (ALL must apply for rule to kick in)

Add Condition

Create Screening Rule

Cancel

FIG. 11

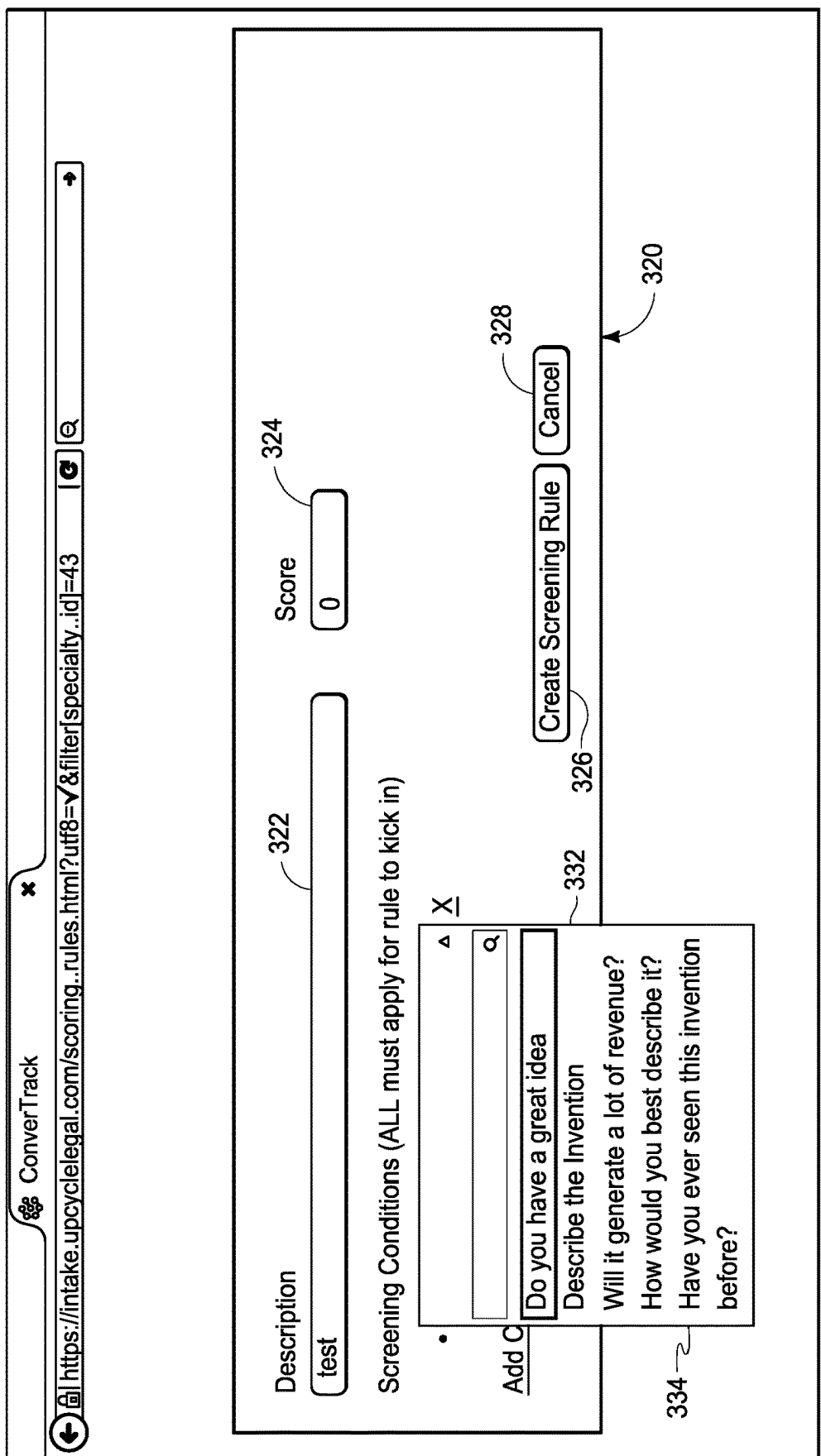


FIG. 12

ConverTrack

https://intake.upcyclelegal.com/scoring..rules.html?utf8=✓&filter[specialty..id]=43

Description

test

Score

-500

Screening Conditions (ALL must apply for rule to kick in)

• Have you ever seen this invention... ✕

Is

Yes

X

Add Condition

Create Screening Rule

Cancel

FIG. 13

IP #157854, Sanchez 12/03...
<https://intake.upcyclelegal.com/intakes/157854/edit>

Home Admin Questionnaires Calls Intakes Quick Search Dee IP Guy
 Create new Encounter for Contact IP

IP #157854

Print this Intake

Created @ 12/03/2015 12:07PM
 Case Number: 220
 Number Of Cases: 220

Disposition:
 Full Appt *
 Attorney Live Call: No
 Admin Follow-Up
 Want: Yes *
 No Charge: ☐
 Attachments (0):

Drop new Attachment here, or Browse for file...
 Add Note

Notes (0):
 Index: -475
 Description = Potential
 Great Idea = Yes
 Revenue = No
 test

Delete this Intake

204 → Do you have a great idea Yes No !!
 205 → Describe the Invention Screening Tool
 206 → Will it generate a lot of revenue? Yes No !!
 207 → How would you best describe it? It has real potential * !!
 208 → Have you ever seen this invention before? Yes No !!

214 Index: -475
 216 Description = Potential
 232 Great Idea = Yes
 234 Revenue = No
 test

352

350

242

FIG. 14

370

IP #157854, Sanchez 12/03...✖

https://intake.upcyclelegal.com/intakes/157854/edit

Home Admin Questionnaires Calls Intakes

Lookups
Question
Specialties
Questionnaires
Marketing Sources
Screening Rules

Source ▾

Intake Locked
User tjw is editing this intake.
A notification has been sent.

Email Done

Eric Sanchez

Potential Client

First Name Eric 372

Last Name Sanchez 374

Nickname 376

Potential Client

Type Self ▾ 378

Caller if not Same As Potential Client

First Name (C) Self 380

Last Name (C) Self 382

Relationship to Potential Client

Self ▾ 384

Contact's Street Address Toggle Map

Address 28 S. Mong Street 386

City Durham 388

State NC 390

Zip Code 27010 392

Email esanchez@mymail.com 394

Referred By 396

Marketing Source ▾ 398

Language English 400

Gender Male 402

Race White 404

Birth Date 1/2/1971 406

Age 45 408

Phone Number 919-688-1234 410

Add Phone Number 412

Type Office 412

Possible existing Contacts

Sanchez, Eric
280 S. Mong Street,
Durham NC 27010
pick

Sanchez, Michael
PO Box 101
Durham NC 27010
pick

2 matches

246

FIG. 15

FIG. 16A

FIG. 16

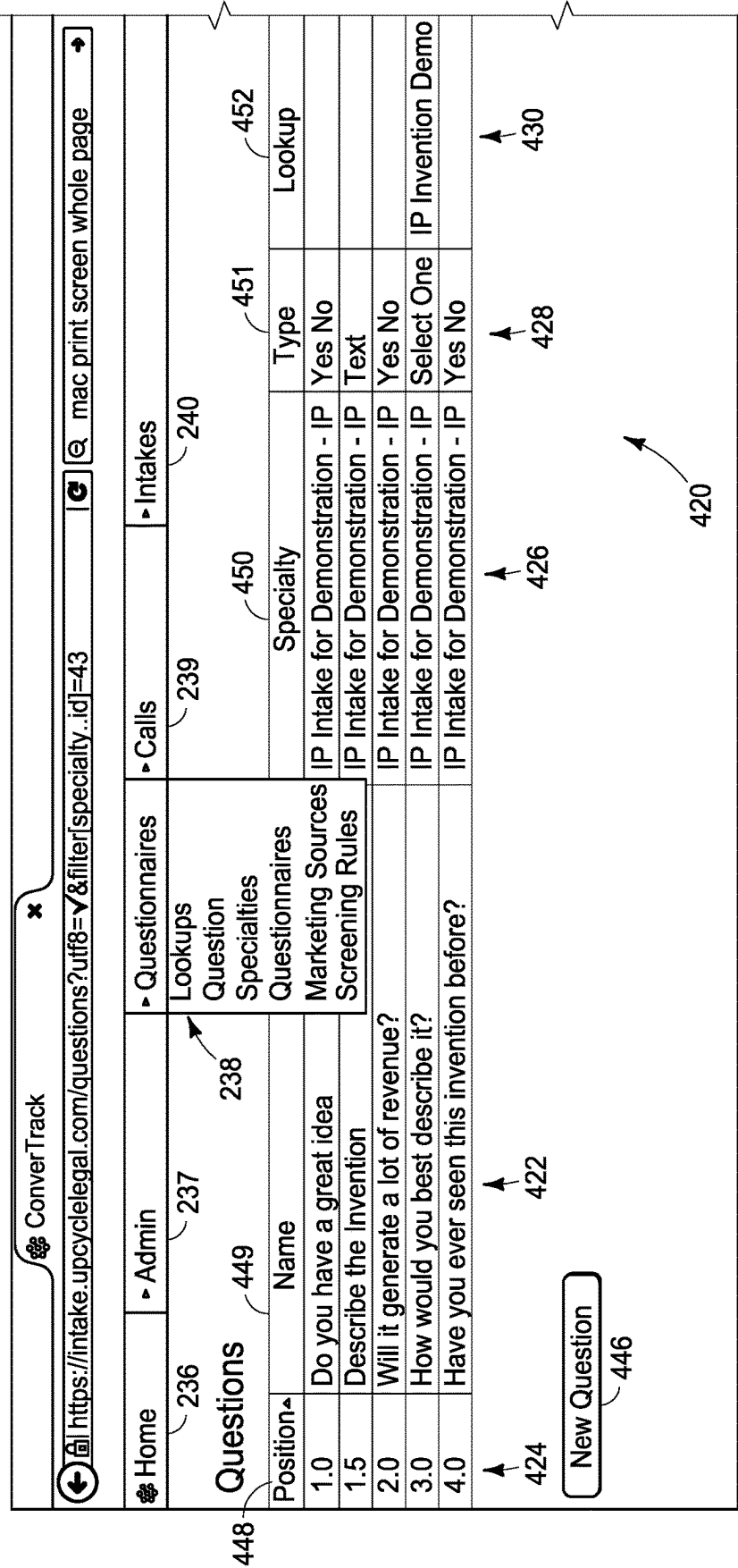


FIG. 16A

Quick Search

► Dee IP Guy

IP Intake for Demonstration - IP

✕ ▾

Show Text On Digest	Code	Active	Help Text	Num. answers	
Yes		Yes	No	1 →	Edit
Yes		Yes	No	1 →	Edit
Yes		Yes	No	1 →	Edit
Yes		Yes	No	1 →	Edit
Yes		Yes	No	0 →	Edit

432

434

436

438

440

FIG. 16B

[https://intake.upcyclelegal.com/questions?utf8=✓&filter\[specialty..id\]=43](https://intake.upcyclelegal.com/questions?utf8=✓&filter[specialty..id]=43)

Home

Admin

Questionnaires

Calls

Intakes

Quick Search

Dee IP Guy

236

237

238

239

240

IP Intake for Demonstration - IP

492

Screening Rules

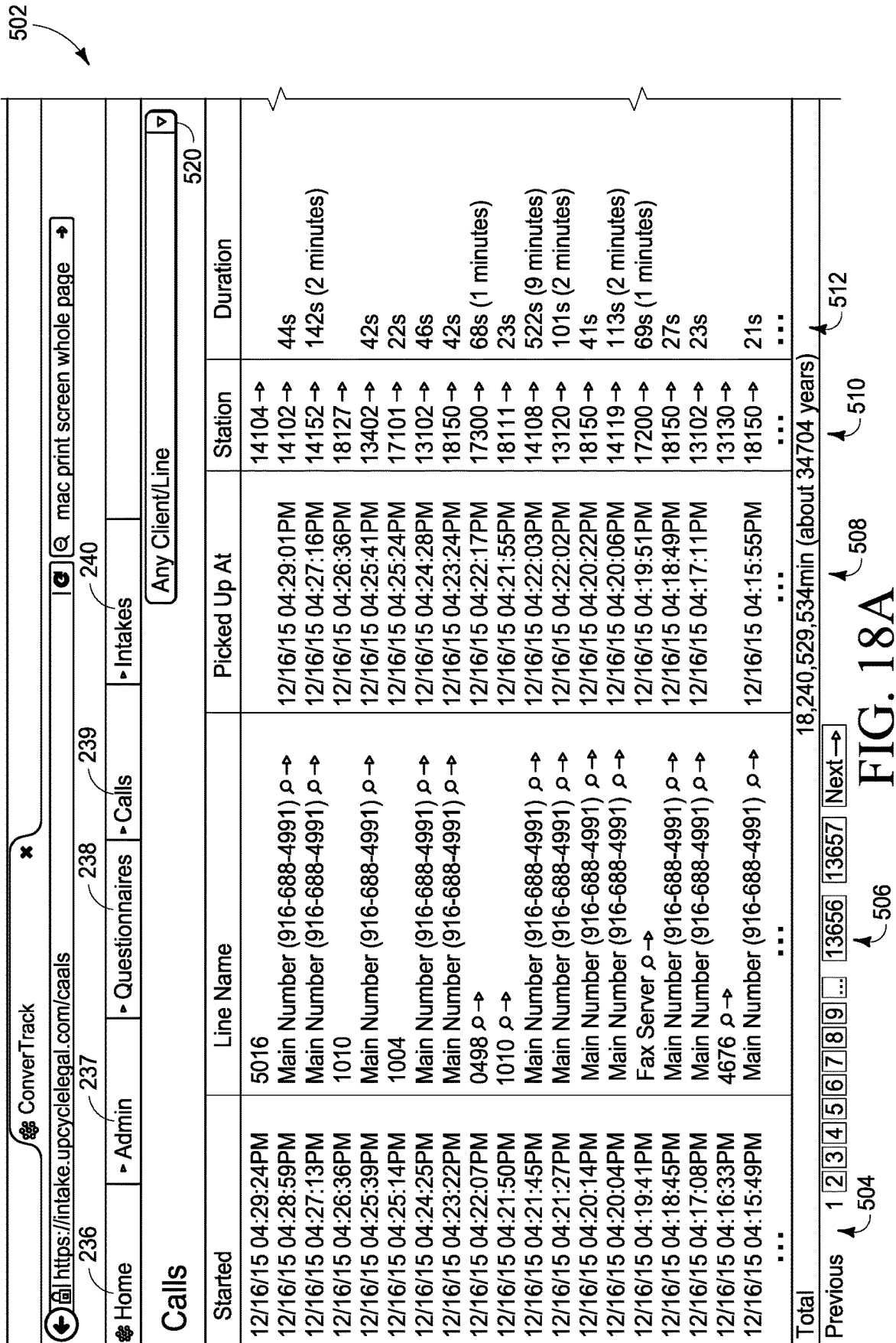
Specialty	Description	Screening Conditions	Score
IP Intake for Demonstration -IP	Description = Mouse Trap	How would you best describe it?: in [Better than the Mouse Trap]	1000 Edit
IP Intake for Demonstration -IP	Description = Not Worth Time	How would you best describe it?: in [Probably not worth anyone's time]	-1000 Edit
IP Intake for Demonstration -IP	Description = Potential	How would you best describe it?: in [It has real potential]	25 Edit
IP Intake for Demonstration -IP	Great Idea = Yes	Do you have a great idea: yes	50 Edit
IP Intake for Demonstration -IP	Idea = No	Do you have a great idea: no	-1000 Edit
IP Intake for Demonstration -IP	Perfect	Do you have a great idea: yes Will it generate a lot of revenue?: yes How would you best describe it?: in [Better than the Mouse Trap]	1000000 Edit
IP Intake for Demonstration -IP	Revenue = No	Will it generate a lot of revenue?: no	-50 Edit
IP Intake for Demonstration -IP	Revenue = Yes	Will it generate a lot of revenue?: yes	25 Edit

[New Screening Rule](#)

[Download CSV](#)
[Download Condition Details CSV](#)

FIG. 17

FIG. 18A FIG. 18B FIG. 18



502

Quick Search				Dee IP Guy
- Select Status - ▾	Answered + Un-answered ▾	Started	On Or After	On Or Before
522	524	526	528	528
Caller Number	Caller ID	OAI Call ID	Intake	
17045443503	Insurers	1XX5301	Create Intake	
19195258233	DEE MALHOTRA	1XX5201	Create Intake	
19195911983	WIRELESS CALLER	1XX4*01	Create Intake	
19198143222	KCDS	1XX4501	Create Intake	
12523436037	WIRELESS CALLER	1XX4001	Create Intake	
19197436185	ND SG MC IND COM	1XX3F01	Create Intake	
12522887726	WIRELESS CALLER	1XX3901	Create Intake	
12522539311	WIRELESS CALLER	1XX3201	Create Intake	
		1XX2#01	Create Intake	
19198143222	KCDS	1XX2501	Create Intake	
19104018065	WIRELESS CALLER	1XX2201	Create Intake	
19192653069	NADIA YUNIKOV	1XX2101	Create Intake	
19602377282	UNKNOWN NAME	1XX1801	Create Intake	
18004422075	UNKNOWN NAME	1XX1701	Create Intake	
16032451054	CARCO	1XX1301	Create Intake	
19192693135	MICHAEL SMITH	1XX0P01	Create Intake	
19199045134	WIRELESS CALLER	1XX0*01	Create Intake	
19199415549	FAMILY DENTAL	1XX0501	Create Intake	
19193230722	WIRELESS CALLER	1XX0201	Create Intake	
...	...	...	...	

519

516

514

FIG. 19A

FIG. 18B

FIG. 19B

FIG. 19

Client	Name	Checklistable Type
James Scott Farrin 552	ED - Appraiser	Involvement
James Scott Farrin 553	ED - Condemnation	Case
James Scott Farrin 554	ED - Demand	Case
James Scott Farrin 555	ED - Discovery (fr Nor)	Case
James Scott Farrin 556	ED - Discovery (to Nor)	Case
James Scott Farrin 557	ED - Initial	Case
James Scott Farrin 558	ED - Mediation	Case
James Scott Farrin 559	ED - NEG	Case
James Scott Farrin 560	ED - Pre-DMD-Review	Case
James Scott Farrin 561	ED - PRR	Case
James Scott Farrin 562	ED - Rec'd Complaint	Case
James Scott Farrin 563	ED - Trial	Case
James Scott Farrin 564	ED - WOC	Case
James Scott Farrin 565	PI - ALL-Defendant DWI	Case
James Scott Farrin 566	PI - ALL-Property Damage	Case

FIG. 19A

Eric [Search] [Window] [Close]

Operations [Home] [Grid] [User] [Search] [User/Group] [Folder] [Refresh] [EJS] [HELP]

Filter condition 576

- Case Practice Area:ED
- Involvement Type:["Appraiser-Condemnors", "Appraiser-PO"]
- Case Practice Area:ED
- Case DOI during:["after"=>"01/01/0001", "before"=>" "]
- Case Practice Area:ED
- Case Practice Area:ED
- Case DOI during:["after"=>" ", "before"=>"01/01/0001"]
- Case Practice Area:ED
- Case DOI during:["after"=>" ", "before"=>"01/01/0001"]
- Case Practice Area:ED
- Case Practice Area:ED
- Case Question ID answered: 109
- Case DOI during:["after"=>" ", "before"=>"01/01/0001"]
- Case Practice Area:ED
- Case Status:["Neg"]
- Case Practice Area:ED
- Case Status:["HDP"]
- Case Practice Area:ED
- Case Practice Area:ED
- Case DOI during:["after"=>" ", "before"=>"01/01/0001"]
- Case Practice Area:ED
- Case Question ID answered: 152
- Case DOI during:["after"=>" ", "before"=>"01/01/0001"]
- Case Practice Area:ED
- Case Status:["WOC"]
- Case Question ID answered: 428
- Case Practice Area:PI
- Case Practice Area:PI
- Case Question ID answered: 419

Select Checklistable Type- 582

Case

Record Request

Insurance Policy

Involvement

Note

2	Edit
4	Edit
3	Edit
5	Edit
1	Edit
2	Edit
5	Edit
5	Edit
9	Edit
2	Edit
1	Edit
1	Edit

580

FIG. 19B

CaseeAdmin			General	Configure
Checklists	Client		Name	Checklistable Type
James Scott Farrin	ED - Condemnation		Case	
James Scott Farrin	ED - Demand		Case	
James Scott Farrin	ED - Discovery (fr Nor)		Case	
James Scott Farrin	ED - Discovery (to Nor)		Case	
James Scott Farrin	ED - Initial		Case	
James Scott Farrin	ED - Mediation		Case	
James Scott Farrin	ED - NEG		Case	
James Scott Farrin	ED - Pre-DMD-Review		Case	
James Scott Farrin	ED - PRR		Case	
James Scott Farrin	ED - Rec'd Complaint		Case	
James Scott Farrin	ED - Trial		Case	
James Scott Farrin	ED - WOC		Case	
James Scott Farrin	PI - ALL-Defendant DWI		Case	
James Scott Farrin	PI - ALL-Property Damage		Case	
James Scott Farrin	PI - ALL-WOM		Case	

FIG. 20A

FIG. 20A

FIG. 20B

FIG. 20

Filter condition	Count	Action
• Case Practice Area:ED	12	Edit
• Case DOI during:[\"after\"=>\"01/01/0001\", \"before\"=>\" \"]		
• Case Practice Area:ED	6	Edit
• Case Practice Area:ED	2	Edit
• Case DOI during:[\"after\"=>\" \", \"before\"=>\"01/01/0001\"]		
• Case Practice Area:ED	4	Edit
• Case DOI during:[\"after\"=>\" \", \"before\"=>\"01/01/0001\"]		
• Case Practice Area:ED	3	Edit
• Case Practice Area:ED	5	Edit
• Case Question ID answered: 109		
• Case DOI during:[\"after\"=>\" \", \"before\"=>\"01/01/0001\"]		
• Case Practice Area:ED	1	Edit
• Case Status:[\"Neg\"]		
• Case Practice Area:ED	2	Edit
• Case Status:[\"HDP\"]		
• Case Practice Area:ED	5	Edit
• Case Practice Area:ED	5	Edit
• Case DOI during:[\"after\"=>\" \", \"before\"=>\"01/01/0001\"]		
• Case Practice Area:ED	9	Edit
• Case Question ID answered: 152		
• Case DOI during:[\"after\"=>\" \", \"before\"=>\"01/01/0001\"]		
• Case Practice Area:ED	2	Edit
• Case Status:[\"WOC\"]		
• Case Question ID answered: 418	1	Edit
• Case Practice Area:PI		
• Case Practice Area:PI	1	Edit
• Case Question ID answered: 429		
• Case Practice Area:ED	4	Edit
• Case Status:[\"WOM\"]		

FIG. 20B

FIG. 21A

FIG. 21B

FIG. 21

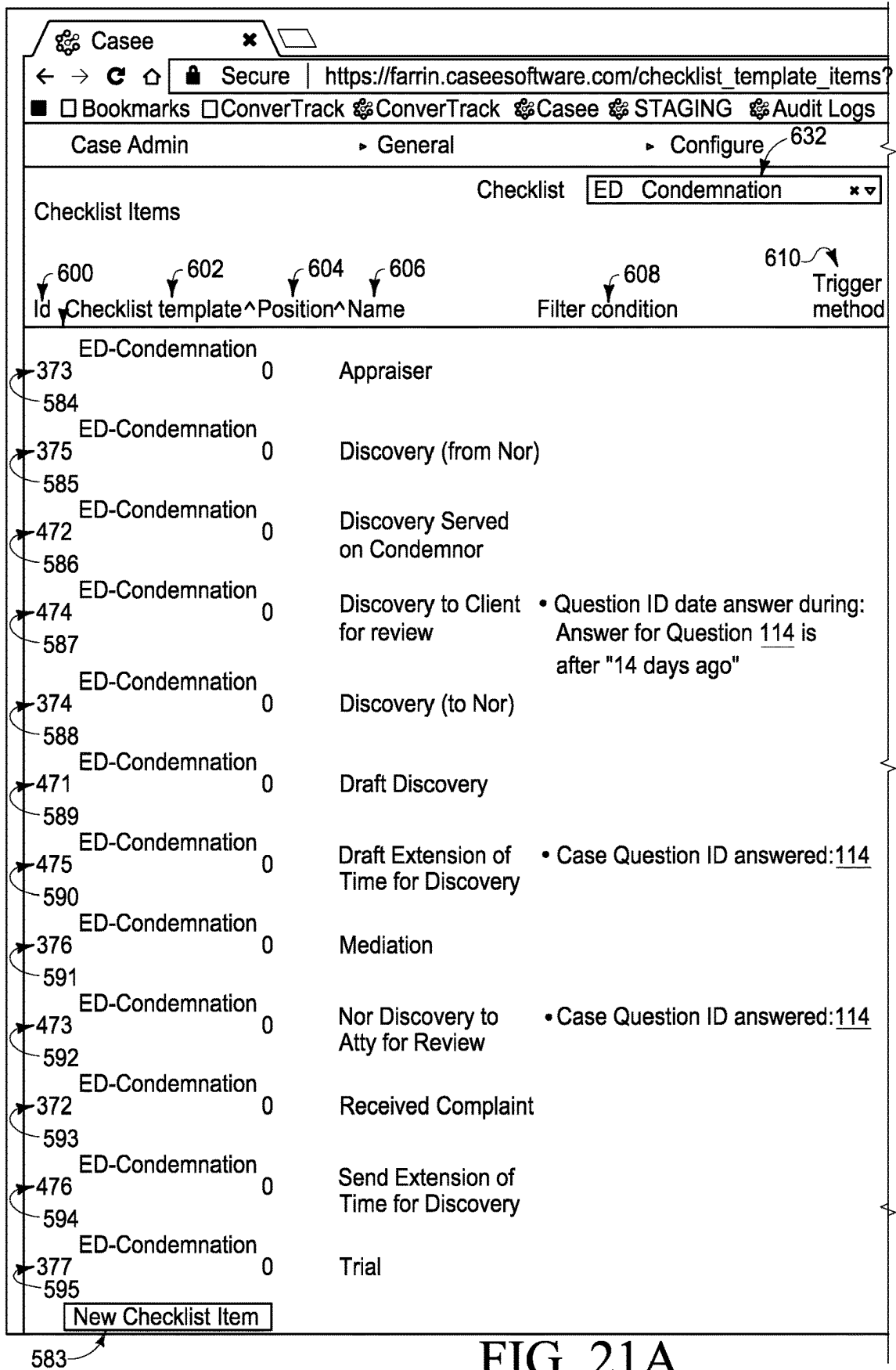


FIG. 21A

Eric										-	□	✕
filter%5Bchecklis_template_id%5D=42										🔍	★	⋮
634		636				638						
Operations		🏠	📊	👤	🔍	👤/🏠	📄	🔄	EJS	HELP		
Name		Child Item Of		Select Parent Checklist Item				☐ Roots only Only				
612 Days due	614 Repeating	616 Limitations	618 Keep once triggered	620 Assignee/ Assgn. Inv. Type	622 Mail merge template	624 Parent	626 Children	628 Comment				
0	No	No	No	Primary Paralegal			0	630 Edit				
0	No	No	No	Primary Paralegal			0	Edit				
7	No	No	No	Primary Paralegal		Draft Discovery	0	Edit				
0	No	No	No	Primary Paralegal			0	Edit				
0	No	No	No	Primary Paralegal			0	Edit				
30	No	No	No	Primary Paralegal		Received Complaint	1	Edit				
0	No	No	No	Primary Paralegal			1	Edit				
0	No	No	No	Primary Paralegal			0	Edit				
0	No	No	No	Primary Paralegal			0	Edit				
0	No	No	No	Primary Paralegal			1	Edit				
7	No	No	No	Primary Paralegal		Draft Extension of Time for Discovery	0	Edit				
0	No	No	No	Primary Paralegal			0	Edit				
Displaying all 12 Checklist Items												

FIG. 21B

Casee  

Secure | https://farrin.casesoftware.com/checklist_template_items?filter%5Bcheckboxtemplate_id%5D=42

☐ Bookmarks ☐ ConverTrack  ConverTrack  Casee  STAGING  Audit Logs

Checklist Items for Checklist "ED-Condemnation"
for Checklist Type Case  643

Position/ Name  644 Comment

0 Draft Discovery

Additional Conditions for Qualifying Cases

Note: This Checklist Item is only applicable if all Filter condition are fulfilled in addition to Checklist's Filter condition (-Case Practice

Add Rule  646

Parent Checklist Item  648

Received Complaint  *  652 of the Parent Checklist Item.

Who will be assigned to the Task  650 OR  

Primary Paralegal  * 

When is the Task due?

Days due  654 days after  656 of the Case. ☐ 657 Repeating

When Task completed, trigger Mail Merge

Mail merge template  660

☐ Update Checklist Item  662

FIG. 22A

FIG. 22A FIG. 22B FIG. 22

Eric - □ ×	
a ☆ ::	
☐ Limitations Keep once triggered ☐	
Aria:ED - Case DOI during: ["after"=>"01/01/0001", "before=>" "]). only when the parent task is will be the completion date	
If the Trigger Method is provided, the Due Date will be Days Due after the date returned by sending that trigger method to the Case. If no date is returned, the calculation is based on the date that this task becomes applicable. If no Trigger Method is provided, and this Checklist Item has a Parent Checklist Item, the Due Date calculation is based on the Completion Date of the parent. Otherwise the Due Date is will be Days Due after the day that the task is being created (the day the checklist template item first becomes applicable).	
Leave blank if no Mail Merge should be triggered. Only Mail Merges applicable to Cases are available. Mail Merges might trigger a Record Request, but this is up to the Mail Merge Template itself!	
Cancel 670	Delete 664
Created by EJS on 12/01/2016 at 08:46am Updated by EJS on 12/01/2016 at 08:59am	

FIG. 22B

Casee

Secure

https://farrin.caseesoftware.com/checklist_template_items?filter%5Bchecklist_template_id%5D=42

Bookmarks

ConverTrack

ConverTrack

Casee

STAGING

Audit Logs

Checklist Items for Checklist "ED-Condernation"

for Checklist Type Case

Position/

Name

644

0

Draft Discovery

648

Comment

668

Additional Conditions for Qualifying Cases

Note: This Checklist Item is only applicable if all Filter condition are fulfilled in addition to Checklist's Filter condition (- Case Practice

Case Type

MT

IP

BF

EM1

EM3

EM2

L3

AWN

Add Rule

Parent Checklist Item

Received Complaint

Who will be assigned to the Task

Primary Paralegal

When is the Task due?

Days due

30

days after

Trigger method

Repeating

of the Case.

When Task completed, trigger Mail Merge

Mail merge template

Update Checklist Item

FIG. 23A

FIG. 23B FIG. 23C

Eric - □ ×	
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4	
Limitation	Keep once triggered
□	□
Aria:ED - Case DOI during: ["after"=>"01/01/0001", "before"=>" "]).	
only when the parent task is	
will be the completion date	
If the Trigger Method is provided, the Due Date will be Days Due after the date returned by sending that trigger method to the Case. If no date is returned, the calculation is based on the date that this task becomes applicable.	
If no Trigger Method is provided, and this Checklist Item has a Parent Checklist Item, the Due Date calculation is based on the Completion Date of the parent.	
Otherwise the Due Date is will be Days Due after the day that the task is being created (the day the checklist template item first becomes applicable).	
Leave blank if no Mail Merge should be triggered.	
Only Mail Merges applicable to Cases are available.	
Mail Merges might trigger a Record Request, but this is up to the Mail Merge Template itself!	
Cancel	Delete

FIG. 23B

Case  x 

Secure | https://farrin.caseesoftware.com/checklist_template_id%5D=42

☐ Bookmarks ☐ ConverTrack  ConverTrack  Case STAGING  Audit Logs

643

Checklist Items for Checklist "ED-Condernation"
for Checklist Type Case

Position Name 644
0 Draft Discovery

Additional Conditions for Qualifying Cases
Note: This Checklist Item is only applicable if all Filter condition are fulfilled in addition to Checklist's Filter condition (- Case Practice Add Rule
Parent Checklist Item 648
Received Complaint

Received Complaint
Appraiser
Discovery (to NOR)
Discovery (from NOR)
Mediation
Trial
Nor Discovery to Atty for Review
Discovery to Client for review

of the Case. ☐ Repeating 657

When Task completed, trigger Mail Merge
Mail merge template

Update Checklist Item

FIG. 24A

FIG. 24B

FIG. 24

Eric - □ ×	
a ☆	
4	
☐ Limitation	☐ Keep once triggered
Aria:ED - Case DOI during: ["after"=>"01/01/0001", "before"=>" "]). only when the parent task is will be the completion date	
If the Trigger Method is provided, the Due Date will be Days Due after the date returned by sending that trigger method to the Case. If no date is returned, the calculation is based on the date that this task becomes applicable. If no Trigger Method is provided, and this Checklist Item has a Parent Checklist Item, the Due Date calculation is based on the Completion Date of the parent. Otherwise the Due Date is will be Days Due after the day that the task is being created (the day the checklist template item first becomes applicable).	
Leave blank if no Mail Merge should be triggered. Only Mail Merges applicable to Cases are available. Mail Merges might trigger a Record Request, but this is up to the Mail Merge Template itself!	
Cancel	Delete

FIG. 24B

Case x

Secure | https://farrin.caseesoftware.com/checklist_template_items?filter%5Bchecklist_template_id%5D=42

Bookmarks ConverTrack ConverTrack Case STAGING Audit Logs

Checklist Items for Checklist "ED-Condernation" for Checklist Type Case

Position Name 644

0 Draft Discovery 640

Additional Conditions for Qualifying Cases

Note: This Checklist Item is only applicable if all Filter condition are fulfilled in addition to Checklist's Filter condition (- Case Practice

Add Rule

Parent Checklist Item 648 450 652 If you pick a Parent, this Checklist Item will be applicable completed. The default Trigger Method (when left blank of the Parent Checklist Item.

Received Complaint x v

Who will be assigned to the Task

Primary Paralegal x v OR Staff Person v

When is the Task due?

Days due 30 654

Trigger method

Repeating of the Case. 657

656

case close date

case_date_of_incident

case_date_of_incident_change

case_open_date

closed_on

created_at

explicit_statute_of_limitations_on

status_change_date

When Task completed

Mail merge template

Update Checklist Item

FIG. 25A

FIG. 25B FIG. 25

Eric

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Limitation

□

Keep once triggered

□

Aria:ED

- Case DOI during: ["after"=>"01/01/0001", "before"=>""]).

only when the parent task is

will be the completion date

If the Trigger Method is provided, the Due Date will be Days Due after the date returned by sending that trigger method to the Case. If no date is returned, the calculation is based on the date that this task becomes applicable.

If no Trigger Method is provided, and this Checklist Item has a Parent Checklist Item, the Due Date calculation is based on the Completion Date of the parent.

Otherwise the Due Date is will be Days Due after the day that the task is being created (the day the checklist template item first becomes applicable).

Leave blank if no Mail Merge should be triggered.

Only Mail Merges applicable to Cases are available.

Mail Merges might trigger a Record Request, but this is up to the Mail Merge Template itself!

Cancel

Delete

Created by EJS on 12/01/2016 at 08:46am

Updated by EJS on 12/01/2016 at 08:59am

FIG. 25B

FIG. 26A

FIG. 26B

FIG. 26

Casee x

Secure | https://farrin.caseesoftware.com/checklist_template_items?filter%5Bchecklist_template_id%5D=42

Bookmarks ConverTrack ConverTrack Casee STAGING Audit Logs

Checklist Items for Checklist "ED-Condernation" for Checklist Type Case

Position Name
0 Draft Discovery

Additional Conditions for Qualifying Cases
Note: This Checklist Item is only applicable if all Filter condition are fulfilled in addition to Checklist's Filter condition (- Case Practice Add Rule 643
Parent Checklist Item
Received Complaint x v

Who will be assigned to the Task
Primary Paralegal x v OR Staff Person v

When is the Task due?
Days due 30 days after Trigger method Repeating of the Case. 657

When Task completed, trigger Mail Merge Mail merge template 658

000 CLIENT SATISFACTION SURVEY 000
902 WC NCIC FORM 18M 902
1007 WC Mot to Strike Reduce WC Lien 1007
862 ED-BANK LTR RE SEND BORROWER AUTH 862
856 ED-Fax Cover Sheet 856
205 LIT MOET 205
869 ED-PLEADING AND DISCOVERY INDEX 869
000P CLIENT SATISFACTION SURVEY 000SP

Update Checklist Item

FIG. 26A

Eric		-		x	
a		☆		...	
Limitation		Keep once triggered			
☐		☐			
Aria:ED Case DOI during: ["after"=>"01/01/0001", "before"=>" "]).					
only when the parent task is					
will be the completion date					
If the Trigger Method is provided, the Due Date will be Days Due after the date returned by sending that trigger method to the Case. If no date is returned, the calculation is based on the date that this task becomes applicable.					
If no Trigger Method is provided, and this Checklist Item has a Parent Checklist Item, the Due Date calculation is based on the Completion Date of the parent.					
Otherwise the Due Date is will be Days Due after the day that the task is being created (the day the checklist template item first becomes applicable).					
Leave blank if no Mail Merge should be triggered.					
Only Mail Merges applicable to Cases are available.					
Mail Merges might trigger a Record Request, but this is up to the Mail Merge Template itself!					
Cancel		Delete			

FIG. 26B

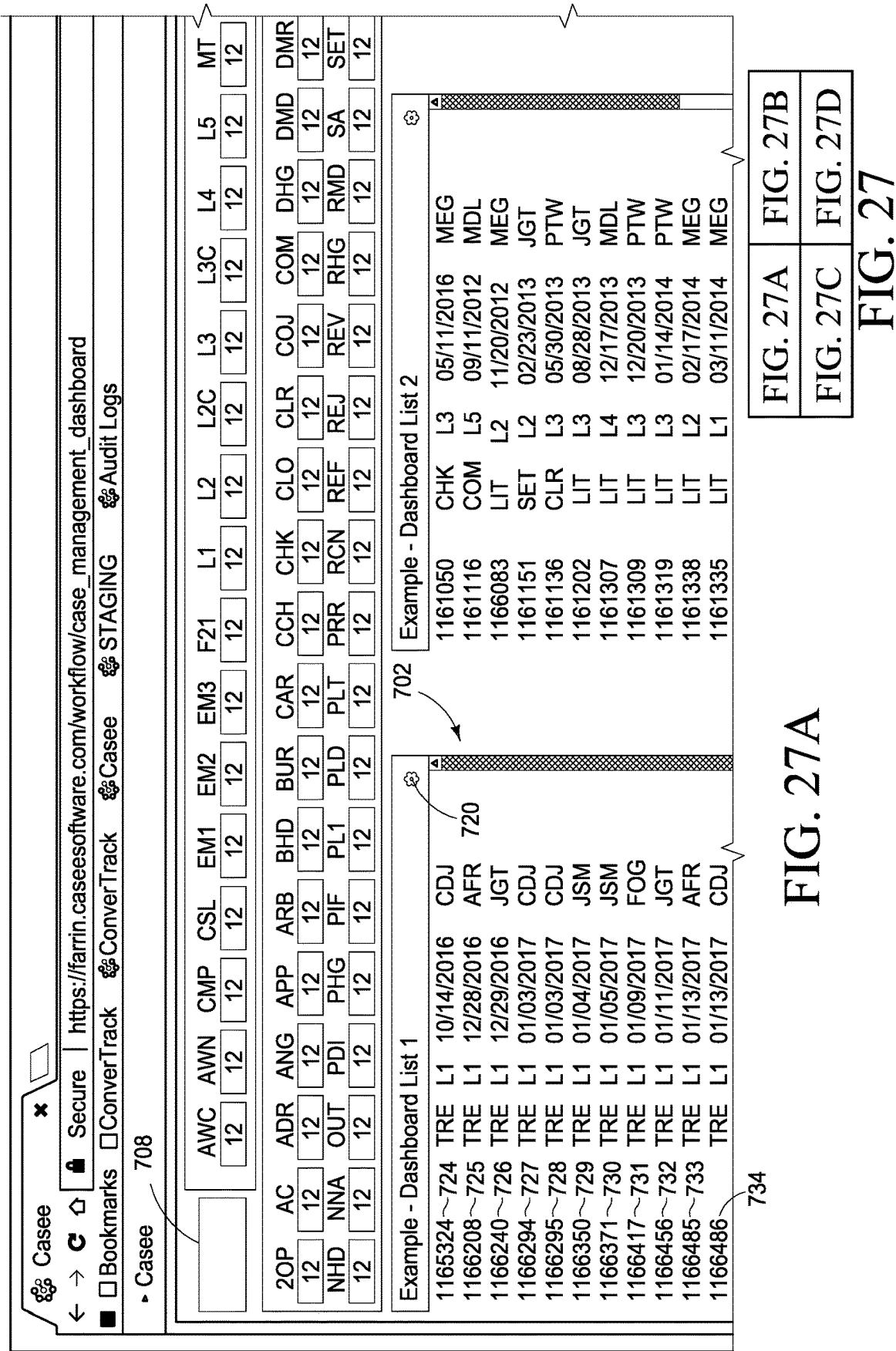


FIG. 27A

FIG. 27B

FIG. 27C

FIG. 27D

FIG. 27

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																				HELP			
																				EJS			
																				EJS			
																				Example			
																				714			
																				716			
																				712			
																				718			
																				Recalculate			
																				Example - Dashboard List 3			
																				Example - Dashboard List 4			
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																				Example - Dashboard List 100			

FIG. 27B

[illegible]

FIG. 27C

1165411	DMD	L1	10/19/2016	CDJ	1163904	CHK	L2	06/01/2016	AFR
1165335	WOO	L2	10/19/2016	FOG	1164557	SA	L2	08/02/2016	AFR
1165356	WOO	L2C	10/19/2016	EPH	1164598	CHK	L2C	08/04/2016	EPH
1165379	PDI	L1	10/20/2016	AFR	1164693	CLR	L2	08/12/2016	AFR
1165390	TRE	L1	10/20/2016	FOG	1164695	WOO	L2	08/13/2016	AFR
1165378	CHK	L1	10/20/2016	AFR	1165012	SET	L2	09/14/2016	AFR
1165400	WOM	L2	10/20/2016	MLS	1165093	WOO	L2	09/21/2016	AFR
1165387	WOO	L1	10/24/2016	AFR	1165191	SA	L2	09/30/2016	AFR
1165406	TRE	L1	10/24/2016	MLS	1165792	WOO	L2	11/22/2016	AFR
1165454	TRE	L2	10/25/2016	MLS	1165793	WOO	L2	11/22/2016	AFR

704

705

FIG. 27D

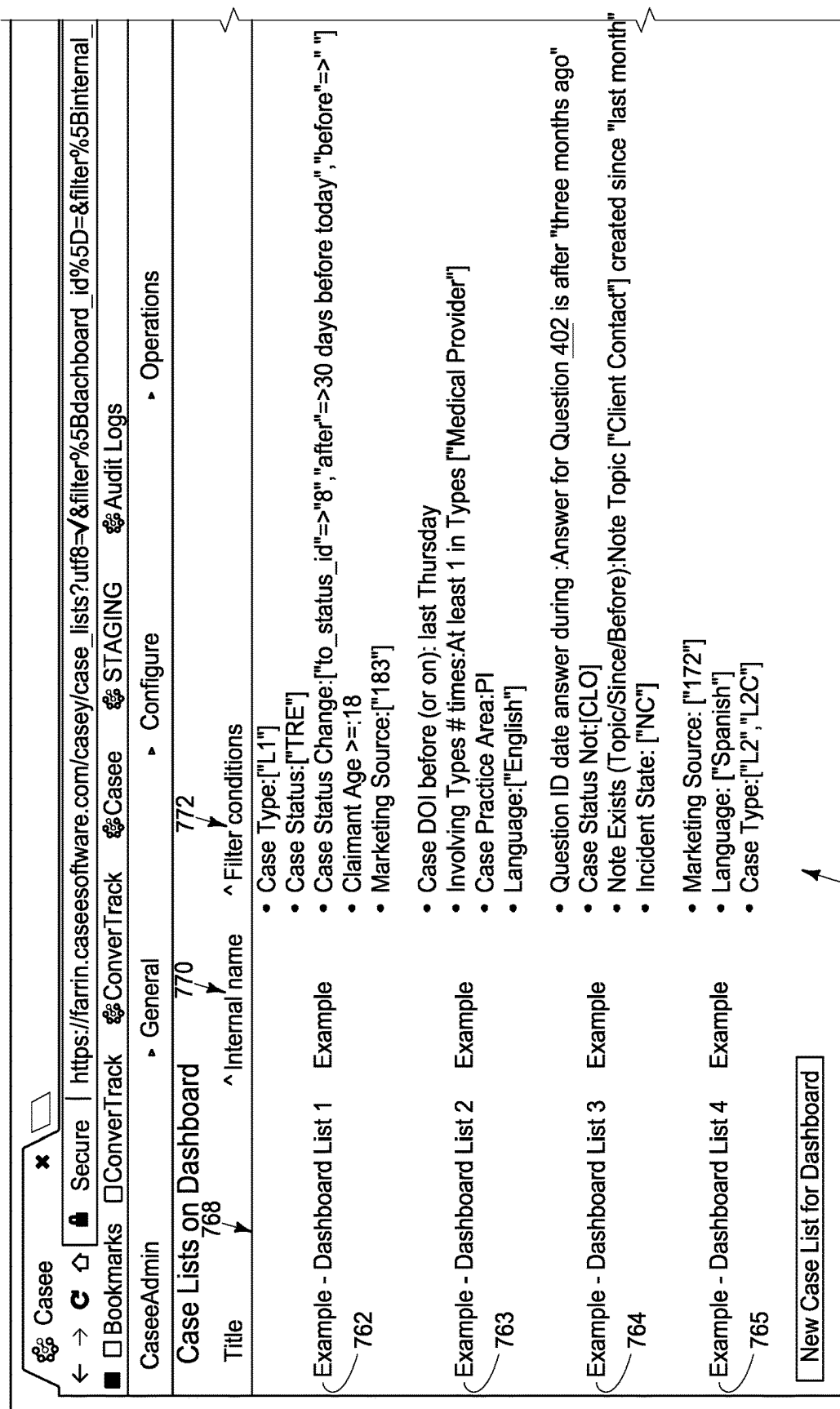


FIG. 28A FIG. 28B FIG. 28C FIG. 28D

760

FIG. 28A FIG. 28B FIG. 28

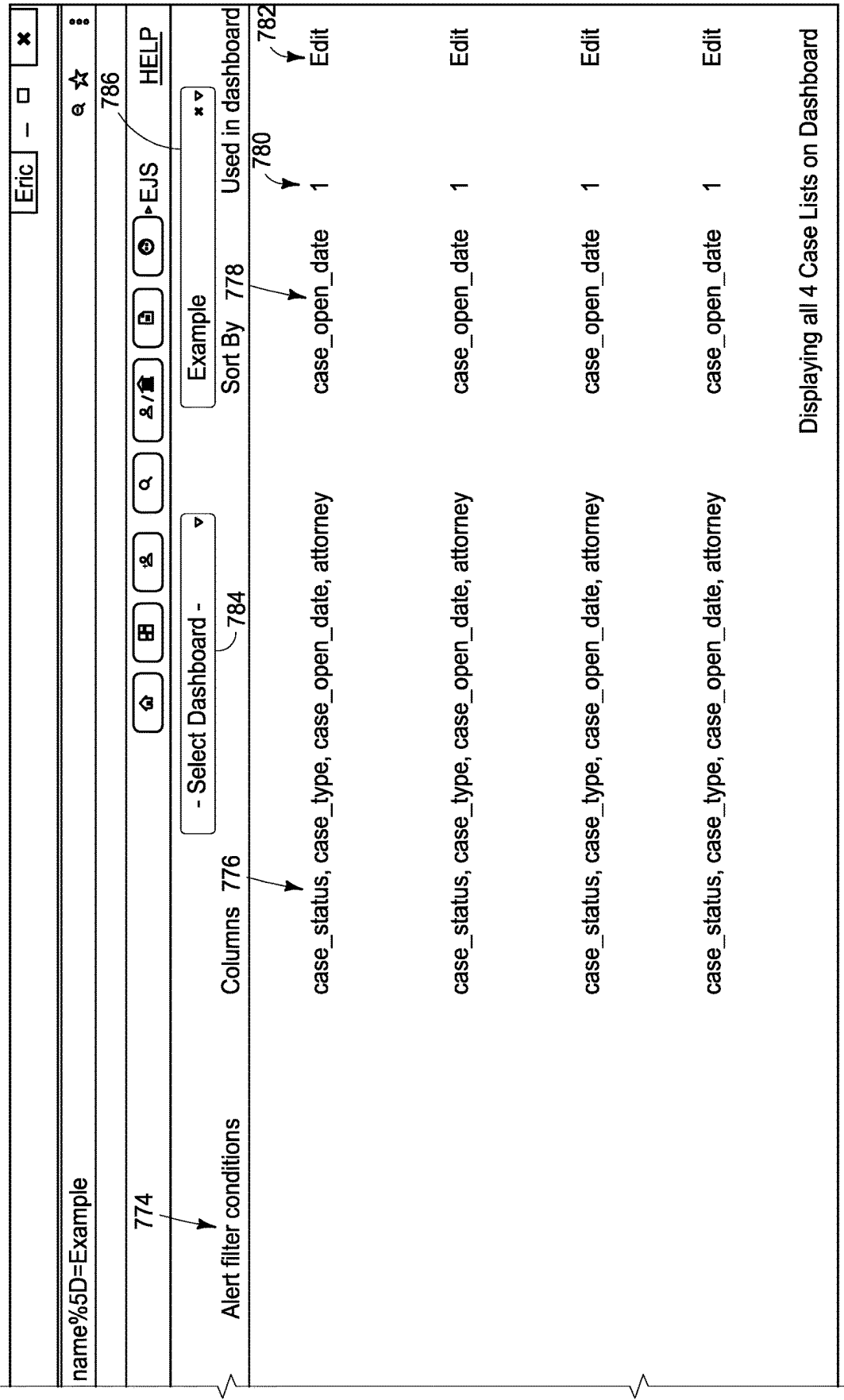
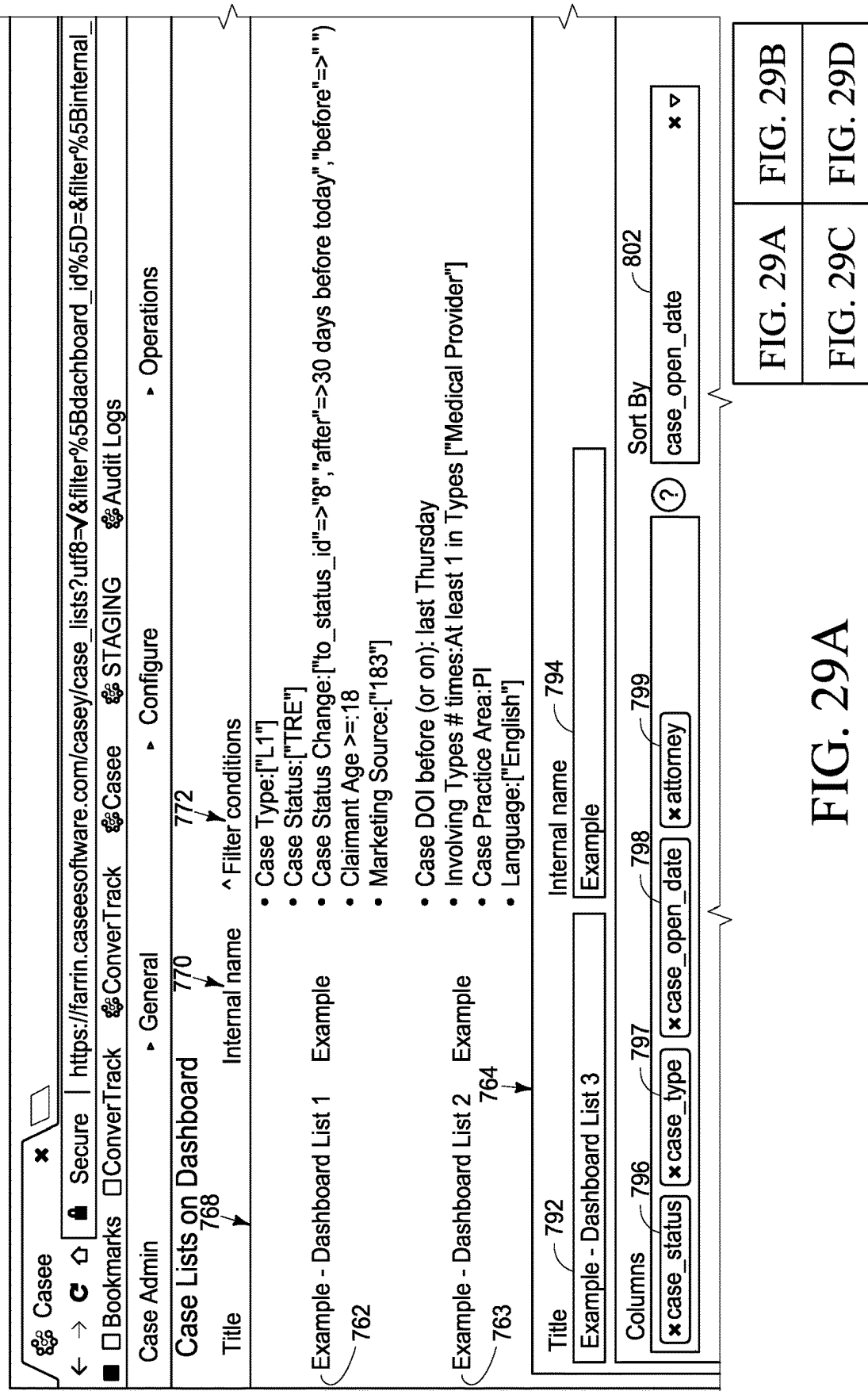


FIG. 28B



name%5D=Example	
Alert filter conditions	Columns
	case_status, case_type, case_open_date, attorney
	case_status, case_type, case_open_date, attorney

FIG. 29B

Filter condition

• Question ID date answer during Answer for Question 402 is after "three months ago" x 804

• Case Status Not:[CLO] x 805

• Note Exists (Topic/Since/Before):Note Topic ["Client Contact"] created since "last month" x 806

• Incident State: ["NC"] x 807

Add Rule 810

Example - Dashboard List 4 Example 765

• Marketing Source: ["172"]

• Language: ["Spanish"]

• Case Type: ["L2", "L2C"]

New Case List for Dashboard 790

FIG. 29C

Alert filter condition
Add Rule

OR

Copy from Case List:

812

Update Case List for Dashboard814

Cancel816

Delete818

case_status, case_type, case_open_date, attorney

FIG. 29D

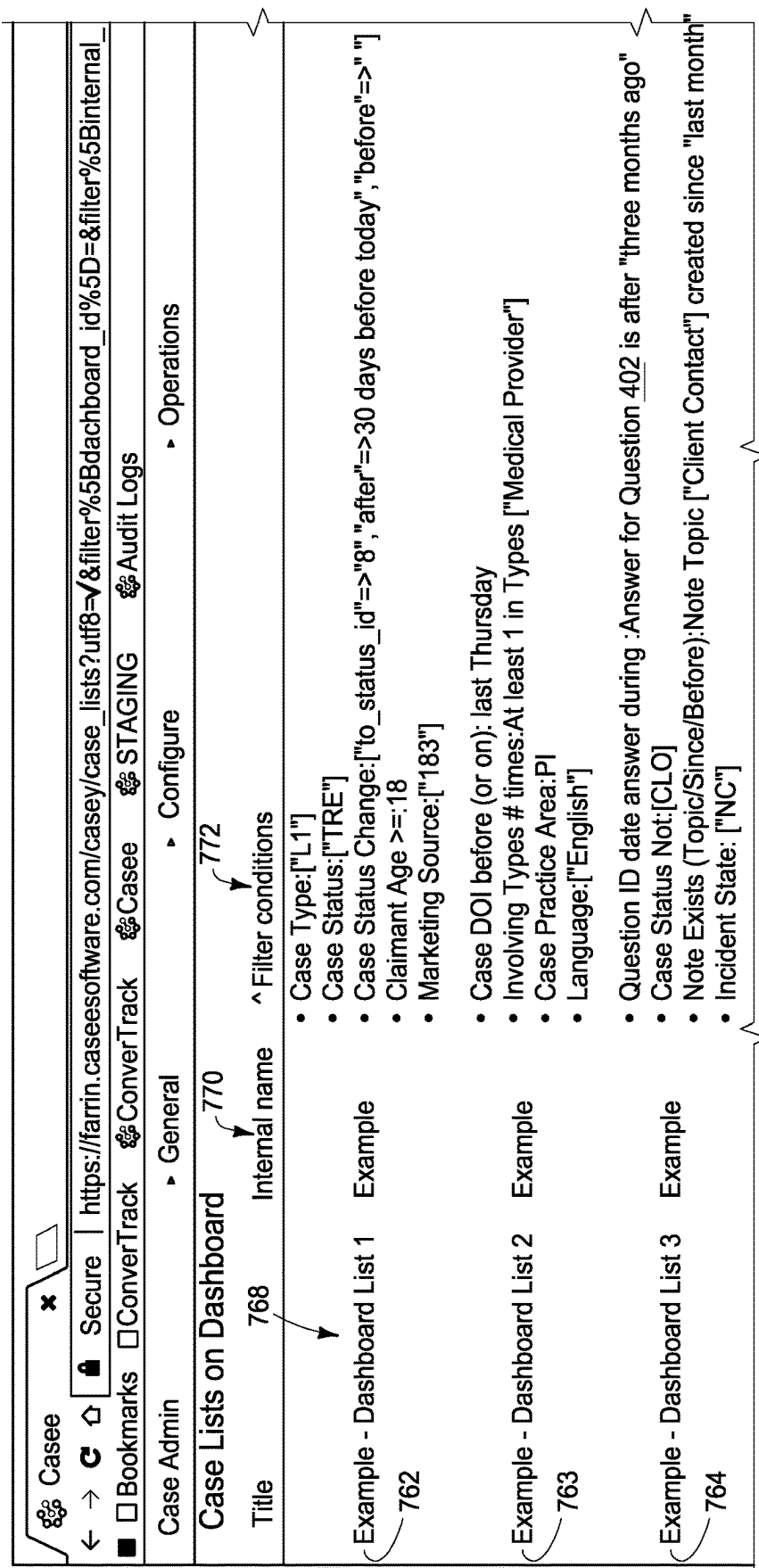


FIG. 30A

FIG. 30A

FIG. 30C

FIG. 30

name%5D=Example			
🏠 📅 🔍 📁/🏠 🔒 ▶ EJS HELP - Select Dashboard - ▾ Example ✖ ▾ Sort By Used in dashboard			
Alert filter conditions	Columns		
	case_status, case_type, case_open_date, attorney	case_open_date	1 Edit
	case_status, case_type, case_open_date, attorney	case_open_date	1 Edit
	case_status, case_type, case_open_date, attorney	case_open_date	1 Edit

FIG. 30B

Example - Dashboard List 4 Example

765

- Marketing Source: ["172"]
- Language: ["Spanish"]
- Case Type: ["L2", "L2C"]

Title

Example - Dashboard

Internal name

Example

Columns

?

▼

Filter condition

Add Rule

New Case List for Dashboard

820

FIG. 30C

case_status, case_type, case_open_date, attorney	case_open_date	1	Edit
Alert filter condition Add Rule			
OR			
Copy from Case List: Example - Dashboard List 1 x v 812			
Create Case List for Dashboard Cancel Delete 814 816 818			
Displaying all 4 Case Lists on Dashboard			

FIG. 30D

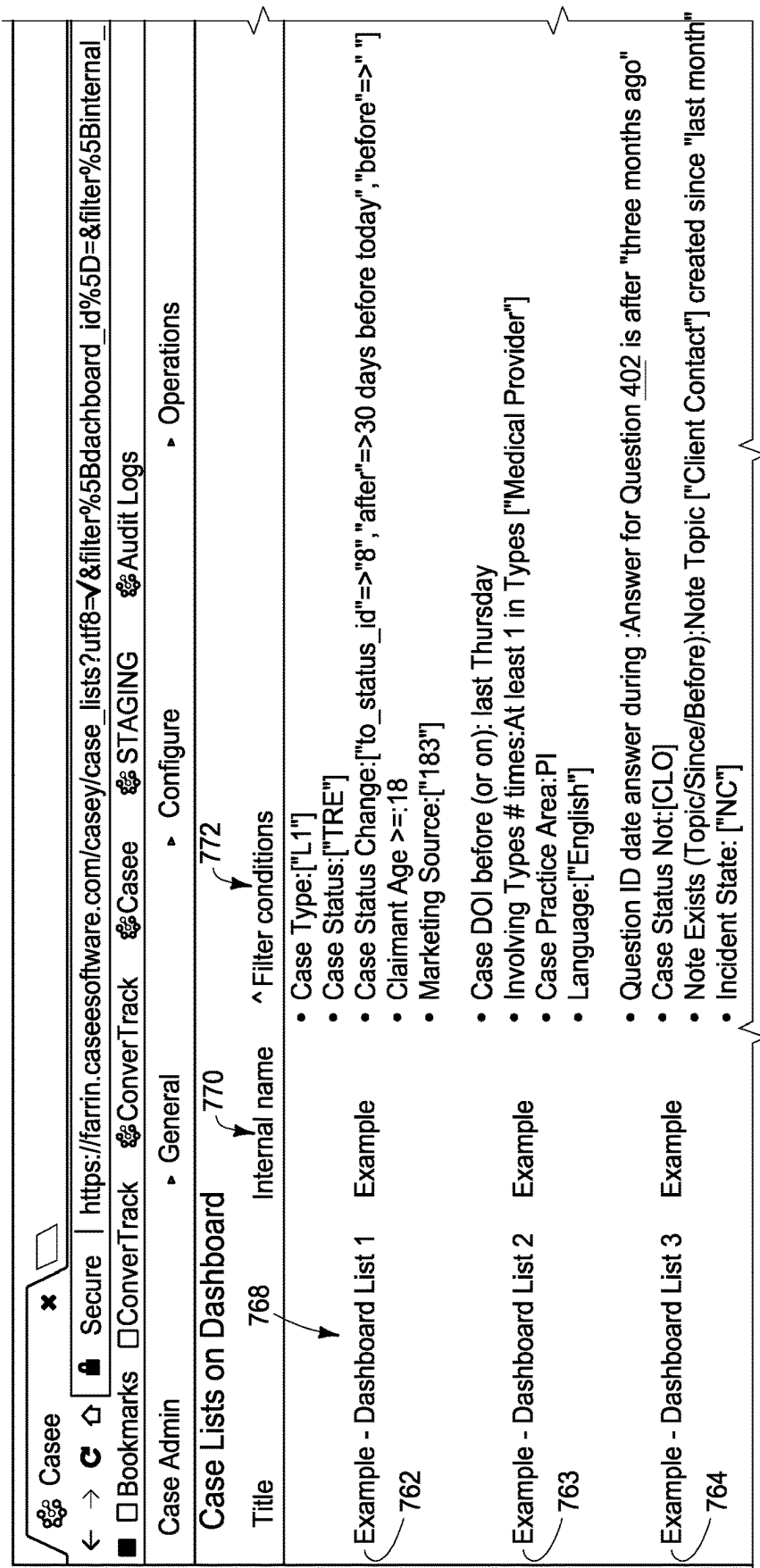


FIG. 31A

FIG. 31A	FIG. 31B
FIG. 31C	FIG. 31D

FIG. 31

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name%5D=Example

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➤EJS

HELP

- Select Dashboard -

Sort By

Example

Used in dashboard

Alert filter conditions	Columns				
case_status, case_type, case_open_date, attorney	case_status	case_type	case_open_date	attorney	Edit
case_status, case_type, case_open_date, attorney	case_status	case_type	case_open_date	attorney	Edit
case_status, case_type, case_open_date, attorney	case_status	case_type	case_open_date	attorney	Edit

FIG. 31B

Example - Dashboard List 4 Example

765

- Marketing Source: ["172"]
- Language: ["Spanish"]
- Case Type: ["L2", "L2C"]

Title

Example - Dashboard

Internal name

Example

Columns

✕ case_status

✕ case_type

✕ case_open_date

✕ attorney

?

Filter condition

Add Rule

Sort By

case_open_date

▼

closed_on

case_age

case_date_of_incident

case_open_date

case_status

case_type

claimant

imported_case_key

New Case List for Dashboard

FIG. 31C

case_status, case_type, case_open_date, attorney		case_open_date	1	Edit
Alert filter condition Add Rule				
OR				
Copy from Case List:		Example - Dashboard List 1	x ▾	812
Update Case List for Dashboard		Cancel	Delete	
814				
Displaying all 4 Case Lists on Dashboard				

FIG. 31D

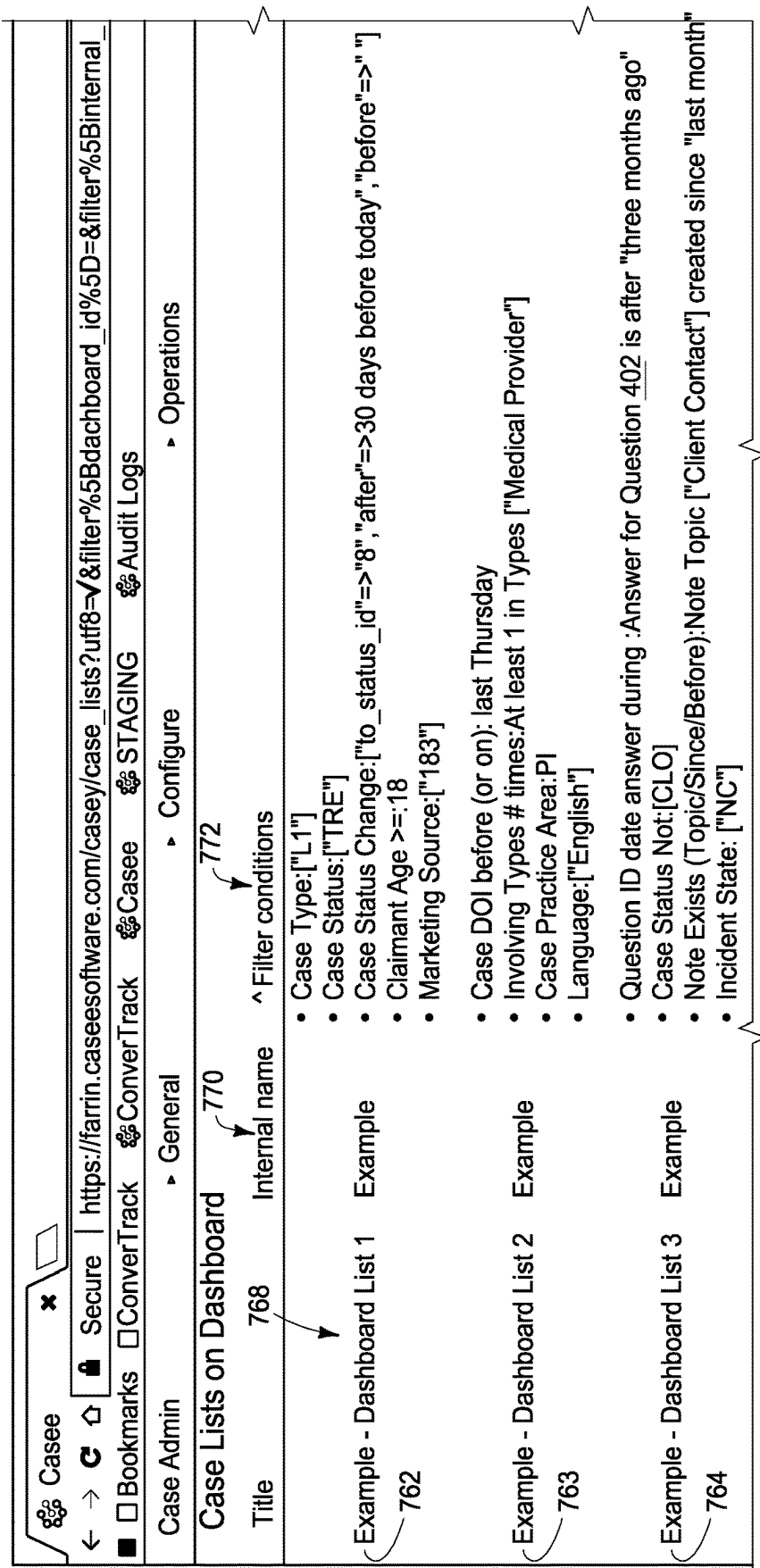


FIG. 32A

FIG. 32A	FIG. 32B
FIG. 32C	FIG. 32D

FIG. 32

Eric - □ ✕					
name%5D=Example					
⌕ ☆ ⋮ 🏠 🔍 📁/🗑️ ☹️ ▶ EJS HELP					
Alert filter conditions	Columns	Sort By	Used in dashboard		
		- Select Dashboard - ▾ Example ✕ ▾			
case_status, case_type, case_open_date, attorney		case_open_date	1	Edit	
case_status, case_type, case_open_date, attorney		case_open_date	1	Edit	
case_status, case_type, case_open_date, attorney		case_open_date	1	Edit	

FIG. 32B

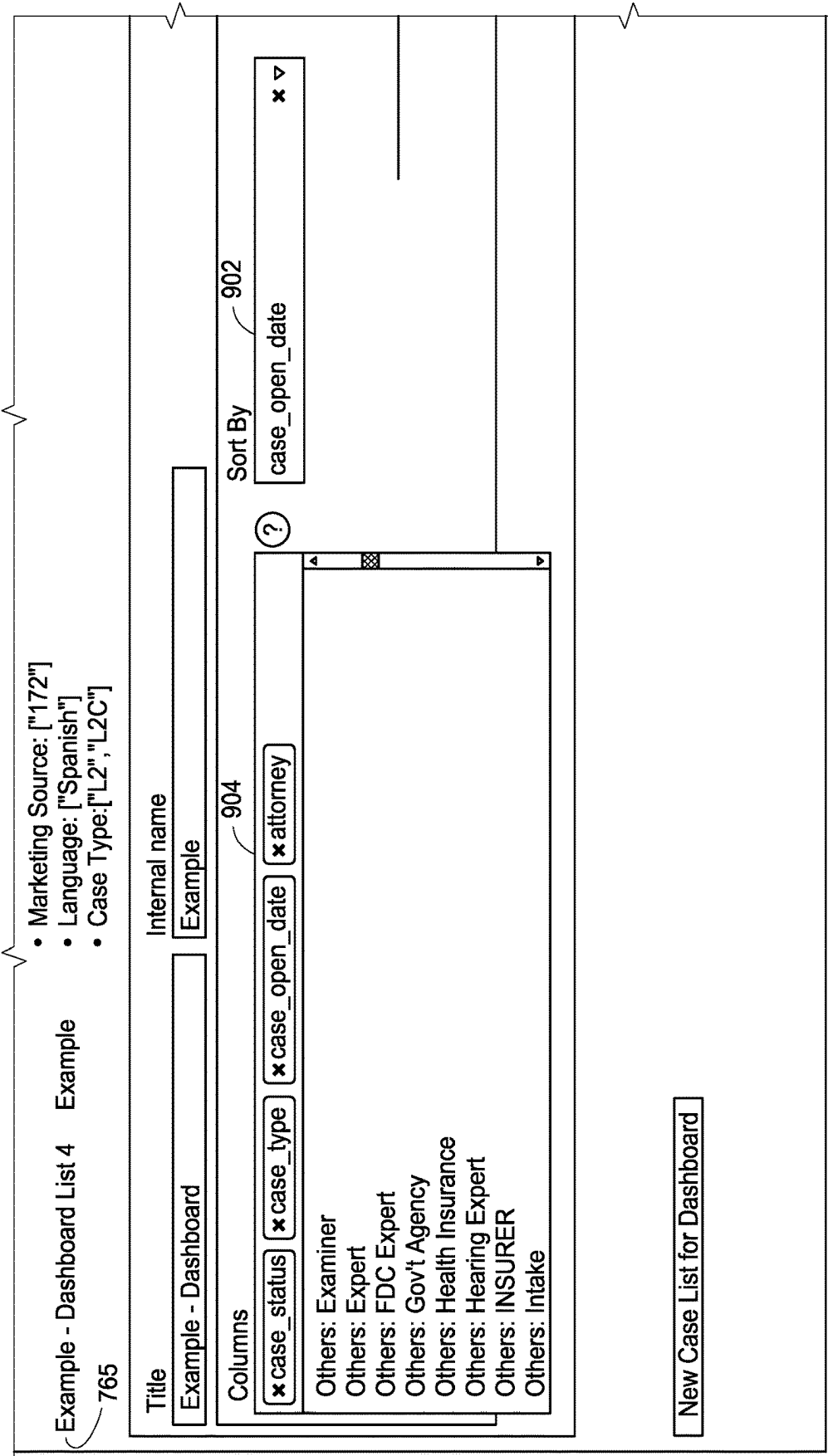


FIG. 32C

case_status, case_type, case_open_date, attorney

case_open_date

1

Edit

Alert filter condition
Add Rule

OR

Copy from Case List: Example - Dashboard List 1

812

814

Displaying all 4 Case Lists on Dashboard

FIG. 32D

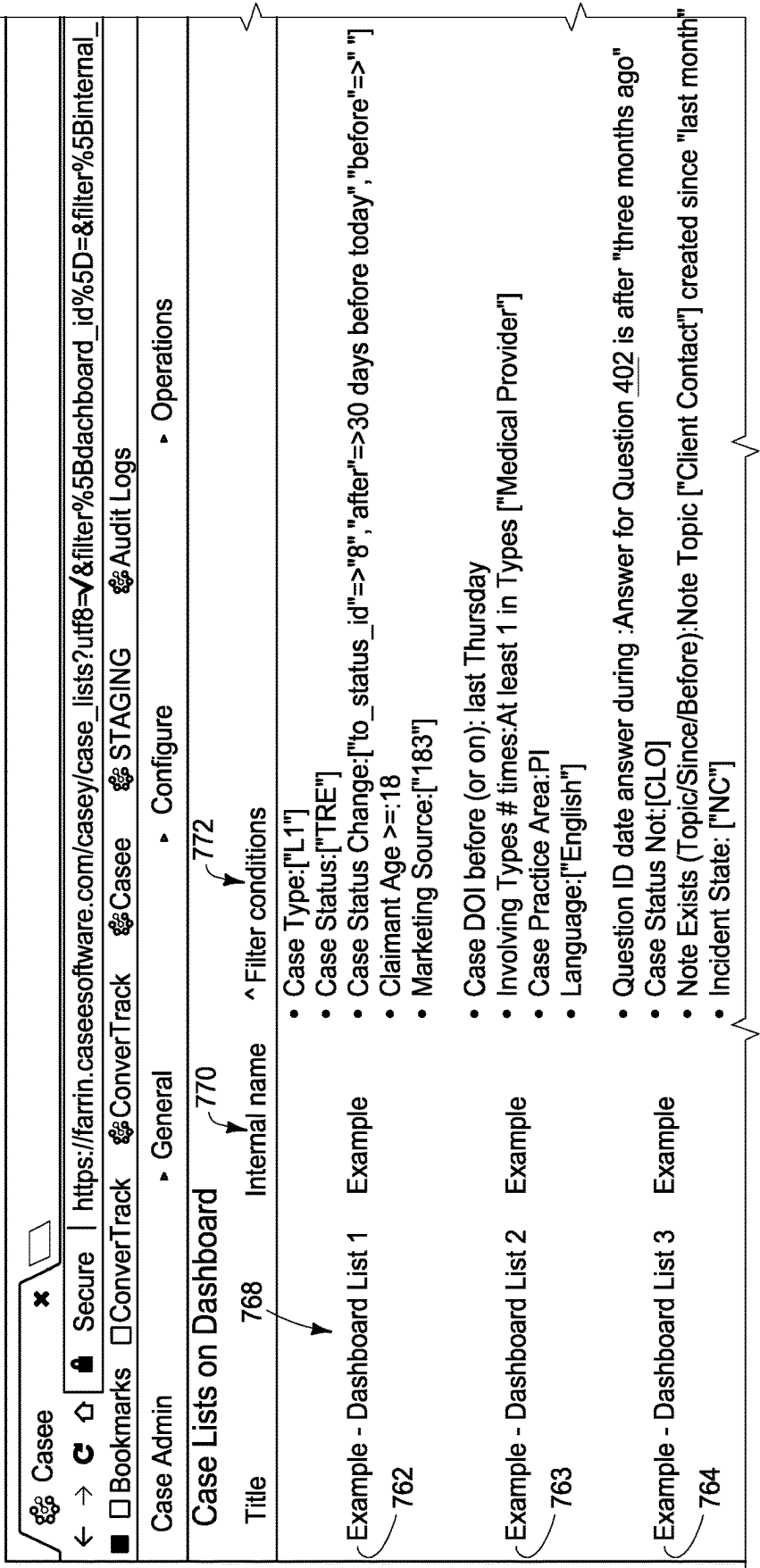


FIG. 33A

FIG. 33A	FIG. 33B
FIG. 33C	FIG. 33D

FIG. 33

[illegible]

FIG. 33B

Example - Dashboard List 4Example

Marketing Source: ["172"]

Language: ["Spanish"]

Case Type: ["L2", "L2C"]

Title

Example - Dashboard

Internal name

Example

Columns

✕ case_status

✕ case_type

✕ case_open_date

✕ attorney

Filter condition

Case Type

✕ ▼

Add Rule

Sort By

case_open_date

✕ ▼

906

LS

WCN

WDN

L1

L2C

L3C

WP3

SS

908

New Case List for Dashboard

FIG. 33C

case_status, case_type, case_open_date, attorney		case_open_date	1	Edit
Alert filter condition Add Rule				
OR				
Copy from Case List: Example - Dashboard List 1		x ▾	812	
Update Case List for Dashboard		Cancel	Delete	
814				
Displaying all 4 Case Lists on Dashboard				

FIG. 33D

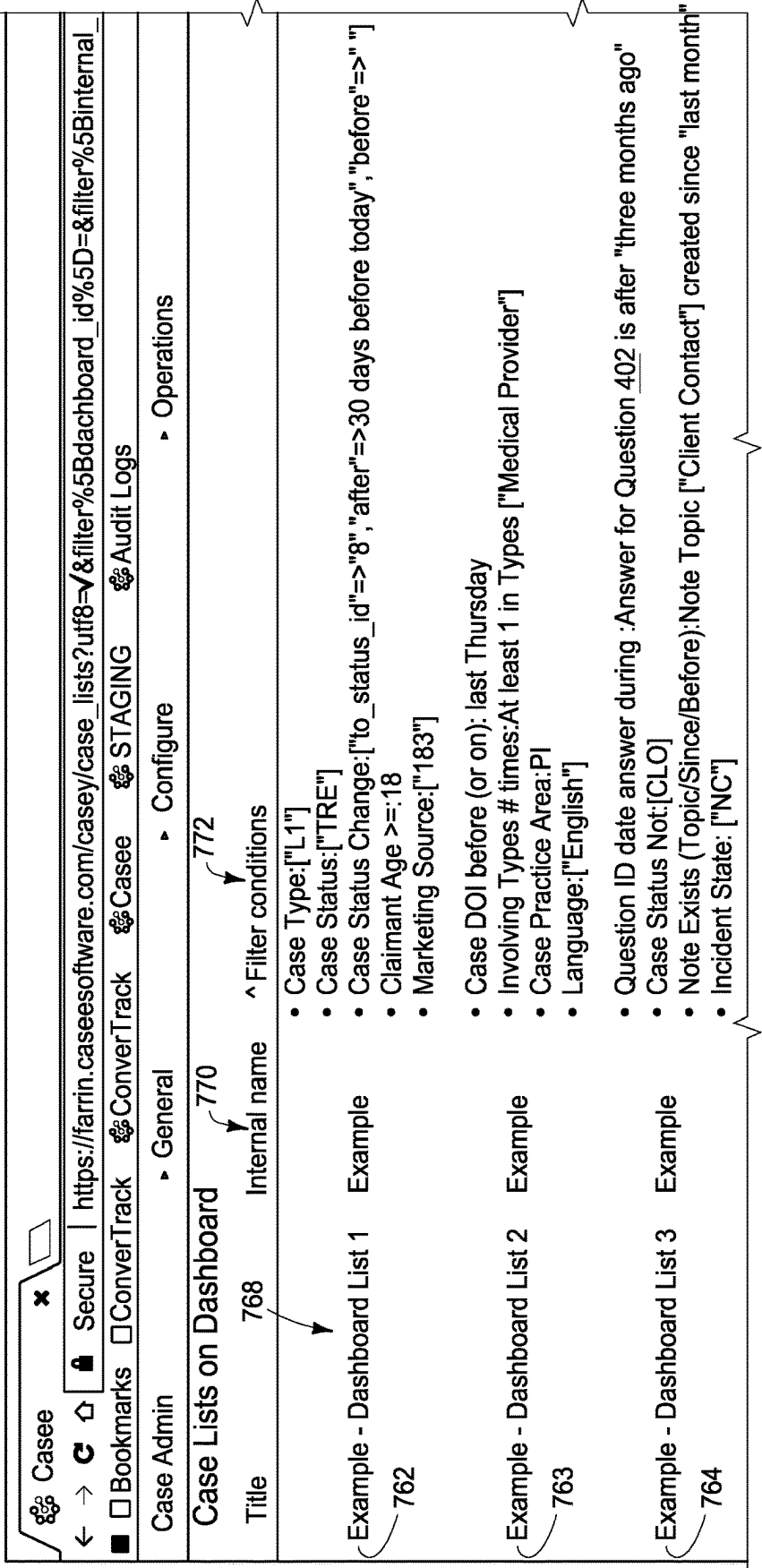


FIG. 34A

FIG. 34A	FIG. 34B
FIG. 34C	FIG. 34D

FIG. 34

Eric

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name%5D=Example

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EJS

HELP

- Select Dashboard - ▾

Sort By

Example

Used in dashboard

Alert filter conditions

Columns

case_status, case_type, case_open_date, attorney

case_open_date

1

Edit

case_status, case_type, case_open_date, attorney

case_open_date

1

Edit

case_status, case_type, case_open_date, attorney

case_open_date

1

Edit

FIG. 34B

Example - Dashboard List 4 Example

765

- Marketing Source: ["172"]
- Language: ["Spanish"]
- Case Type: ["L2", "L2C"]

Title

Example - Dashboard

Internal name

Example

Columns

✕ case_status

✕ case_type

✕ case_open_date

✕ attorney

906

Filter condition

908

- Case Type ✕ ▾
- Case Status ✕ ▾

Add Rule

912

Sort By

case_open_date ✕ ▾

✕ L1

910

CLO

INV

WOM

ADR

LIT

BHD

FDC

DHG

New Case List for Dashboard

FIG. 34C

case_status, case_type, case_open_date, attorney

case_open_date

1

Edit

Alert filter condition
Add Rule

OR

Copy from Case List:

812

Update Case List for Dashboard

814

Cancel

Delete

Displaying all 4 Case Lists on Dashboard

FIG. 34D

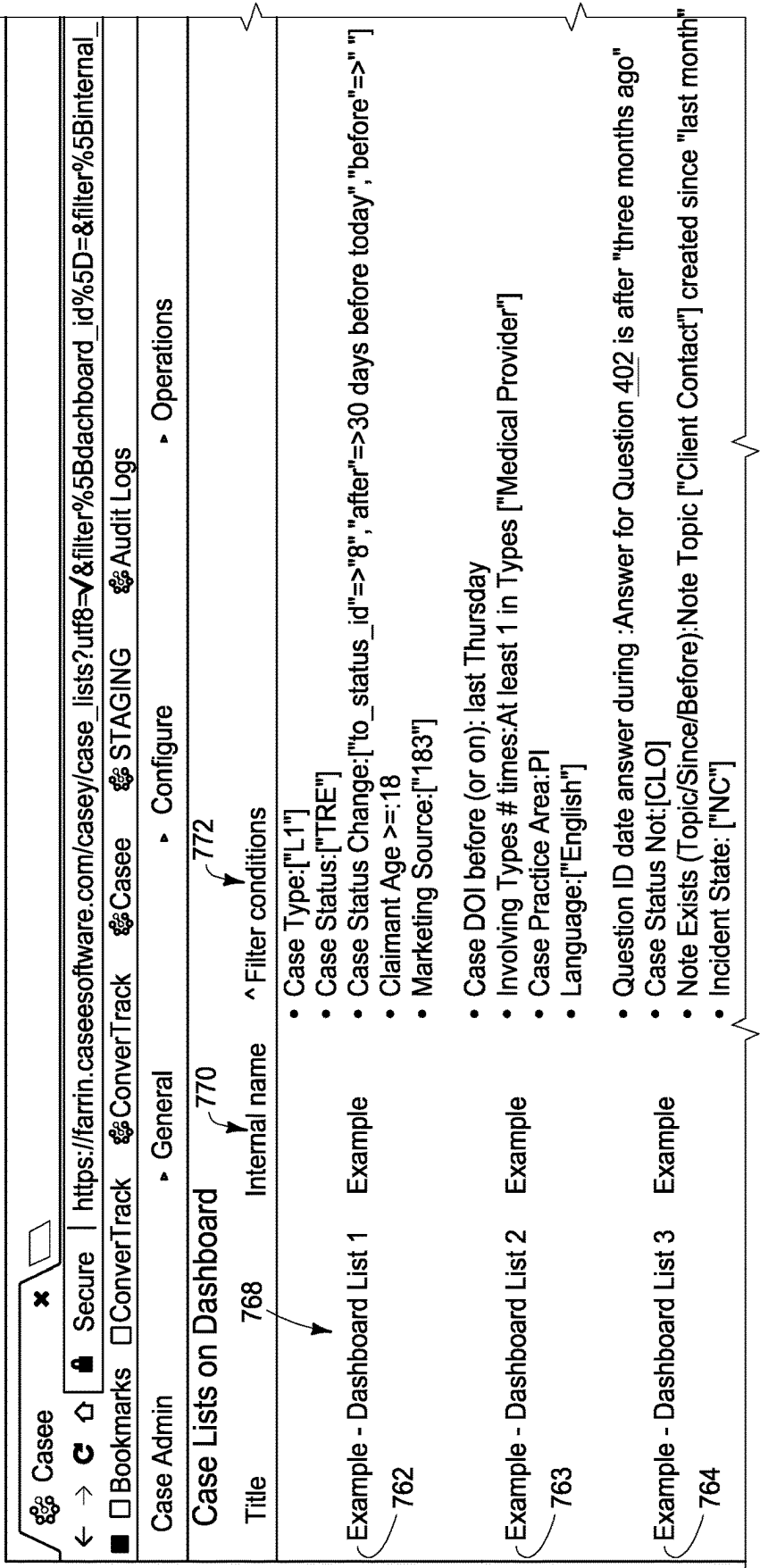


FIG. 35A	FIG. 35B
FIG. 35C	FIG. 35D

FIG. 35

Eric		-		□		✕	
name%5D=Example							
e ☆ :							
⏏		⚙		🔍		👤/🏠	
EJS		🔍		🔍		HELP	
Alert filter conditions		Columns		Sort By		Used in dashboard	
-		- Select Dashboard -		Example		✕ ▾	
case_status, case_type, case_open_date, attorney		case_open_date		1		Edit	
case_status, case_type, case_open_date, attorney		case_open_date		1		Edit	
case_status, case_type, case_open_date, attorney		case_open_date		1		Edit	

FIG. 35B

Example - Dashboard List 4 Example

- Marketing Source: ["172"]
- Language: ["Spanish"]
- Case Type: ["L2", "L2C"]

Title

Internal name
Example

Columns

Filter condition	Sort By
☐ case_status ☒ case_type ☒ case_open_date ☒ attorney	case_open_date
Case Type ☒ L1	Enter a relative date or an absolute date. View Examples This would currently resolve to 12/31/2016 08:00:00PM
Case Status ☒ TRE	
Case Status Change ☒ TRE	

Add Rule

30 days before today

Before (leave blank for "Unlimited") ?

FIG. 35C

case_status, case_type, case_open_date, attorney

case_open_date

1

Edit

Alert filter condition
Add Rule

OR

Copy from Case List:

812

▼

Update Case List for Dashboard

Cancel

Delete

814

Displaying all 4 Case Lists on Dashboard

FIG. 35D

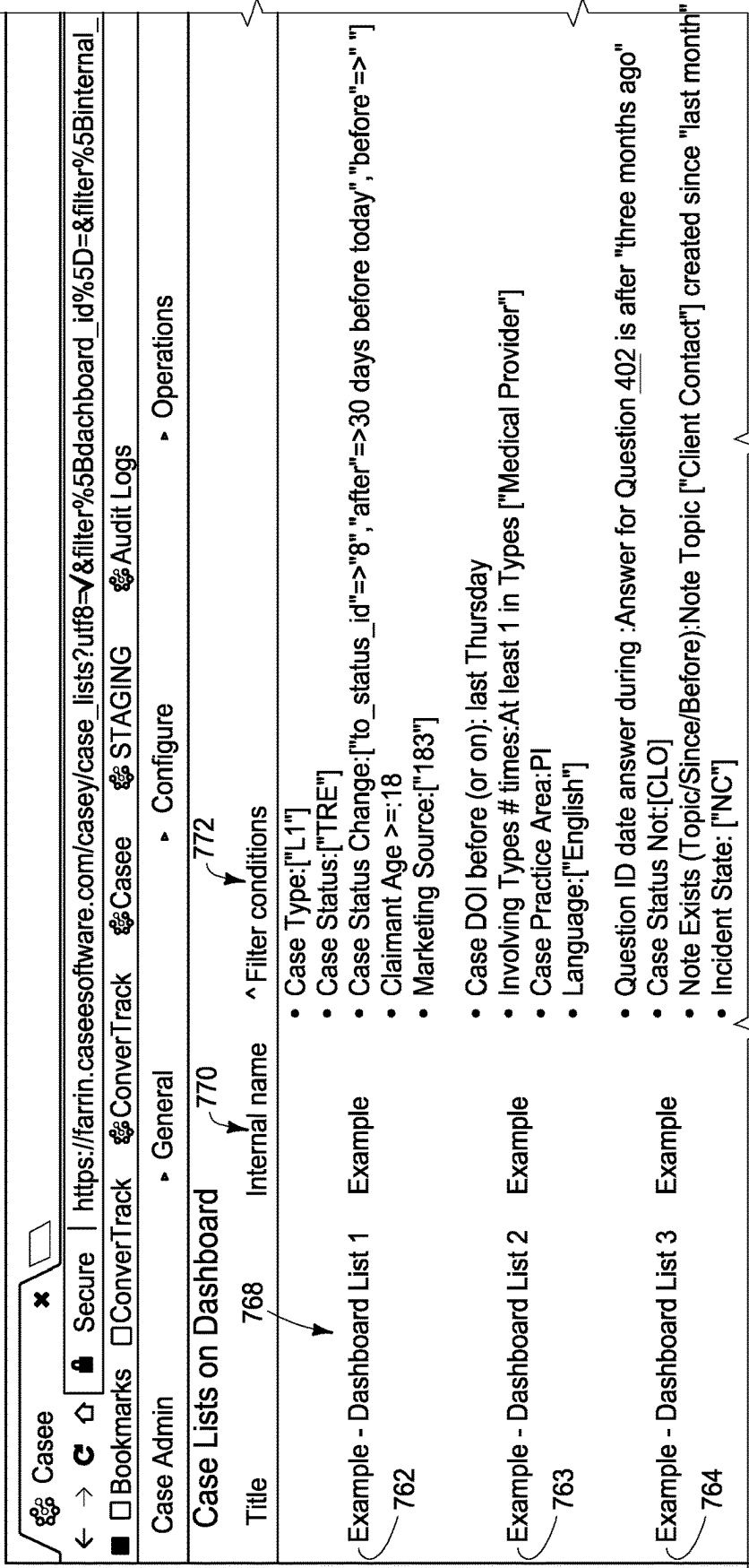


FIG. 36A

FIG. 36A	FIG. 36B
FIG. 36C	FIG. 36D

FIG. 36

Eric		-		□		✕	
name%5D=Example							
e ☆ :							
🏠		📊		🔍		👤/🏠	
-		Select Dashboard - ▾		Example		EJS	
Alert filter conditions		Columns		Sort By		Used in dashboard	
case_status, case_type, case_open_date, attorney		case_open_date		1		Edit	
case_status, case_type, case_open_date, attorney		case_open_date		1		Edit	
case_status, case_type, case_open_date, attorney		case_open_date		1		Edit	

FIG. 36B

Example - Dashboard List 4 Example

765

- Marketing Source: ["172"]
- Language: ["Spanish"]
- Case Type: ["L2", "L2C"]

Title Internal name

Example - Dashboard Example

Columns

☒ case_status
 ☒ case_type
 ☒ case_open_date
 ☒ attorney
 (?)

Filter condition 906

- Case Type ☒ L1 910
- Case Status ☒ TRE 914
- Case Status Change TRE 914

916 30 days before today ? Before (leave blank for "Unlimited") ?

- Marketing Source 918

Add Rule 920

OTH - Other
 R - Radio
 TV - Television
 TYP - Combined TV-YP
 WOS - Word on the Street
 YP - Yellow Pages

FIG. 36C

case_status, case_type, case_open_date, attorney		case_open_date	1	Edit
Alert filter condition Add Rule				
OR				
Copy from Case List: 812				
Update Case List for Dashboard Cancel Delete				
Displaying all 4 Case Lists on Dashboard				

FIG. 36D

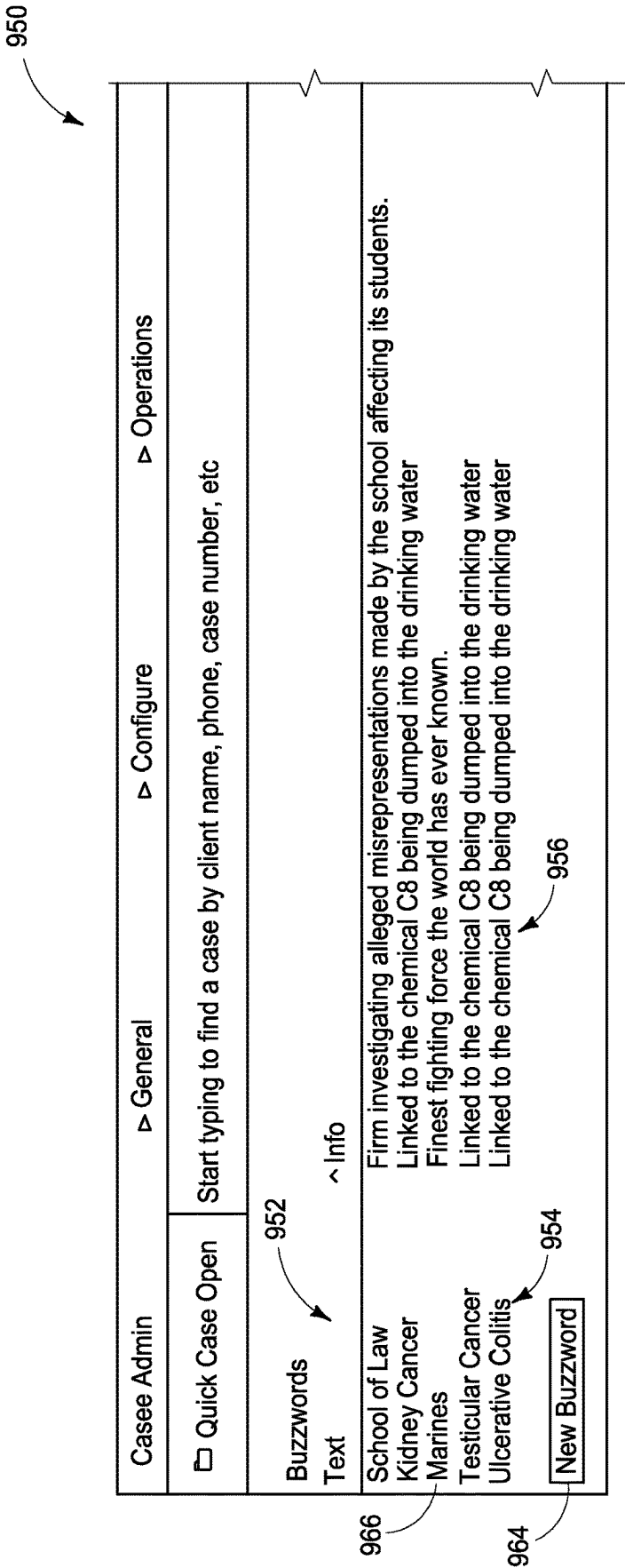


FIG. 37A

FIG. 37A FIG. 37B

FIG. 37

⌂ 🔍 👤 📁 🔒 ▶ DWB HELP	
▼	
960	→
Additional Info URL	
http://www.ed.gov/news/press-releases/charlotte-law-denied-continued-access-federal-student-aid-dollars http:// www.earthisland/.org/journal/index.php/eij/article/teflons_toxic_legacy/ http:// www.marinecorpstimes/articles/marine-corps-241st-birthday htt://www.earthisland.org/journal/index.php/eij/article/teflons_toxic_legacy/ htt://www.earthisland.org/journal/index.php/eij/article/teflons_toxic_legacy/	
Edit Edit Edit Edit Edit	
Displaying all 5 Buzzwords	

FIG. 37B

Casee Admin

▷ General

▷ Configure

▷ Operations

☐ Quick Case Open

Start typing to find a case by client name, phone, case number, etc

Buzzwords

Text

^ Info

School of Law
Kidney Cancer

Firm investigating alleged misrepresentations made by the school affecting its students.
Linked to the chemical C8 being dumped into the drinking water

962

Text: 968

Info: 970

Additional Info URL: 972

Testicular Cancer
Ulcerative Colitis

Linked to the chemical C8 being dumped into the drinking water
Linked to the chemical C8 being dumped into the drinking water

964

FIG. 38A

FIG. 38B

FIG. 38

HELP	
▼	
Additional Info URL	
http://www.ed.gov/news/press-releases/charlotte-low-denied-continued-access-federal-student-aid-dollars http:// www.earthisland/.org/journal/index.php/eij/article/teflons_toxic_legacy/	Edit Edit Edit
Update Buzzword Cancel Delete 974 978 976	
htt://www.earthisland.org/journal/index.php/eij/article/teflons_toxic_legacy/ htt://www.earthisland.org/journal/index.php/eij/article/teflons_toxic_legacy/	
Displaying all 5 Buzzwords	

FIG. 38B

1000

▷ Casee										1014
☐ Quick Case Open										1010
Start typing to find a case by client name, phone, case number, etc										1012
Case Number 1000000	Client Mr Eric J. Sanchez (44)	DOB 01/02/1982	Role Former Involvee	Language English	Case Type L1	Damage Category Subjective				
Alt # 1002	Last Note 09/12/2017	Paralegal RRG	Primary Attorney TJW	Physical File RRG	Negotiator PL1	Primary Recovery Nation (Liability)				
INV	TST		INV		PL1	PRR	DMD	NER	SER	1046
Synopsis: /	1055	1054	1052	1050	1048					
Damages: /										

1003

NOTES (65/65)

1078

All things

All Topics

ID	Topic	Author	Created At	Body
6218862	Email	EJS	09/12/17 02:00pm - Tue	See the attached images as well...
6218844	Email	EJS	09/12/17 01:56pm - Tue	I did review the linked patent...
6212120	Email	SYS	09/12/17 11:56pm - Fri	This is an example of Buzzwords in use...Mari...
6212093	Email	EJS	09/08/17 11:51pm - Fri	Test _____
6212090	Email	EJS	09/08/17 11:51pm - Fri	From Micro...
6150000	Email	EJS	08/10/17 05:58pm - Thu	Capture From: ...
6149992	Email	EJS	08/10/17 05:58pm - Thu	What's up?

1060

1093

1058

Open	FIG. 39A	FIG. 39B
Open	FIG. 39C	FIG. 39D

FIG. 39A

FIG. 39C

FIG. 39B

FIG. 39D

FIG. 39A

1000

1016	1018	1020	1022	1024	1026	1028			
Case Status	Department	Source	Referred By	Incident State	SOL State	Case Age	Watch		
ADR	Pre-Lit	Closed		NC	NC	9.6 mo			
Health Insurance	Opened		Incident Date	SOL Date	Tolling Date	Case Value	Tools	Share	
Health	12/10/2016		12/10/2016	12/10/2019					
CHK[WOC PL1 COJ]	REJ	INV	ADR	INV	ADR				
1042	1040	1038	1036	1034	1032	1030			
1065	1061	1063	1067	1086	1091	1082			
1074	1084								
Note 6218862 for Case #1000000 Topic: Email									
From Eric J Sanchez Sent: Tue, 09/12/17 14:01 PM To: Deepak Malhotra, Farrin Case Cc: Tara J. Williams									
Subject: Test send from Caseee [1000000]									
Created By: EJS at 09/12/17 02:00pm Updated By: EJS at 09/12/17 02:00pm									
Add Note									

1090

FIG. 39B

6105528	SMS	✓ EJS	07/23/17 11:44am - Sun	call me - From Farrin at 900-688-4991	Open
6105491	Email	EJS	07/23/17 11:34am - Sun	https://farrin.caseesoftware.com/casey/case...	Open
6089329	Other	PLM	07/14/17 11:35am - Fri	Rec'd file scanned file and saved file to RRG	Open
6087138	Email	PLM	07/13/17 02:10pm - Thu	Potential New Case from Existing Client: 100000...	Open
6028008	Email	DWB	06/14/17 09:25pm - Wed	Sent from my Phone...	Open
6027007	Email	DWB	06/14/17 09:23pm - Wed	Sent from my Phone...	Open
6020890	File Review	✓ MEL	06/13/17 08:18am - Tue	yep On Jun 9 2017, at 9:50AM, Tara J. Will...	Open

FIG. 39C

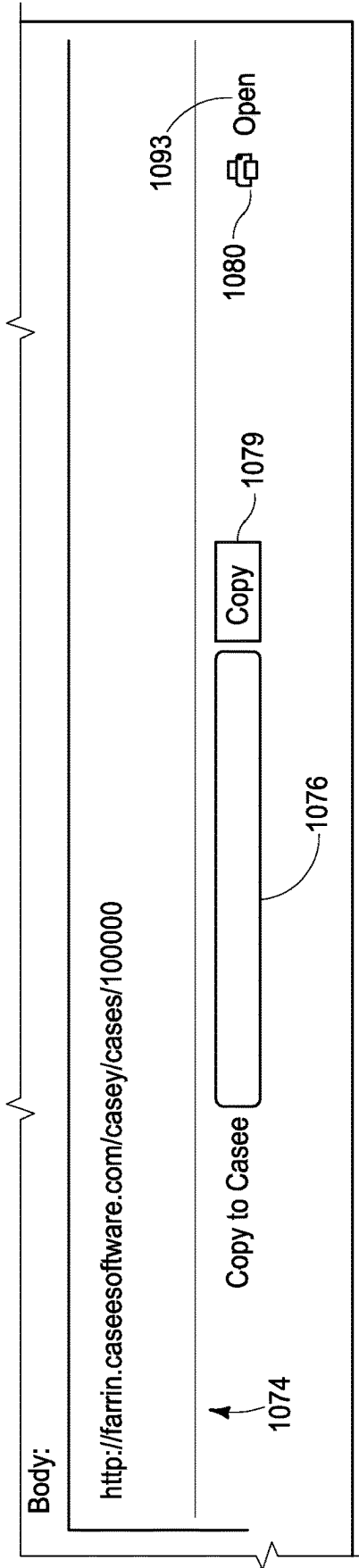


FIG. 39D

▷ Casee		1004	1006	1008	1010
□ Quick Case Open		Start typing to find a case by client name, phone, case number, etc			
Case Number 1000000	Client Mr Eric J. Sanchez (44)	DOB 01/02/1982	Role Former Involvee	Language English	Case Type L1
Alt # 1002	Last Note 09/12/2017	Paralegal RRG	Primary Attorney TJW	Physical File RRG	Damage Category Subjective
INV	TST	INV	PL1	INV	PRR
Synopsis: /	1055	1054	1052	1050	PL1
Damages: /					DM
NOTES (65/65)					
All things		All Topics		Search Note Bodies	
ID	Author	Created At			
6218862	Email	EJS	09/12/17 02:00pm	Tue	
6218844	Email	EJS	09/12/17 01:56pm	Tue	
6212120	Email	SYS	09/12/17 11:56pm	Fri	
6212093	Email	EJS	09/08/17 11:51pm	Fri	
6212090	Email	EJS	09/08/17 11:51pm	Fri	
6150000	Email	EJS	08/10/17 05:58pm	Thu	
6149992	Email	EJS	08/10/17 05:58pm	Thu	

Note for Case #1000000	
Topic 1095	1097
B	I
U	S
1099	1099
This is an example of a rich text note.	
We can do a number of things like:	

FIG. 40A

FIG. 40A

FIG. 40C

FIG. 40B

FIG. 40D

FIG. 40

🏠 🔍 👤 🏠/🏠 🔍 👤 🏠 ▶ DWB HELP									
Case Status ADR		Department Pre-Lit	Source Closed	Referred By Incident Date 12/10/2016	Incident State NC	SOL State NC	Case Age 9.6 mo	Watch Tools	Share
Health Insurance Health		Opened 12/10/2016	SOL Date 12/10/2019						
CHK WOC PL1 COJ		REJ	INV	ADR	INV	ADR			
x									
⚙️									
Add Note									
Created By: TOPSAIL TECH at 03/05/17 11:17am Updated By: TOPSAIL TECH at 03/05/17 11:17am									

FIG. 40B

6105528	SMS	✓ EJS	07/23/17 11:44am - Sun	1. bold 2. underline 3. <i>strike</i> through - and it has spell check. Add Reviewer Add Reviewers from Distribu...▼ Create Note
6105491	Email	EJS	07/23/17 11:34am - Sun	
6089329	Other	PLM	07/14/17 11:35am - Fri	
6087138	Email	PLM	07/13/17 02:10pm - Thu	
6028008	Email	DWB	06/14/17 09:25pm - Wed	
6027007	Email	DWB	06/14/17 09:23pm - Wed	
6020890	File Review	✓ MEL	06/13/17 08:18am - Tue	

FIG. 40C

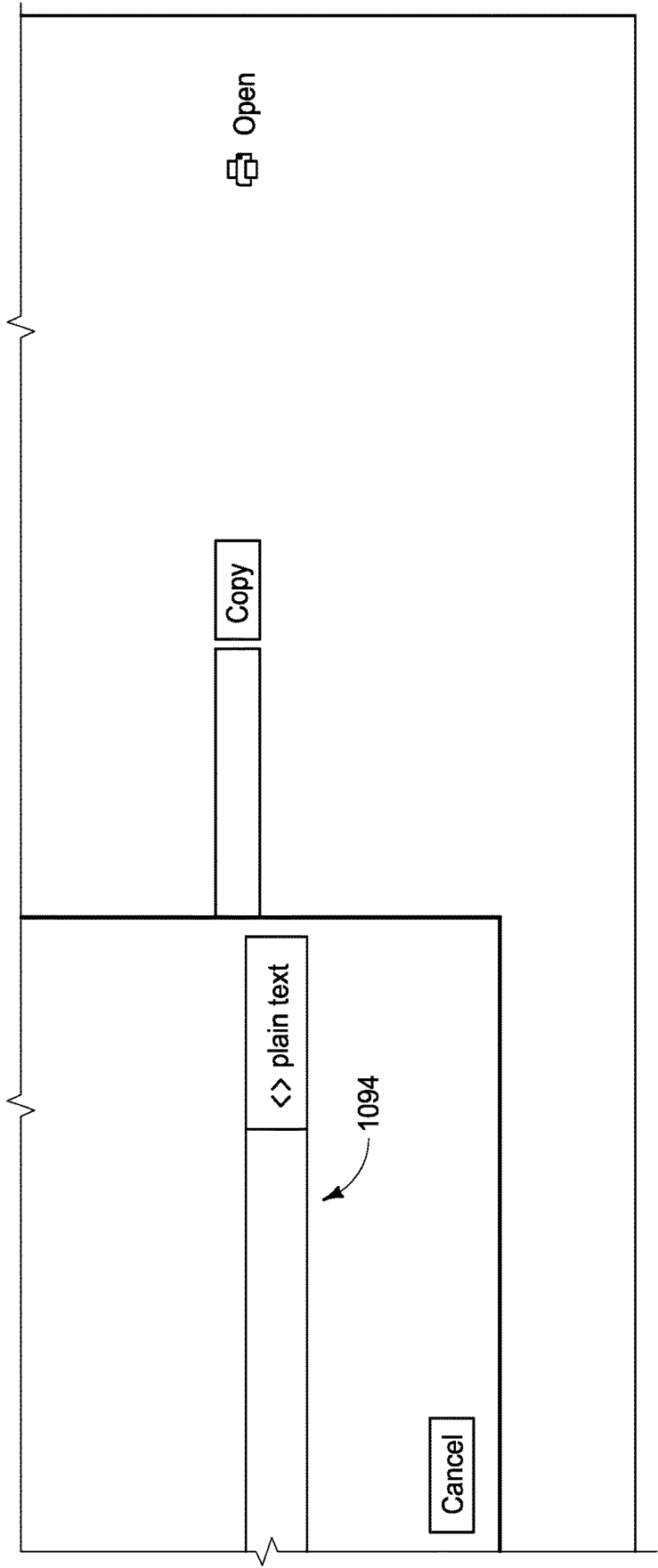


FIG. 40D

▷ Casee		1004	1006	1008	1010	1014
☐ Quick Case Open		Start typing to find a case by client name, phone, case number, etc				
Case Number 1000000	Client Mr Eric J. Sanchez (44)	DOB 01/02/1982	Role Former Involvement	Language English	Case Type L1	Damage Category Subjective
Alt # 1002	Last Note 09/12/2017	Paralegal RRG	Primary Attorney TJW	Physical File RRG	Negotiator	Primary Recovery Nation (Liability)
INV	TST		INV		PL1	INV PRR DMD NER SER
 Buzzword Match: Marines Finest fighting force the world has ever known. More Info...		1054	1052	1050	1048	1046
Note for Case #1000000						
Topic 1095						
SMS 1097 1099						
B I U \$ ≡ ≡ ≡ ≡						
This is an example of how buzzwords work.						
Marines						
1094						
FIG. 41A						
FIG. 41B						
FIG. 41C						
FIG. 41D						
FIG. 41						

All things		All Topics		Search Note Bodies	
5988947	Client Contact	EJS	05/26/17 02:20pm - Fri		
5988938	Client Contact	EJS	05/26/17 02:18pm - Fri		
5969346	Client Contact	DWB	05/18/17 10:59am - Thu		
5944810	Email	DWB	05/08/17 01:14pm - Mon		
5944308	Discovery	DWB	05/08/17 11:36am - Mon		
5944170	Email	DWB	05/08/17 11:14pm - Mon		
5944164	Email	DWB	05/08/17 11:14pm - Mon		
5943799	Email	DWB	05/08/17 10:26pm - Mon		

FIG. 41B

5861659	Client Contact	EJS	03/27/17 11:45am - Mon
5821970	SMS	Ø SYS	03/05/17 11:19am - Sun
5821969	Value Memo	Ø SYS	03/05/17 11:17am - Sun
5821968	SMS	TOPSAILTECH	03/05/17 11:17am - Sun
5818827	Workers' Comp	✓ SYS	03/02/17 04:24am - Thu
5818827	SMS	✓ SYS	03/02/17 04:01am - Thu
5818823	SMS	TOPSAILTECH	03/02/17 04:01am - Thu

Add Reviewer

Add Reviewers from Distribu...▼

Update Note

FIG. 41C

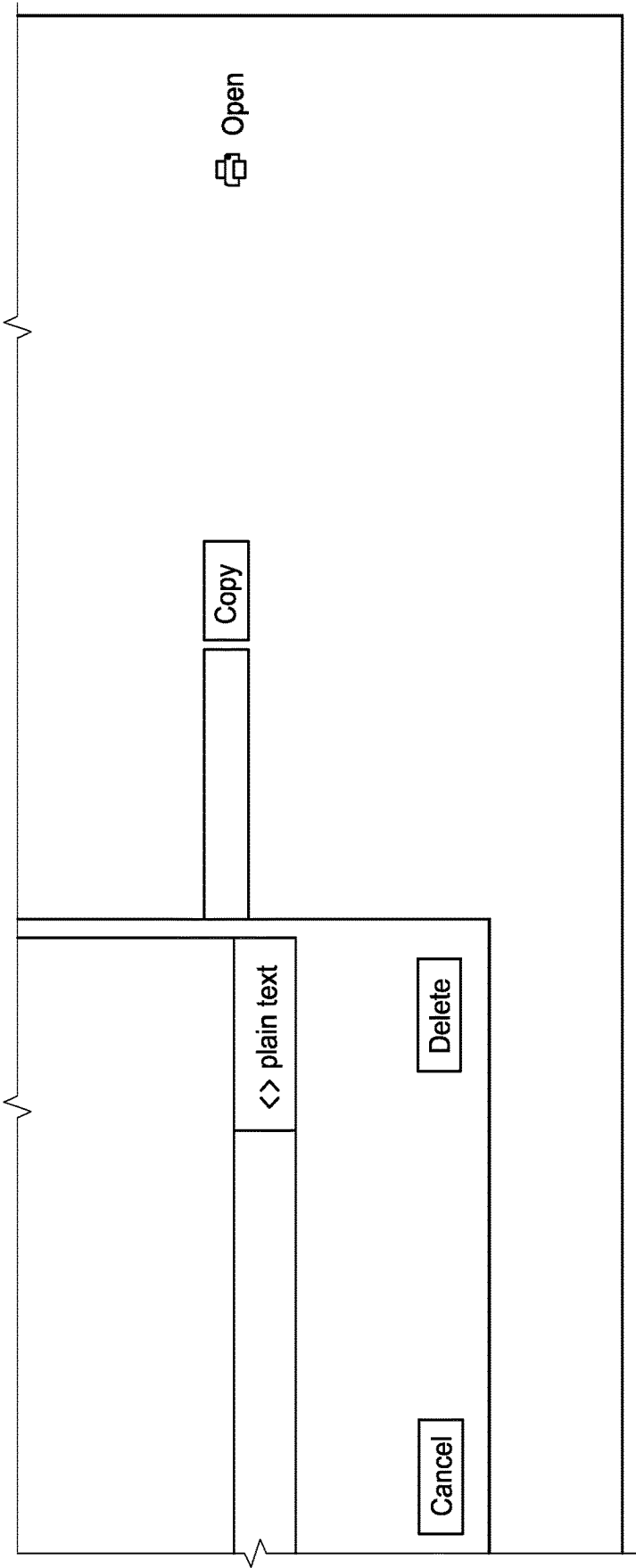


FIG. 41D

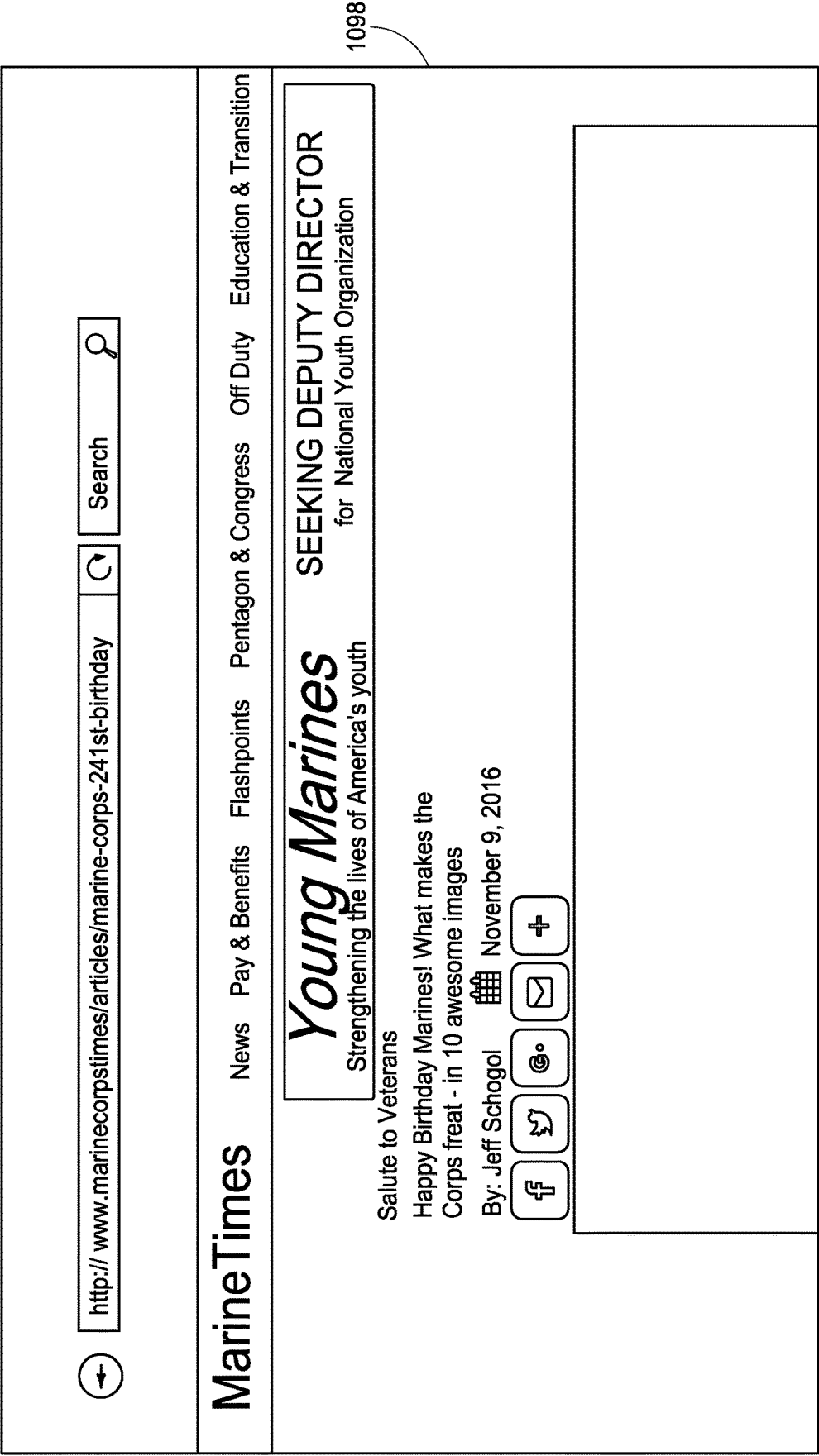


FIG. 42

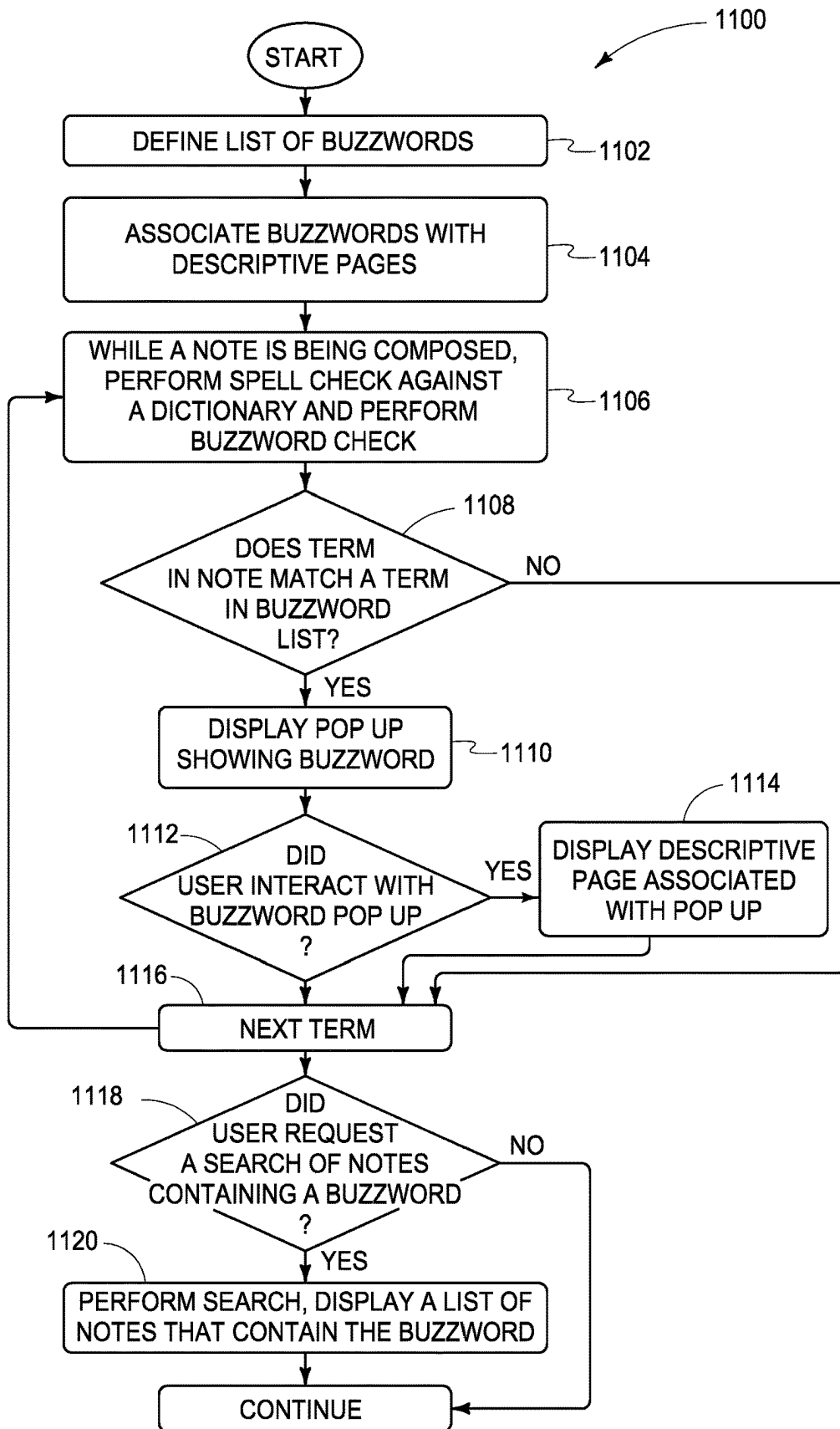


FIG. 43

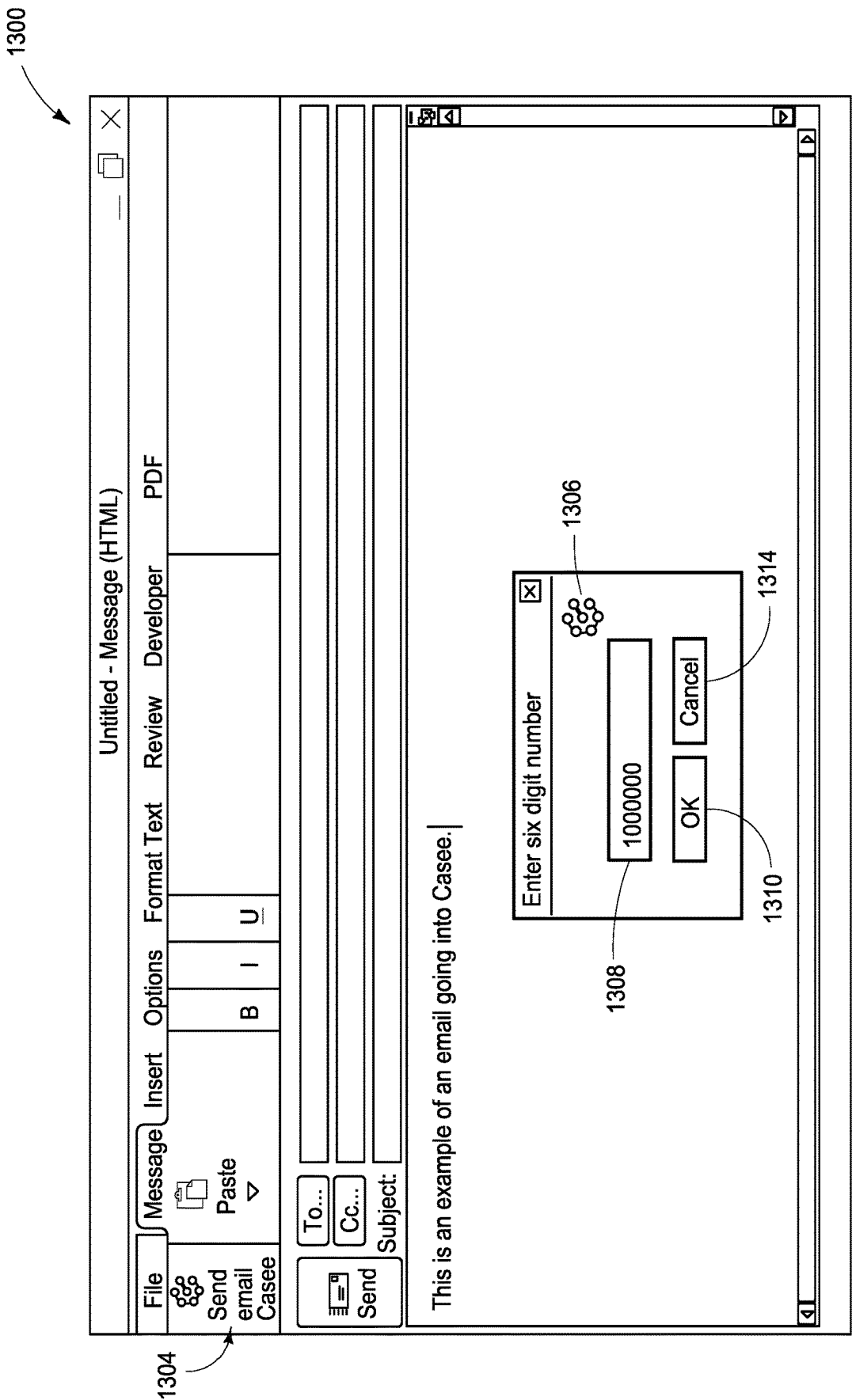


FIG. 44

☐ Casee																																																	
☐ Quick Case Open																																																	
Start typing to find a case by client name, phone, case number, etc																																																	
Case Number 1000000 Alt #	Client Mr Eric J. Sanchez (44) Last Note 09/12/2017	DOB 01/02/1982 Paralegal RRG	Role Former Involvee Primary Attorney TJW	Language English Physical File RRG	Case Type L1 Negotiator	Damage Category Subjective Primary Recovery Nation (Liability)																																											
INV	TST	INV		PL1 INV PRR DMD NER SER																																													
Synopsis: /																																																	
Damages: /																																																	
☐ NOTES (65/65)																																																	
All things All Topics Search Note Bodies <table border="1"> <thead> <tr> <th>ID</th> <th>Topic</th> <th>Author</th> <th>Created At</th> <th>Body</th> </tr> </thead> <tbody> <tr> <td>6259341</td> <td>Email</td> <td>EJS</td> <td>10/01/17 02:21pm - Sun</td> <td>This is an example of an email ...</td> </tr> <tr> <td>6218862</td> <td>Email</td> <td>EJS</td> <td>09/12/17 02:00pm - Tue</td> <td>See the attached images as well...</td> </tr> <tr> <td>6218844</td> <td>Email</td> <td>EJS</td> <td>09/12/17 01:56pm - Tue</td> <td>I did review the linked patent...</td> </tr> <tr> <td>6212120</td> <td>Email</td> <td>SYS</td> <td>09/08/17 11:56pm - Fri</td> <td>This is an example of Buzzwords in use...Mari...</td> </tr> <tr> <td>6212093</td> <td>Email</td> <td>EJS</td> <td>09/08/17 11:51pm - Fri</td> <td>Test</td> </tr> <tr> <td>6112090</td> <td>Email</td> <td>EJS</td> <td>09/08/17 11:51pm - Fri</td> <td>From Micro...</td> </tr> <tr> <td>6150000</td> <td>Email</td> <td>EJS</td> <td>08/10/17 05:58pm - Thu</td> <td>Capture From: ...</td> </tr> </tbody> </table>										ID	Topic	Author	Created At	Body	6259341	Email	EJS	10/01/17 02:21pm - Sun	This is an example of an email ...	6218862	Email	EJS	09/12/17 02:00pm - Tue	See the attached images as well...	6218844	Email	EJS	09/12/17 01:56pm - Tue	I did review the linked patent...	6212120	Email	SYS	09/08/17 11:56pm - Fri	This is an example of Buzzwords in use...Mari...	6212093	Email	EJS	09/08/17 11:51pm - Fri	Test	6112090	Email	EJS	09/08/17 11:51pm - Fri	From Micro...	6150000	Email	EJS	08/10/17 05:58pm - Thu	Capture From: ...
ID	Topic	Author	Created At	Body																																													
6259341	Email	EJS	10/01/17 02:21pm - Sun	This is an example of an email ...																																													
6218862	Email	EJS	09/12/17 02:00pm - Tue	See the attached images as well...																																													
6218844	Email	EJS	09/12/17 01:56pm - Tue	I did review the linked patent...																																													
6212120	Email	SYS	09/08/17 11:56pm - Fri	This is an example of Buzzwords in use...Mari...																																													
6212093	Email	EJS	09/08/17 11:51pm - Fri	Test																																													
6112090	Email	EJS	09/08/17 11:51pm - Fri	From Micro...																																													
6150000	Email	EJS	08/10/17 05:58pm - Thu	Capture From: ...																																													

FIG. 45A

FIG. 45A

FIG. 45B

FIG. 45C

FIG. 45D

FIG. 45

						DWB	HELP
Case Status ADR ✓	Department Pre-Lit	Source ✓	Referred By ✓	Incident State NC ✓	SOL State NC ✓	Case Age 9.6 mo	
Health Insurance Health	Opened 12/10/2016	Closed ✓	Incident Date 12/10/2016 ✓	SOL Date 12/10/2019 ✓	Tolling Date ✓	Case Value ✓	Share
CHK WOC PL1 COJ	REJ	INV	ADR	INV	ADR		
Quick information							
							 Add Note
Note 6218862 for Case #1000000 Topic: Email							Created By: EJS at 10/01/17 02:21pm Updated By: EJS at 10/01/17 02:21pm
From Eric J Sanchez Sent: Sunday, 1 2017 14:22 PM				To: Farrin Casee Subject: [1000000]			

FIG. 45B

6149992	Email	EJS	01/10/17 05:55pm - Thu	What's up?	Open
6105528	SMS	✓ EJS	07/23/17 11:44am - Sun	call me - From Farrin at 900-688-4991	Open
6105491	Email	EJS	07/23/17 11:34am - Sun	https://farrin.caseesoftware.com/casey/case...	Open
6089329	Other	PLM	07/14/17 11:35am - Fri	Rec'd file scanned file and saved file to RRG	Open
6087138	Email	PLM	07/13/17 02:10pm - Thu	Potential New Case from Existing Client: 100000...	Open
6027007	Email	DWB	06/14/17 09:25pm - Wed	Sent from my Phone	Open
6027007	Email	DWB	06/14/17 09:23pm - Wed	Sent from my Phone	Open
6020890	File Review ✓MEL		06/13/17 08:18am - Tue	yep On Jun 9 2017, at 9:50AM, Tara J. Will...	Open

FIG. 45C

Body:

This is an example of an email going into Casee.

Copy to Casee

Copy!

Open

DOCUMENTS

Record Requests (4/4)

FIG. 45D

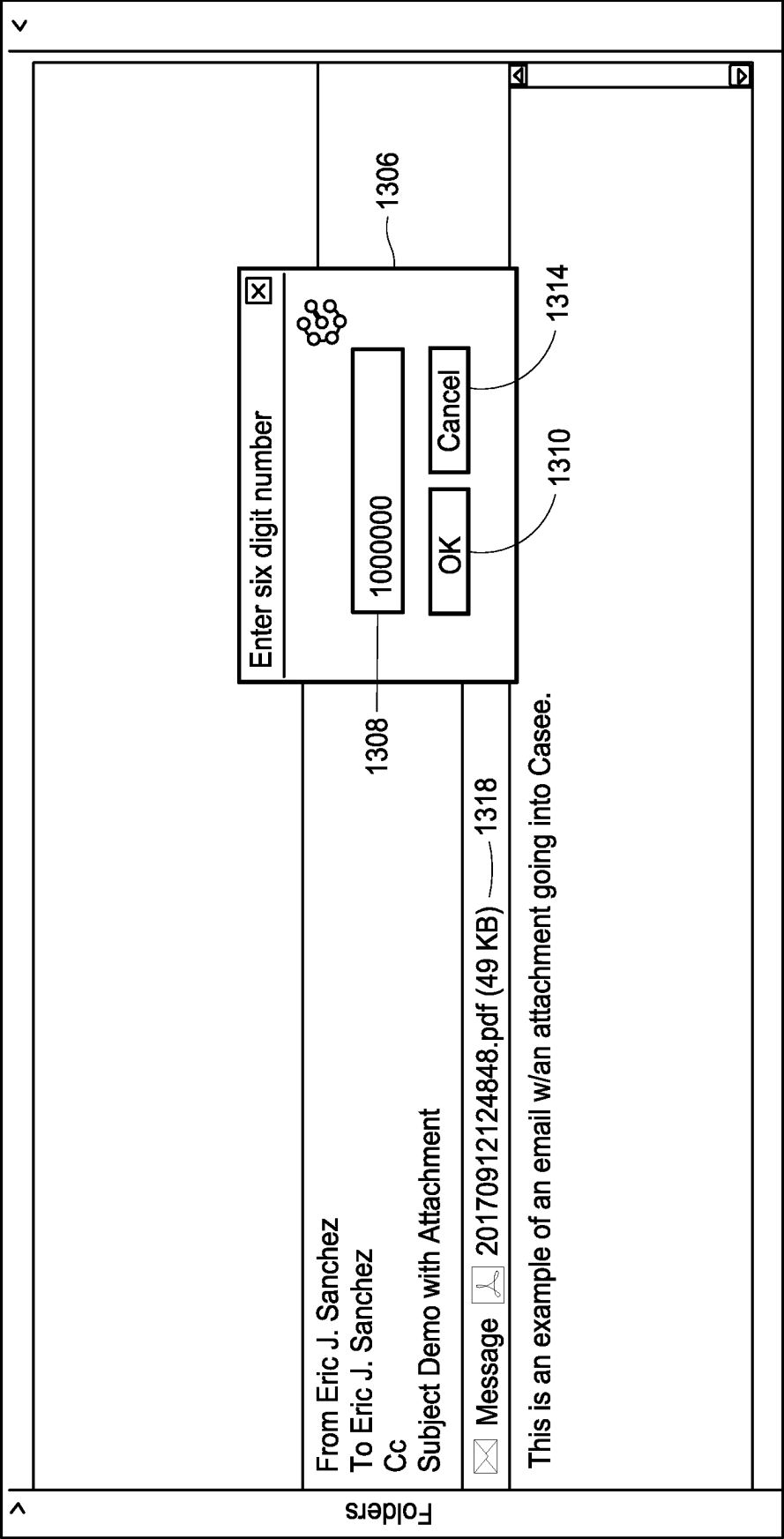


FIG. 46

1350

Primary - Citrix XenApp Plugins for Hosted Apps

#1000000 - Sanchez, Eric

Secure | <https://farrin.caseesoftware.com/casey/cases/1000000>

Apps Casee Casee - Staging ConverTrack

Casee

Case Number	Client	DOB	Role	Language	Case Type	Damage Category
1000000	Mr Eric J. Sanchez (44)	01/02/1982	Former Involvee	English	L1	Subjective
Alt #	Last Note	Paralegal	Primary Attorney	Physical File	Negotiator	Primary Recovery
	10/01/2017	RRG	TJW	RRG		Nation (Liability)
6089329	Other	PLM	07/14/17 11:35am - Fri	Rec'd file scanned file and saved file to RRG		
6087138	Email	PLM	07/13/17 02:10pm - Thu	Potential New Case from Existing Client: 1000000...		
6027008	Email	DWB	06/14/17 09:25pm - Wed	Sent from my Phone		
6027007	Email	DWB	06/14/17 09:23pm - Wed	Sent from my Phone		
6020890	File Review	✓MEL	06/13/17 08:18am - Tue	yep On Jun 9 2017, at 9:50AM, Tara J. Will...		

FIG. 47A

FIG. 47A	FIG. 47B
FIG. 47C	FIG. 47D

FIG. 47

HELP					
Case Status ADR	Department Pre-Lit	Source Closed	Referred By Incident Date 12/10/2016	Incident State NC	SOL State NC
Health Insurance Health	Opened 12/10/2016			SOL Date 12/10/2019	Tolling Date Case Value
				Tools	Watch Share
Copy to Casee				Copy!	
				Open	
DOCUMENTS					

FIG. 47B

Past Due(6)	(Due Today(0))	Due later(1)	(Done(58)) N/A(0)	EJS	Task Name	clear filters		Recalculate	Add Reminder
Due	^ N/A	Staff ^	Done	^ Task					
12/10/2016	EJS	12/20/2016 by TOPS...	Schedule 21-Day Call w Attorney						Edit
12/10/2016	EJS	06/15/2017 by EJS	This is an example						Edit

Show: Scroll All 2

FIG. 47C

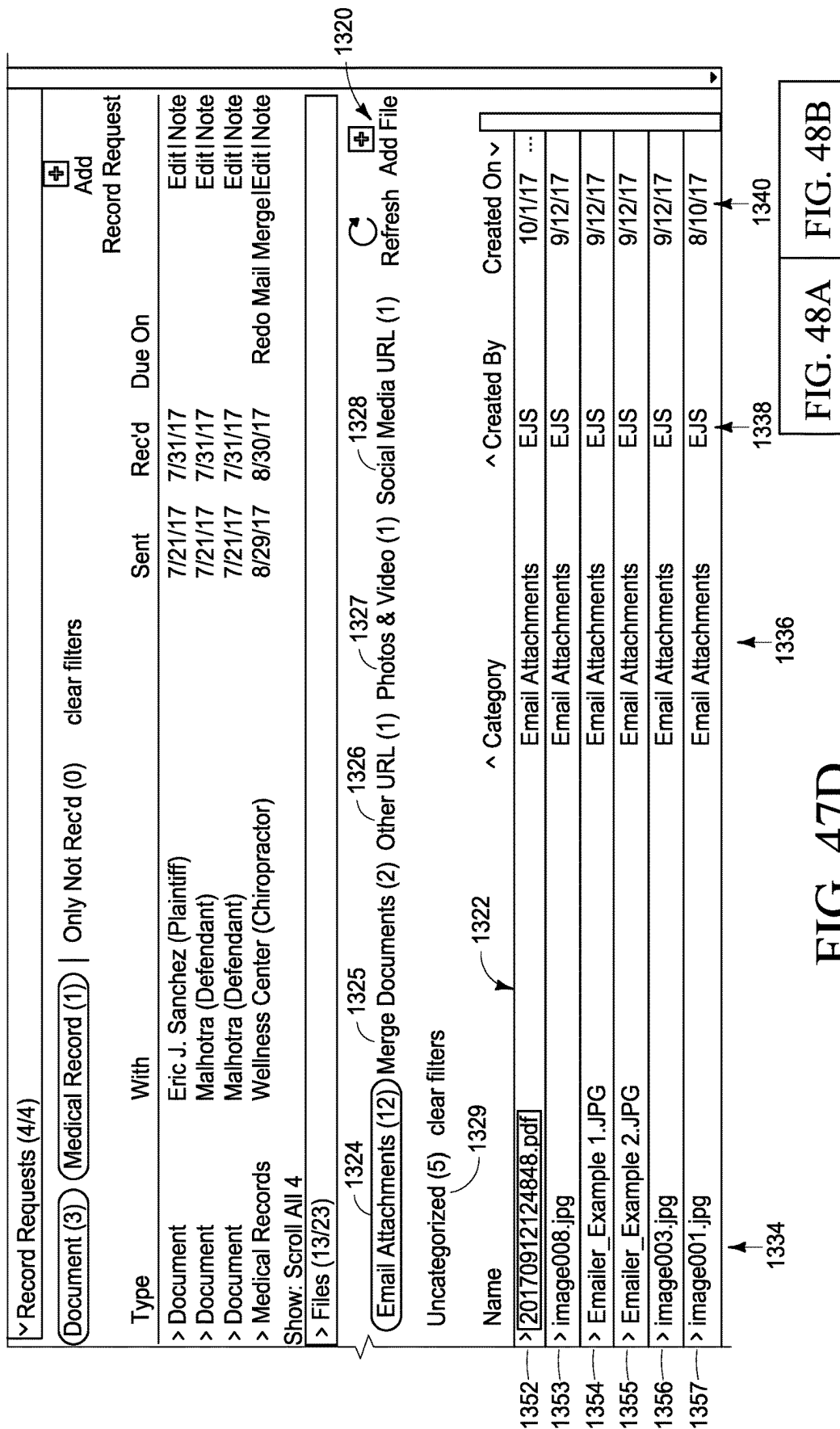


FIG. 48

1400

Primary - Citrix XenApp Plugins for Hosted Apps

#1000000 - Sanchez, Eric x

Secure | <https://farrin.caseesoftware.com/casey/cases/1000000>

Apps Casee Casee - Staging ConverTrack

Case

Quick Case Open Start typing to find a case by client name, phone, case number, etc

Case Number	Client	DOB	Role	Language	Case Type	Damage Category
1000000	Mr Eric J. Sanchez (44)	01/02/1982	Former Involve	English	L1	Subjective
Alt #	Last Note	Paralegal	Primary Attorney	Physical File	Negotiator	Primary Recovery
	10/01/2017	RRG	TJW	RRG		Nation (Liability)

1402

INV TST INV

Synopsis: /

Damages: /

NOTES (66/66)

REMINERS (2 / 65)

\$ LEDGER ENTRIES

LITIGATION

LITIGATION (SECONDARY)

SETTLEMENT ADMINISTRATION

INCIDENT

COVERAGE

FIG. 48A

[illegible]

FIG. 49A | FIG. 49B

FIG. 49B

FIG. 49

FIG. 48B

Primary - Citrix XenApp Plugins for Hosted Apps

#1000000 - Sanchez, Eric x

Secure | <https://farrin.caseesoftware.com/casey/case/1000000>

Apps Case - Staging ConverTrack

Case

Quick Case Open Start typing to find a case

Case Number 1000000 Client Mr Eric J. Sanchez (44)

Alt # Last Note 10/01/2017

INV TST

Synopsis: /

Damages: /

NOTES (66/66)

REMINDERS (2 / 65)

\$ LEDGER ENTRIES 1438

LITIGATION

LITIGATION (SECONDARY)

SETTLEMENT ADMINISTRATION

INCIDENT 1442

COVERAGE

Casee Mail originating from case #1000000 1422

From Eric Sanchez <esanchez@farrin.com> 1424

To 1426

Cc 1428

esanchez@farrin.com

Bcc 1430

Subject 1434 1432

[1000000]

Body 1436

<https://farrin.caseesoftware.com/casey/cases/1000000>

Select attachments to include in the email

☐ 1000000_1500_PI_CLT_Attorney_Departure_

☒ 20170912124848.pdf

☐ 468 SS FOLLOW UP MER LETTER.docx

☐ casee_schema.pdf

☐ Emailer_Example 1.JPG 1440

1446 Send Email Cancel 1440

FIG. 49A

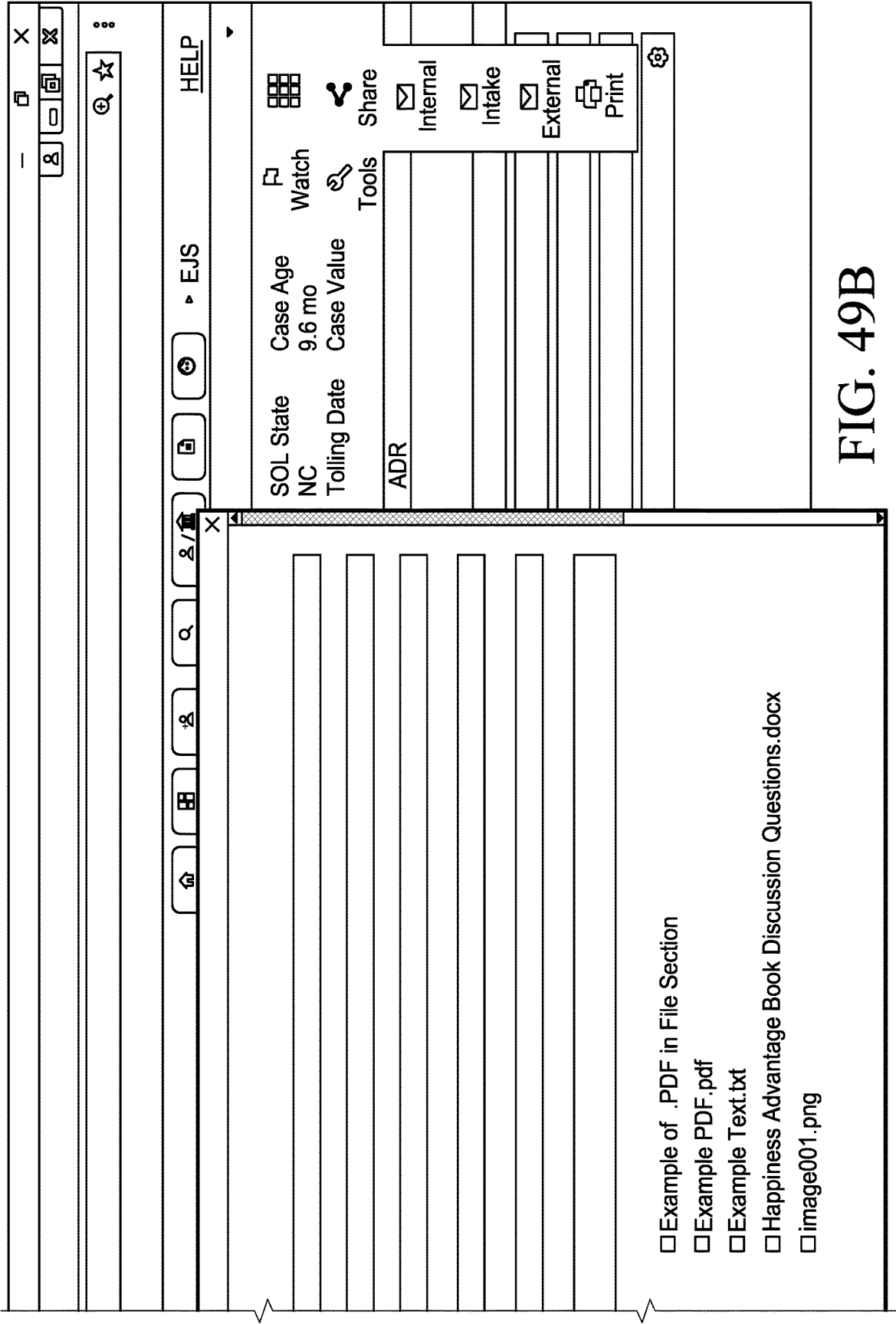


FIG. 49B

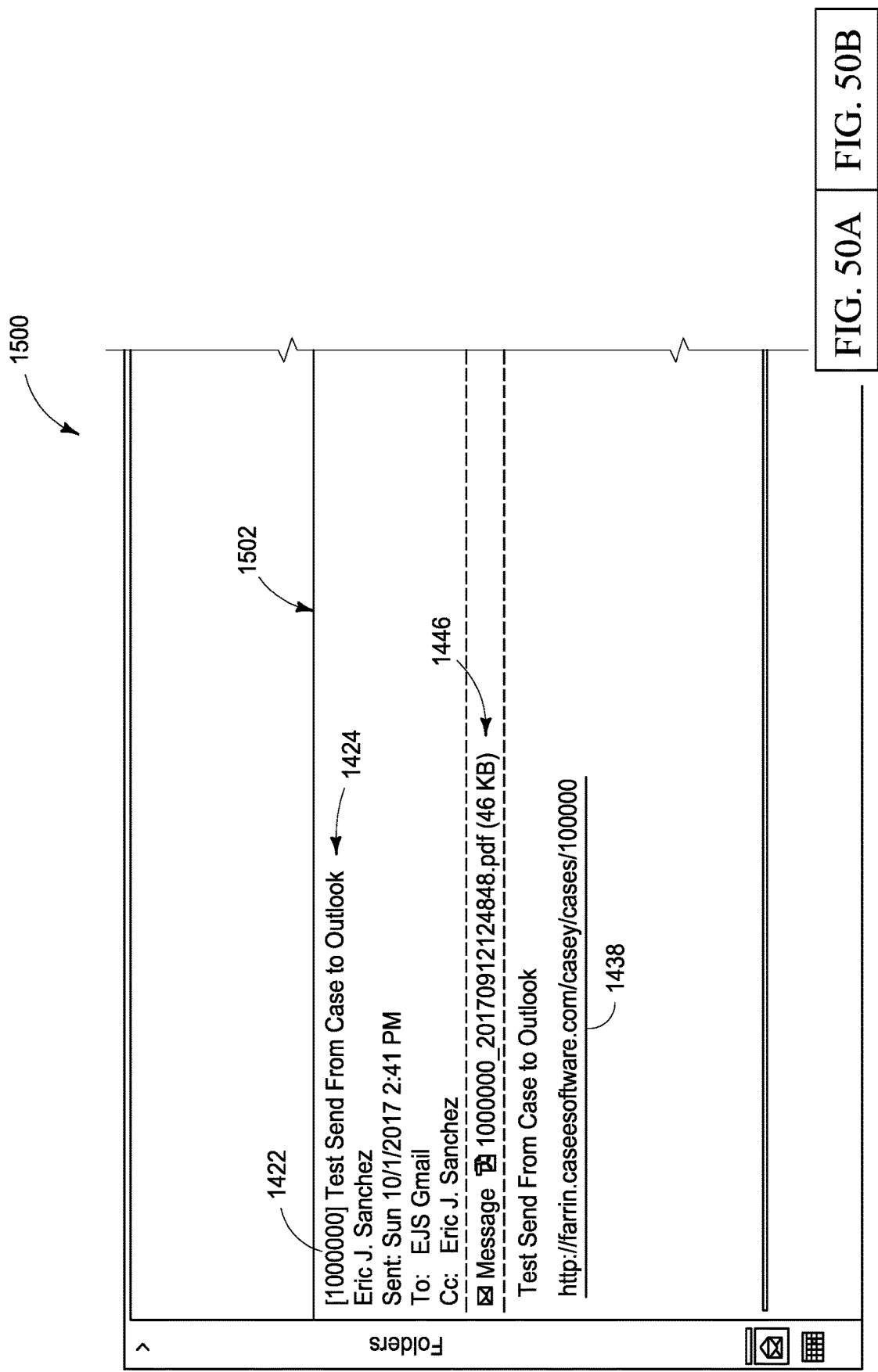


FIG. 50

FIG. 50B

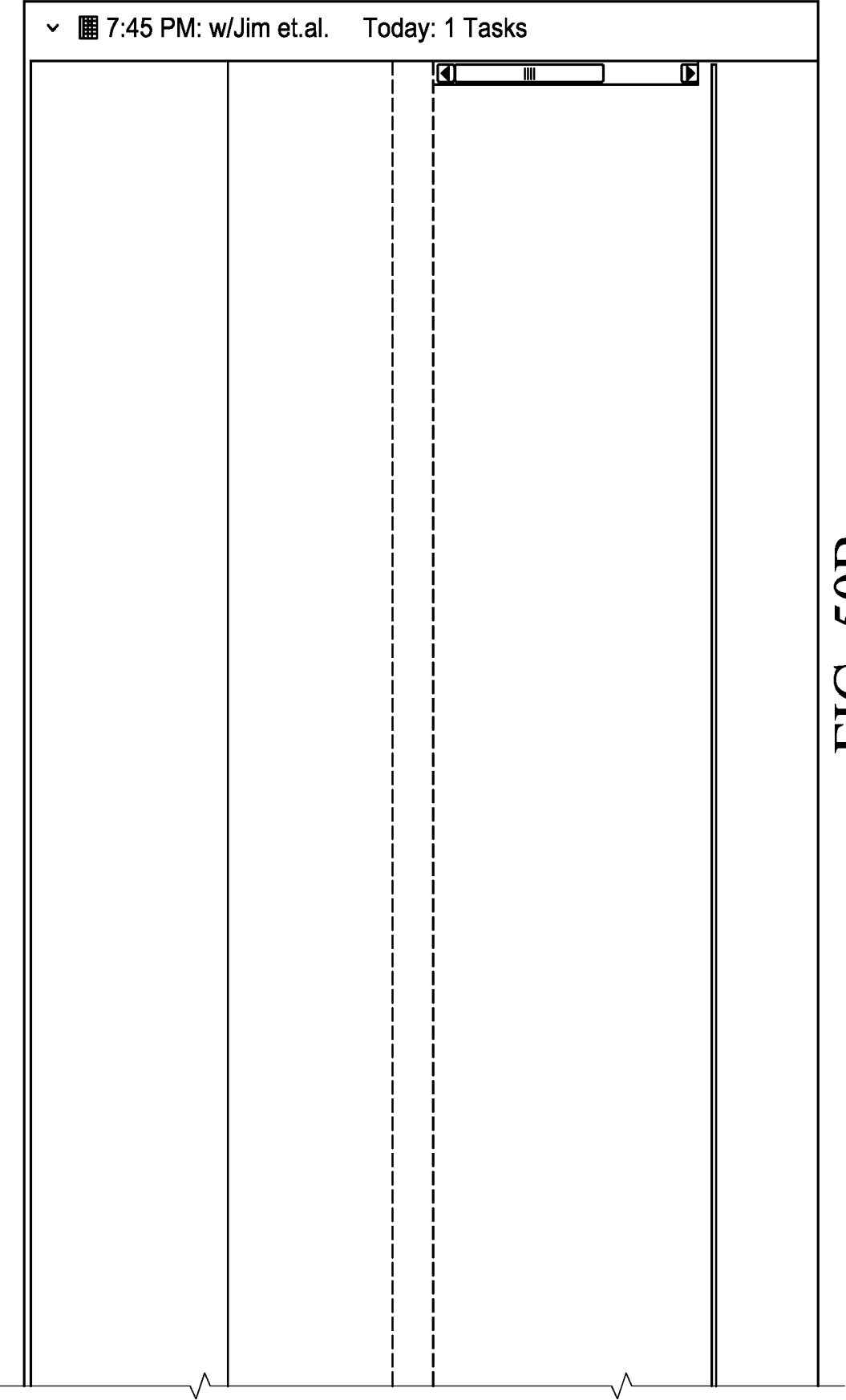


FIG. 50B

1006

1002

1010

1012

1014

1046

1048

1050

1052

1054

1056

1058

1502

1552

1554

1003

1060

FIG. 51A

FIG. 51B

FIG. 51C

FIG. 51D

FIG. 51

Case Number 1000000

Alt #

Client Mr Eric J. Sanchez (44)

Last Note 09/12/2017

DOB 01/02/1982

Role Former Involvee

Language English

Case Type L1

Damage Category Subjective

Primary Attorney TJW

Physical File RRG

Negotiator

Primary Recovery

Nationwide (Liability)

INV

TST

PL1

INV

PRR

DMD

NER

SER

Synopsis:

Damages:

NOTES (65/65)

All things

All Topics

Topic

Author

Created At

ID

6259345

6259342

6259341

6218862

6218844

6112120

6112093

Email

Email

Email

Email

Email

Email

Email

EJS

EJS

EJS

EJS

EJS

SYS

EJS

10/01/17 02:40pm - Sun

10/01/17 02:28pm - Sun

10/01/17 02:21pm - Sun

09/12/17 02:00pm - Tue

09/12/17 01:56pm - Tue

09/08/17 11:56pm - Fri

09/08/17 11:51pm - Fri

Test Send From Case to Outlook

From: Eric J. S...

This is an example of an email...

See the attached images as well...

I did review the linked patent...

This is an example of Buzzwords in use...Mari...

Test

Open

Open

Open

Open

Open

Open

Open

1550

1550									
				1020	1022	1024	1026	1028	HELP
				1018	1020	1022	1024	1026	1028
Case Status	Department	Source	Referred By	Incident State	SOL State	Case Age	Watch		
ADR	Pre-Lit	Closed	Incident Date	NC	NC	9.6 mo			
Health Insurance	Opened		12/10/2016	SOL Date	Tolling Date	Case Value	Tools	Share	
Health	12/10/2016		12/10/2016	12/10/2019					
CHK[WOC PL1 COJ]	REJ	INV	ADR	INV	ADR				
1042	1040	1038	1036	1034	1032	1030			
Quick information									
1065	1061	1063	1067	1084	1086	1091	1082		
↑	^	∨	↓						
Note 6259345 for Case #1000000				Add Note					
Topic: Email				Created By: EJS at 10/01/17 02:40pm					
				Updated By: EJS at 10/01/17 02:40pm					
From Eric J Sanchez<esanchez@farrin.com				Cc: esanchez@farrin.com					
Sent: Sunday, October 1 2017 14:40 PM				Subject: [1000000] Test Send From Case to Outlook					
To: ejjsf@gmail.com									

FIG. 51B

6212090	Email	EJS	09/08/17 11:51am - Fri	From Micro...	Open	1059
6150000	Email	EJS	08/10/17 05:58pm - Thu	Capture From: ...	Open	1072
6149992	Email	EJS	08/10/17 05:55pm - Thu	What's up?	Open	
6105528	SMS	✓EJS	07/23/17 11:44am - Sun	Call me - From Farrin at 900-688-4991	Open	
6105491	Email	EJS	07/23/17 11:34am - Sun	https://farrin.casseeoftware.com/casey/case...	Open	
6089329	Other	PLM	07/14/17 11:35am - Fri	Rec'd file scanned file and saved file to RRG	Open	
6087138	Email	PLM	07/13/17 02:10pm - Thu	Potential New Case from Existing Client: 100000...	Open	
6027008	Email	DWB	06/14/17 09:25pm - Wed	Sent from my Phone	Open	
1062		1064	1066	1070		
☒ REMINDERS (2 / 65)						
Past Due(6) <u>Due Today(0)</u> Due later(1) <u>Done(58)</u> N/A(0) EJS Task Name clear filters Recalculate Add Reminder						

FIG. 51C

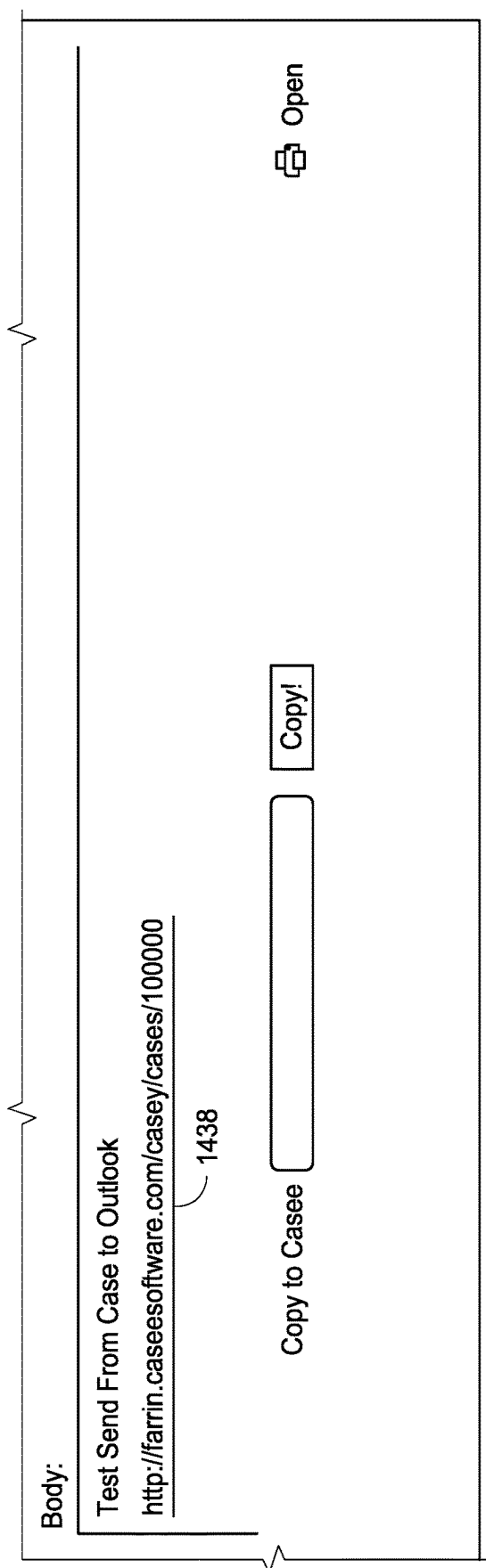


FIG. 51D

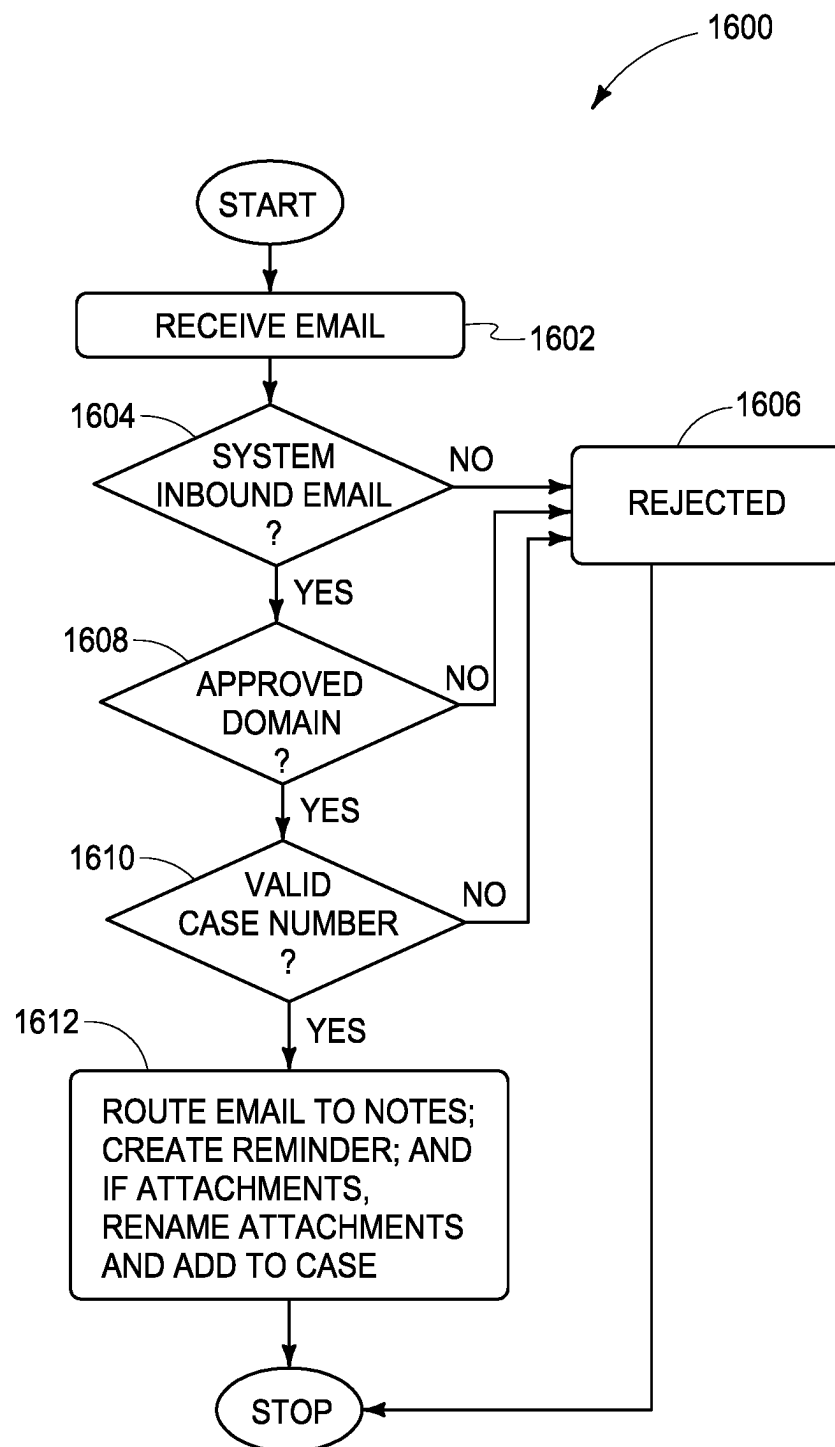


FIG. 52

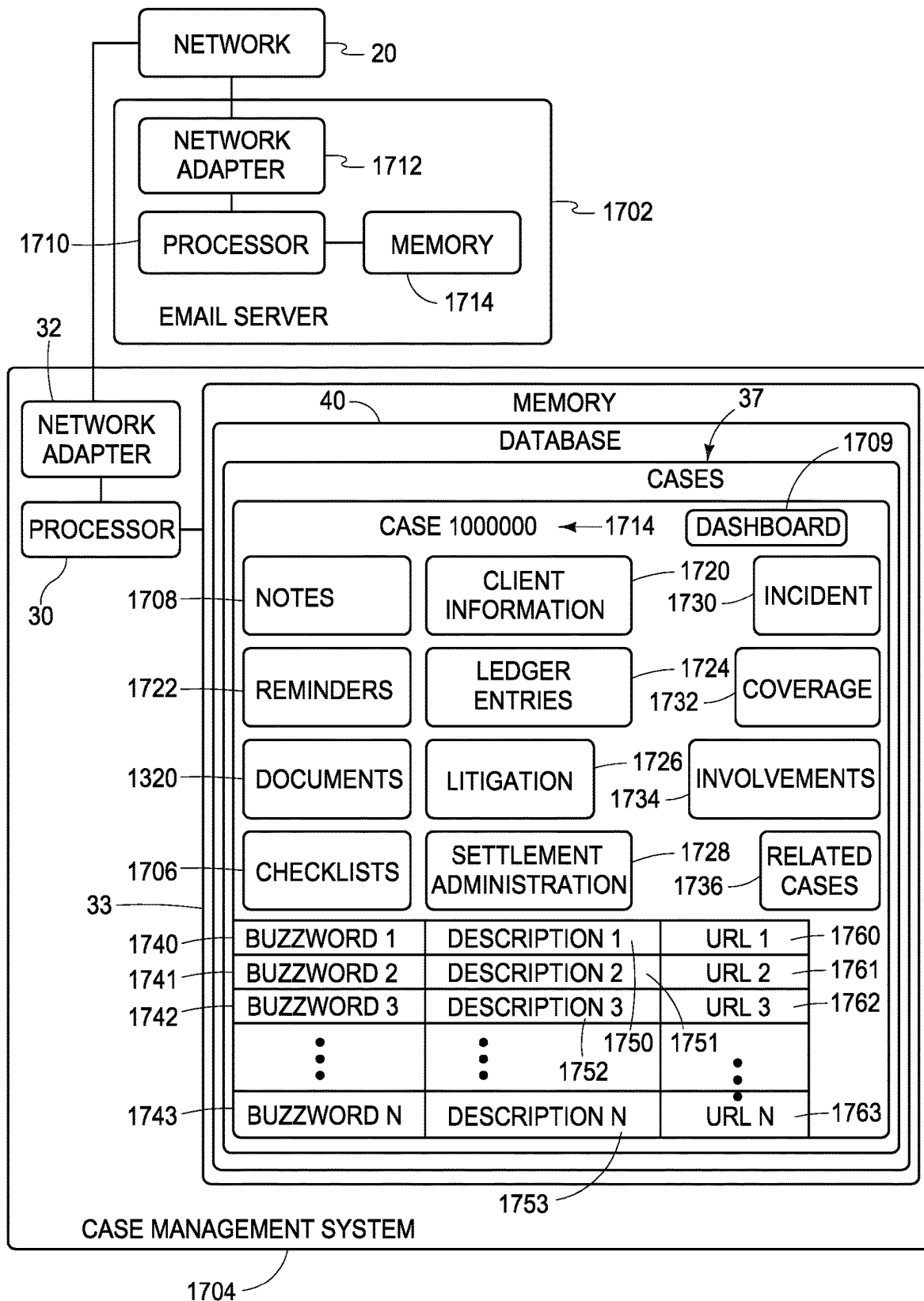


FIG. 53

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SYSTEMS AND METHODS FOR HANDLING EMAIL IN A CUSTOMER MANAGEMENT SYSTEM

CROSS REFERENCE TO RELATED APPLICATION

This is a continuation of U.S. patent application Ser. No. 15/828,382 to Sanchez et al., filed Nov. 30, 2017, and incorporated herein by reference.

TECHNICAL FIELD

The technical field also comprises database and file management. The technical field also comprises operator interface processing.

BACKGROUND

Various types of businesses use and maintain data related to the company's business, such as information about customers, existing projects, business opportunities, and completed projects. The data is stored in a database that is accessible to company employees.

To facilitate effective use of data, many business organizations have a system to help manage the company's interactions with customers, clients and sales prospects, commonly known as a customer relationship management (CRM) system or client management system (CMS).

SUMMARY

Various embodiments provide a system including an email server; a case management server in communication with the email server, the case management server having a system email address for receiving emails and including: a processor; and a memory coupled to the processor and defining a database organized to store data for respective matters having matter numbers, and the database including a notes location associated with each matter; the system being configured to provide a graphical user interface to a workstation using which a user can review information relating to matters, including notes, the system being further configured, in response to receiving an email having a subject line and body, to determine whether the email is addressed to a system email address for the case management server and, if not, reject the email, and to determine if the email subject line contains a matter number matching a database matter number and, if not, reject the email, and if the email is not rejected, the system being configured to route at least a portion of the non-rejected email to the notes location of the matter having the matter number that matches the number contained in the email subject line, wherein a user can access the non-rejected email pertaining to a matter directly from a screen showing notes for the matter; and a workstation including a display screen configured to show the graphical user interface.

Other embodiments provide a method including providing a server having a system email address for receiving emails and including a processor and a memory coupled to the processor and defining a database organized to store data for a plurality of customer matters, respective matters having matter numbers, and, for each matter, the database including a notes location associated with the matter; providing a graphical user interface using which a user can review information relating to matters, including notes; determining, in response to receiving an email having a subject line

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and body, if the email subject line contains a matter number matching a database matter number and, if not, rejecting the email; and if the email is not rejected, routing at least a portion of the non-rejected email to the notes location of the matter having the matter number that corresponds to the number contained in the email subject line.

Other embodiments provide a system including an email server; a case management server in communication with the email server, the case management server having a system email address for receiving emails and including: a processor; and a memory coupled to the processor and defining a database organized to store data for respective matters having case numbers, and the database including a notes location associated with respective matters, and the database including a plurality of notes including text, in the notes locations for respective matters, and the database including a plurality of buzzwords and hyperlinks pointing to descriptive pages that describe the buzzwords; the system being configured to provide a graphical user interface to a workstation using which a user can review information relating to matters, including notes, the system being further configured, in response to receiving an email having a subject line and body, to determine whether the email is addressed to a system email address for the case management server and, if not, reject the email, to determine whether the email originated from a preapproved domain and, if not, reject the email, and to determine if the email subject line contains a case number matching a database matter case number and, if not, reject the email, and if the email is not rejected, the system being configured to route at least a portion of the non-rejected email to the notes location of the matter having the matter number that matches the number contained in the email subject line wherein a user can access the non-rejected email pertaining to a matter directly from a screen showing notes for the matter; the case management server being configured to: associate respective buzzwords with descriptive pages; generate a user interface including a text editing screen area in which a user can type or edit text for a note, the text including a plurality of terms; and display the descriptive page associated with the typed buzzword in response to the user interacting with the buzzword area of the user interface; and a workstation including a display screen configured to show the graphical user interfaces.

Still other embodiments provide a method for displaying notes associated with a matter in a client management system on a graphical user interface, the method comprising storing a list of buzzwords in a memory; displaying a list in a note list display region, the list including a plurality of rows, each row being associated with a note including text, respective rows including a note ID number, a note type, a note author name, a creation date, and a part of the body of the note, the list being navigable; displaying a preview of a note corresponding to a row selected in response to a row being selected by a user; causing a text editor screen area to appear in response to a user opening the previewed note; in response to a user typing a term in the text editor screen matching a buzzword, displaying an indication that the term is a buzzword.

BRIEF DESCRIPTION OF THE VIEWS OF THE DRAWINGS

FIG. 1 is a functional block diagram of a system in accordance with various embodiments.

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FIG. 2 is a hardware block diagram of the system of FIG. 1 showing greater details of the PBX included in the system of FIG. 1, in accordance with various embodiments.

FIG. 3 is a block diagram illustrating attaching of company numbers to unique direct inward dial numbers, in accordance with various embodiments.

FIG. 4 is a screen shot illustrating a graphical user interface for setting a value for a condition, to perform a screening using the system of FIG. 1, in accordance with various embodiments.

FIG. 5 is a functional block diagram illustrating automatic routing based on the system of FIG. 1 reading a direct inward dial number, in accordance with various embodiments.

FIG. 6 is a functional block diagram illustrating that responses to question forms trigger directed action, using the system of FIG. 1, in accordance with various embodiments.

FIG. 7 is a screen shot illustrating a graphical user interface for inputting intake questionnaire screening information, using the system of FIG. 1, in accordance with various embodiments.

FIG. 8 is a screen shot illustrating a graphical user interface for viewing or editing a screening rule or intake scoring model for the intake questionnaire of FIG. 7, in accordance with various embodiments.

FIG. 9 is a screen shot illustrating a graphical user interface for adding a question to the rule of FIG. 8, in accordance with various embodiments.

FIG. 10 is a screen shot illustrating the graphical user interface of FIG. 9 being filled out, in accordance with some embodiments.

FIG. 11 is a screen shot illustrating a graphical user interface for creating a new screening rule, using the system of FIG. 1, in accordance with various embodiments.

FIG. 12 is a screen shot illustrating the graphical user interface of FIG. 11 after an "add condition" element of FIG. 11 has been actuated, in accordance with various embodiments.

FIG. 13 is a screen shot illustrating the graphical user interface of FIG. 12 after a question of FIG. 12 has been selected, in accordance with various embodiments.

FIG. 14 is a screen shot illustrating a graphical user interface for inputting intake questionnaire screening information, similar to FIG. 7, after a question has been added, in accordance with various embodiments.

FIG. 15 is a screen shot illustrating a graphical user interface for inputting client or customer information, associated with the questionnaire of FIG. 14.

FIG. 16 is a map illustrating how FIGS. 16A and 16B are to be assembled.

FIG. 16A is a portion of a screen shot illustrating a graphical user interface for viewing, adding, or editing questions used in connection with the screening rules of FIGS. 11-13.

FIG. 16B is a second portion of the screen shot of FIG. 16A.

FIG. 17 is a screen shot illustrating a graphical user interface for viewing, adding, or editing the screening rules of FIGS. 11-13.

FIG. 18 is a map illustrating how FIGS. 18A and 18B are to be assembled.

FIG. 18A is a portion of a screen shot illustrating a graphical user interface for displaying calls received by the system of FIG. 1 and for starting intake questionnaires for calls.

FIG. 18B is a second portion of the screen shot of FIG. 18A.

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FIG. 19 is a map illustrating how FIGS. 19A and 19B are to be assembled.

FIG. 19A is a portion of a screen shot illustrating a graphical user interface listing a plurality of checklists in a law firm case management system hosted by the server of FIG. 5 or a different server.

FIG. 19B is a second portion of the screen shot of FIG. 19A.

FIG. 20 is a map illustrating how FIGS. 20A and B are to be assembled.

FIG. 20A is a portion of a screen shot illustrating the graphical user interface of FIGS. 19A and 19B after a checklist type has been selected.

FIG. 20B is a second portion of the screen shot of FIG. 20A.

FIG. 21 is a map illustrating how FIGS. 21A and 21B are to be assembled.

FIG. 21A is a portion of a screen shot illustrating a graphical user interface listing a plurality of checklist items included in one of the checklists of FIGS. 19A and 19B.

FIG. 21B is a second portion of the screen shot of FIG. 21A.

FIG. 22 is a map illustrating how FIGS. 22A and 22B are to be assembled.

FIG. 22A is a portion of a screen shot illustrating a graphical user interface showing logic details of one of the checklist items of FIGS. 21A and 21B.

FIG. 22B is a second portion of the screen shot of FIG. 22A.

FIG. 23 is a map illustrating how FIGS. 23A and 23B are to be assembled.

FIG. 23A is a portion of a screen shot illustrating a graphical user interface showing a case type being added to the logic of the checklist item of FIGS. 22A and 22B.

FIG. 23B is a second portion of the screen shot of FIG. 23A.

FIG. 24 is a map illustrating how FIGS. 24A and 24B are to be assembled.

FIG. 24A is a portion of a screen shot illustrating a graphical user interface showing a condition pull down menu being pulled down from the graphical user interface of FIGS. 23A and 23B.

FIG. 24B is a second portion of the screen shot of FIG. 24A.

FIG. 25 is a map illustrating how FIGS. 25A and B are to be assembled.

FIG. 25A is a portion of a screen shot illustrating a graphical user interface showing a task due timing pull down menu being pulled down from the graphical user interface of FIGS. 24A and 24B.

FIG. 25B is a second portion of the screen shot of FIG. 25A.

FIG. 26 is a map illustrating how FIGS. 26A and 26B are to be assembled.

FIG. 26A is a portion of a screen shot illustrating a graphical user interface showing a mail merge options pull down menu being pulled down from the graphical user interface of FIGS. 25A and 25B.

FIG. 26B is a second portion of the screen shot of FIG. 26A.

FIG. 27 is a map illustrating how FIGS. 27A, 27B, 27C, and 27D are to be assembled.

FIG. 27A is a portion of a screen shot illustrating a graphical user interface listing a plurality of dashboard lists in a law firm case management system.

FIG. 27B is a second portion of the screen shot of FIG. 27A.

FIG. 27C is a third portion of the screen shot of FIG. 27A.

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FIG. 27D is a fourth portion of the screen shot of FIG. 27A.

FIG. 28 is a map illustrating how FIGS. 28A and 28B are to be assembled.

FIG. 28A is a portion of a screen shot illustrating a graphical user interface showing dashboard items and showing filter conditions defining each dashboard list as well as columns included in each dashboard list.

FIG. 28B is a second portion of the screen shot of FIG. 28A.

FIG. 29 is a map illustrating how FIGS. 29A, 29B, 29C, and 29D are to be assembled.

FIG. 29A is a portion of a screen shot illustrating a graphical user interface showing how rules can be added or deleted to define one of the dashboard lists.

FIG. 29B is a second portion of the screen shot of FIG. 29A.

FIG. 29C is a third portion of the screen shot of FIG. 29A.

FIG. 29D is a fourth portion of the screen shot of FIG. 29A.

FIG. 30 is a map illustrating how FIGS. 30A, 30B, 30C, and 30D are to be assembled.

FIG. 30A is a portion of a screen shot illustrating a graphical user interface showing how a new dashboard list definition is added.

FIG. 30B is a second portion of the screen shot of FIG. 30A.

FIG. 30C is a third portion of the screen shot of FIG. 30A.

FIG. 30D is a fourth portion of the screen shot of FIG. 30A.

FIG. 31 is a map illustrating how FIGS. 31A, 31B, 31C, and 31D are to be assembled.

FIG. 31A is a portion of a screen shot illustrating a graphical user interface showing a first case rule pull down menu being pulled down from the graphical user interface of FIGS. 30A and 30B.

FIG. 31B is a second portion of the screen shot of FIG. 31A.

FIG. 31C is a third portion of the screen shot of FIG. 31A.

FIG. 31D is a fourth portion of the screen shot of FIG. 31A.

FIG. 32 is a map illustrating how FIGS. 32A, 32B, 32C, and 32D are to be assembled.

FIG. 32A is a portion of a screen shot illustrating a graphical user interface showing a second case pull down menu being pulled down from the graphical user interface of FIGS. 30A and 30B.

FIG. 32B is a second portion of the screen shot of FIG. 32A.

FIG. 32C is a third portion of the screen shot of FIG. 32A.

FIG. 32D is a fourth portion of the screen shot of FIG. 32A.

FIG. 33 is a map illustrating how FIGS. 33A, 33B, 33C, and 33D are to be assembled.

FIG. 33A is a portion of a screen shot illustrating a graphical user interface showing how a rule is added to the screens of FIG. 30A and FIG. 30B using pull down menus.

FIG. 33B is a second portion of the screen shot of FIG. 33A.

FIG. 33C is a third portion of the screen shot of FIG. 33A.

FIG. 33D is a fourth portion of the screen shot of FIG. 33A.

FIG. 34 is a map illustrating how FIGS. 34A, 34B, 34C, and 34D are to be assembled.

FIG. 34A is a portion of a screen shot illustrating a graphical user interface showing a second rule being added.

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FIG. 34B is a second portion of the screen shot of FIG. 34A.

FIG. 34C is a third portion of the screen shot of FIG. 34A.

FIG. 34D is a fourth portion of the screen shot of FIG. 34A.

FIG. 35 is a map illustrating how FIGS. 35A, 35B, 35C, and 35D are to be assembled.

FIG. 35A is a portion of a screen shot illustrating a graphical user interface showing a third rule being added.

FIG. 35B is a second portion of the screen shot of FIG. 35A.

FIG. 35C is a third portion of the screen shot of FIG. 35A.

FIG. 35D is a fourth portion of the screen shot of FIG. 35A.

FIG. 36 is a map illustrating how FIGS. 36A, 36B, 36C, and 36D are to be assembled.

FIG. 36A is a portion of a screen shot illustrating a graphical user interface showing a fourth rule being added.

FIG. 36B is a second portion of the screen shot of FIG. 36A.

FIG. 36C is a third portion of the screen shot of FIG. 36A.

FIG. 36D is a fourth portion of the screen shot of FIG. 36A.

FIG. 37 is a map illustrating how FIGS. 37A and 37B are to be assembled.

FIG. 37A is a portion of a screen shot illustrating a graphic user interface showing an administrative screen for managing buzzwords.

FIG. 37B is a second portion of the screen of FIG. 37A.

FIG. 38 is a map illustrating how FIGS. 38A and 38B are to be assembled.

FIG. 38A is a portion of a screen shot illustrating a graphic user interface showing a buzzword being edited.

FIG. 38B is a second portion of the screen of FIG. 38A.

FIG. 39 is a map illustrating how FIGS. 39A, 39B, 39C, and 39D are to be assembled.

FIG. 39A is a portion of a screen shot illustrating a graphical user interface showing a notes screen or screen portion.

FIG. 39B is a second portion of the screen shot of FIG. 39A.

FIG. 39C is a third portion of the screen shot of FIG. 39A.

FIG. 39D is a fourth portion of the screen shot of FIG. 39A.

FIG. 40 is a map illustrating how FIGS. 40A, 40B, 40C, and 40D are to be assembled.

FIG. 40A is a portion of a screen shot illustrating a graphical user interface including a text editor screen portion.

FIG. 40B is a second portion of the screen shot of FIG. 40A.

FIG. 40C is a third portion of the screen shot of FIG. 40A.

FIG. 40D is a fourth portion of the screen shot of FIG. 40A.

FIG. 41 is a map illustrating how FIGS. 41A, 41B, 41C, and 41D are to be assembled.

FIG. 41A is a portion of a screen shot illustrating a graphical user interface including a recognized buzzword-indicating screen portion.

FIG. 41B is a second portion of the screen shot of FIG. 41A.

FIG. 41C is a third portion of the screen shot of FIG. 41A.

FIG. 41D is a fourth portion of the screen shot of FIG. 41A.

FIG. 42 is a screen shot illustrating a web page associated with a buzzword of FIGS. 37A-D and FIGS. 41A-D.

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FIG. 43 is a flowchart illustrating operation of a method of using the case management system of FIG. 27A-D.

FIG. 44 is a screen shot illustrating sending an email from a third party email client to the case management system.

FIG. 45 is a map illustrating how FIGS. 45A, 45B, 45C, and 45D are to be assembled.

FIG. 45A is a portion of a screen shot illustrating a graphical user interface illustrating the email of FIG. 44 being received from the third party email client by the case management system and being added as a note.

FIG. 45B is a second portion of the screen shot of FIG. 45A.

FIG. 45C is a third portion of the screen shot of FIG. 45A.

FIG. 45D is a fourth portion of the screen shot of FIG. 45A.

FIG. 46 is a screen shot illustrating sending an email including an attachment from a third party email client to the case management system.

FIG. 47 is a map illustrating how FIGS. 47A, 47B, 47C, and 47D are to be assembled.

FIG. 47A is a portion of a screen shot illustrating a graphical user interface illustrating the email of FIG. 46 being received from the third party email client by the case management system and being added as a note, and showing the attachment being added in a files section of the user interface.

FIG. 47B is a second portion of the screen shot of FIG. 47A.

FIG. 47C is a third portion of the screen shot of FIG. 47A.

FIG. 47D is a fourth portion of the screen shot of FIG. 47A.

FIG. 48 is a map illustrating how FIGS. 48A and 48B are to be assembled.

FIG. 48A is a portion of a screen shot illustrating a graphical user interface illustrating a share menu that is displayed when a share icon is actuated.

FIG. 48B is a second portion of the screen shot of FIG. 48A.

FIG. 49 is a map illustrating how FIGS. 49A and 49B are to be assembled.

FIG. 49A is a portion of a screen shot illustrating a user interface for creating an email originating from the case management system.

FIG. 49B is a second portion of the screen shot of FIG. 49A.

FIG. 50 is a map illustrating how FIGS. 50A and 50B are to be assembled.

FIG. 50A is a portion of a screen shot illustrating an email received from the case management system.

FIG. 50B is a second portion of the screen shot of FIG. 50A.

FIG. 51 is a map illustrating how FIGS. 51A, 51B, 51C, and 51D are to be assembled.

FIG. 51A is a portion of a screen shot illustrating a graphical user interface illustrating the sent email of FIGS. 50A and 50B being included in a notes section of the case management system.

FIG. 51B is a second portion of the screen shot of FIG. 51A.

FIG. 51C is a third portion of the screen shot of FIG. 51A.

FIG. 51D is a fourth portion of the screen shot of FIG. 51A.

FIG. 52 is a flowchart illustrating operation of the case management system in receiving and validating an email from a third party email system, in accordance with some embodiments.

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FIG. 53 is a hardware block diagram of the case management system and email server in accordance with some embodiments.

DETAILED DESCRIPTION OF THE ILLUSTRATED EMBODIMENTS

Attention is direct to U.S. patent application Ser. No. 15/697,809, filed Sep. 7, 2017, which is a continuation of U.S. patent application Ser. No. 15/434,564, filed Feb. 16, 2017, now U.S. Pat. No. 9,785,312, which in turn claims priority to U.S. Provisional Patent Application Ser. No. 62/296,595 filed Feb. 17, 2016, all of which name Sanchez et al as inventors, and all of which are incorporated herein by reference. Attention is also directed to U.S. Pat. No. 9,703,985 to Sanchez, and to U.S. patent application Ser. No. 15/675,703 to Sanchez, both of which are incorporated herein by reference. In various embodiments, the system described below further includes some or all of the features described in these incorporated applications and patents.

FIG. 1 shows a system 10 in accordance with various embodiments. The system 10 includes one or more servers 12. In the illustrated embodiment, a server 12 is depicted which runs Linux. Other operating systems can be used. The system 10 further includes a private branch exchange (PBX) 14 in communication with the server 12. More particularly, the system 10 further includes an open architecture interface (OAI) gateway 16 between the PBX 14 and the server 12, in the illustrated embodiment. The gateway 16 provides the interface between the PBX 14 and a network, such as a local area network that uses Ethernet cable.

The PBX 14 receives several incoming phone lines from the public switched telephone network (PSTN). In some embodiments, the PBX 14 is a traditional PBX. In other embodiments, the PBX 14 is a hybrid PBX that incorporates both analog and VoIP endpoints for use with conventional or IP phones. In still other embodiments, the PBX 14 is a VoIP PBX. In still other embodiments, VoIP is used and the PBX 14 is omitted.

The server 12 includes an open architecture interface (OAI) listener 18 coupled to the gateway 16 via a network 20, such as a local area network, using a transmission control protocol (TCP) socket, in the illustrated embodiment. In the illustrated embodiment, the OAI listener 18 runs the Ruby programming language. Other languages could be used.

The server 12 further includes a notification server 22. In the illustrated embodiment, the listener 18 transfers inbound connections from the PBX 14 to the notification server 22 via HTTP post.

The server 12 further includes an intake application server 24. The intake application server 24 is used to generate client intake forms described below, to change fields in intake screens, and to capture data filled in the fields. In the illustrated embodiment, the intake application server 24 runs the Ruby on Rails programming language. Other languages could be used.

The server 12 further includes a database 26 in communication with the intake application server 24 and the OAI listener 18. The database 26 stores data from the intake application server such as forms, formulas, data entered into the forms, form fields, as will be described in more detail below. The database 26 also stores data about incoming calls from the OAI listener 18, such as which direct inward dial phone numbers received phone calls, when calls were made, how long they lasted, etc. In the illustrated embodiment, the database 26 is a Postgres database. Other types of databases could be used. The database can be a multi-tenant database,

which maintains data and provides access to the data for a number of different companies.

The system 10 further includes one or more workstations 28 in communication with the server 12 via a network, such as via the network 20 or via the Internet. The workstations 28 comprise, in some embodiments, personal computers having typical components including input/output devices such as screens and keyboards or touch screens, memory such as RAM, ROM, and hard drives or solid state memory, processors, and modems or network adapters for connecting to the network. The workstations comprise, in some embodiments, smart phones, tablets, computers or devices with web-based operating systems, or other devices capable of running a web browser. In some embodiments, a workstation is defined, in some embodiments, by input and output devices coupled directly to the server 12 instead of via the network. In the illustrated embodiment, the workstations 28 send subscriptions to the notification server 22 via HTTP and receive notifications from the notification server 22 via SSE (server side event). A subscription defines the criteria for a notification, such as when a phone call is received. A subscription also defines the subscribers or users who are to receive the notification. An HTML5 server side event allows real-time data updates to be pushed from the server 12 to the browser of the workstation or workstations 28.

FIG. 2 shows hardware construction details of the system 10, in accordance with various embodiments. As shown in FIG. 2, the server 12 includes typical components of Internet hosting servers including, for example, one or more processors (single or multi-core) 30, one or more network adapters 32 for communications with the workstations 28 over the network 20, and memory 33, which includes RAM, ROM, and hard drives or solid state memory, in communication with the processor 30. The memory 33 defines databases including the database 26 of FIG. 1. In the illustrated embodiment, the database 26 includes client records 37 (e.g., information about various communications with a law firm client), intake records 34 (see FIGS. 14 and 15), screening rules 36 (see FIG. 17), and questions 38 (see FIGS. 16A and B). Alternatively, these items can be stored in separate databases. Additional databases, e.g., 40 and 42, can be included for storing other data, such as legal case management or docketing data, accounts payable, time and billing data, etc. Other hardware arrangements are possible.

As shown in FIG. 2, the PBX 14 receives phone calls from a public switched telephone network. In the illustrated embodiment, the PBX 14 receives at least one primary rate interface (PRI) line 44 that defines a plurality of direct inward dial (DID) numbers. A DID is an actual phone number that a potential client or customer dials. PRI is a level of service assigned by the integrated services digital network (ISDN), providing digital access to the public switched telephone network for the PBX 14. ISDN is an international communications standard for transmission of digital voice, video, and data over the public switched telephone network. While PRI is usually associated with voice transmission, it can also transmit faxes, data, or video. The PRI of the illustrated embodiment is a single cable that consists of 24 channels. The PBX 14 includes a PRI interface 46 that uses 23 of the channels for voice calls and one line for signaling. In the illustrated embodiment, the PBX 14 further includes switching circuitry 48 for connecting different phones to different DID lines, digital signal processing (DSP) circuitry 50 for converting to analog lines or for supporting VOIP protocols for VOIP phones, RAM 52 associated with the digital signal processing circuitry 50, a controller and voice messaging circuitry 54, and long term

storage 56 (e.g., one or more hard drives or solid state drives) and RAM 58 associated with the controller 54. In some embodiments, voice messages are stored in the long term storage 56. In some embodiments, a separate server is used for voice message. The controller 54 provides outputs to phones 60, 62, 64, etc. that may be provided proximate different computer workstations 28 so intake clerks can enter data into the workstations while being on the phone with potential clients or customers. In some embodiments, intake clerks log in to specific phones of the PBX 14. This allows the server 12 to route specific incoming calls to specific intake clerks even if they switch locations. Other PBX designs can be employed in other embodiments.

FIG. 3 illustrates attaching companies to unique direct inward dial phone numbers. In some embodiments, potential clients for multiple different law firms can be screened by the system 10 (FIG. 1). Multiple law firms or attorneys 70, 71, and 72 direct potential claimants into the system 10. To facilitate this, different companies (e.g., different law firms) 70, 71, 72, etc. are each assigned one or more different unique inward dial numbers 74 by the PBX 14. A law firm 70 may advertise, for example, a certain phone number to accident victims and a different phone number to medical malpractice victims. Based on the phone number 76 called by the potential client, the PBX 14 knows which law firm was called and screening tool 78 of the system 10 knows which questionnaire 80 to present to an intake clerk. Different law firms may develop their own question forms, using workstations 28 (see FIG. 1) based on whatever claim it is they wish to have evaluated. In some embodiments, metadata defined by an administrator triggers actions unique to defined phone numbers as selected by the administrator. For example, law firm "A" has the DID phone number (919) 123-4567 assigned to them and law firm "B" has the phone number (919) 890-1112 assigned to them. When a call comes into the system 10 to (919) 123-4567, customized questionnaires assigned to law firm "A" display on an intake clerk's screen. If a call comes in to (919) 890-1112, customized questionnaires assigned to law firm "B" display on an intake clerk's screen.

Various embodiments provide a screening tool 78 (see FIG. 3), defined by the system 10 of FIG. 1 that expresses rules and conditions in a set of database tables in the database 26. In various embodiments, each rule optionally has a name (for visual reference), and one or more associated conditions. The screening tool 78 queries the database table for all rules that are associated with the type of intake (or case), and through a loop control structure, the screening tool 78 tests each condition for a match. With each match, a value (positive or negative) is added to a resulting intake score, in some embodiments.

FIG. 4 illustrates an example user interface 82, created by the system 10 of FIG. 1, which an administrator can use to assign a name 84 to a screening rule or intake scoring model in a description field 86. Using the screening tool 78 (see FIG. 3), an administrator at a law firm (or other organization) creates rules and adds one or more conditions. A condition 88 references a question on an intake questionnaire. The screening tool 78, in various embodiments, provides for matching tests including but not limited to equality, inequality, inclusion in a set, exclusion from a set, and a date within a range of days relative to other dates provided in answers to the intake questionnaire. In the example shown in FIG. 4, the matching test employed is a date range test 90. The administrator, in various embodiments, assigns in field 92 a score or value 94 to be added if the condition 88 on the intake questionnaire is met and all other conditions for the

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screening rule or intake scoring model are met. This assignment of a score is typically done while the administrator creates a screening rule. In various embodiments, a score can be changed after a screening rule has been created. In the example shown in FIG. 4, if the date of the matter is within a certain number of days before the intake date, the score in field **92** is added to a cumulative total score for the intake questionnaire. The condition “date of matter” is chosen using pull down menu **96**, the condition “within days” is chosen using pull down menu **98**, and the condition “intake date” is chose using pull down menu **100**. After conditions and scores are set, the rule is created by actuating a button **102** or is cancelled by actuating a button **104**.

The forms generated by the system (FIG. 4 and FIGS. 7-15) by the system **10** are web HTML forms that consist of standard web HTML form input elements and layout elements, as well as hand-written javascript, in various embodiments. The system **10** uses libraries that are, in some embodiments, Ruby libraries (referred to as Ruby Gems), and some open-source web form styling packages. For example, one such styling component is called select2 (<https://select2.github.io/>) that extends the functionality and visual appearance of the HTML<select>input element.

FIG. 5 shows automatic routing in response to the PBX **14** (FIG. 1) reading a direct inward dial number, in accordance with various embodiments. Different potential clients, customers, or sales leads **110**, **111**, and **112** call different phone numbers that were advertised in connection with different products, services, or solutions using the telephone system **114**. The system **10** routes the calls to different customer service representatives, screeners, or intake clerks **116**, **117**, or **118** that have different question forms or intake questionnaires **120**, **121**, and **122**, respectively. In some embodiments, this is arranged using phone extension routing and by specifically limiting certain intake clerk’s access to specific intake questionnaires. Alternatively, a single intake clerk will have different question forms or intake questionnaires **120**, **121**, and **122** (similar to the questionnaire **80** of FIG. 3 but different from each other) come up on a monitor screen of a workstation **28** depending on the phone number dialed by the potential client or customer **110**, **111**, and **112**. In some embodiments, if no intake clerk is available, the call is logged so that an intake clerk may perform an intake at a later time.

In the law firm example, different law firms develop different intake questionnaires used to determine whether or not a potential client should be accepted. Alternatively, the same questions may be used by different firms but scoring may be different depending on the types of clients the different firms want. For example, while some law firms may only want large clients, other firms may only want small clients, due to staffing and capacity. Or a potential client may have a strong case in one state, serviced by one firm, but a weak case in a different state, serviced by a different firm, due to differences in laws in the different states. A single law firm may have multiple intake questionnaires, such as for different types of potential causes of action. Respective direct inward dial phone numbers **123**, **124**, and **125**, dialed by potential clients or customers **110**, **111**, and **112**, are associated with the different intake questionnaires **120**, **121**, and **122**, in the illustrated embodiment.

FIG. 6 illustrates that the responses from the attorney’s questions **120**, **121**, or **122** (similar to questions of questionnaire **80** of FIG. 3), after being entered by an intake clerk, using the screening tool **78**, generate scores for the potential cause of action, in some embodiments.

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In various embodiments, conditions and values can be used in concert with each other. Aggregate scores (after adding scores to all responses on an intake questionnaire **120**, **121**, and **122**) result in directed actions **128**, **129**, and **130** if a score is achieved, or if a score is not achieved, in various embodiments. These actions are human actions in some embodiments (e.g., phone call by a secretary to the potential client, phone call by an attorney to the potential client, arrange an appointment, send a letter accepting or declining a potential client, etc.), and automated actions in other embodiments. The automated actions can be, for example, sending an email or fax to the potential client accepting or declining the potential client. Sending an email or fax every 30 days or some other amount to time (e.g. for marketing or to remain in contact), creating a document or video, causing a message to appear or a window to pop up on an intake clerk’s monitor, changing data in a field in the database, calling a potential client and sending an automated message, sending an engagement agreement or non-engagement letter by email or fax, or printing a document for mailing. Alternatively, the automated action could be emailing a calendar invitation for a personal meeting or phone conference. Other automated actions are possible using the system **10**.

In some embodiments, the phone number of a potential customer is detected using caller ID information, and for phone numbers that are not mobile phone numbers, a screening score is assigned based on the general geographic area associated with the phone number. For example, in a certain city, land lines have different prefixes in different parts of a city. It may be more desirable to accept a client from a more affluent area of the city because they would have a greater ability to pay bills or because damages due to loss of wages may be higher. Thus, a positive score may be added for callers from affluent areas of the city and they may vary depending on how affluent the different areas are perceived to be.

Mobile phone callers can be from any geographic location so mobile phone numbers are not assigned a score. Mobile phone numbers are identified by the prefixes of the mobile phone numbers in conjunction with the area codes of the mobile phone numbers.

FIG. 7 illustrates a screen **200** including a questionnaire **202** in accordance with various embodiments. The term “screen,” as used in the context of FIGS. 7-18B, is meant to encompass portions of screens, windows, pop-up windows, or other forms of graphical user interfaces, and is not intended to necessarily mean the entire display area of a monitor. The questionnaire **202** includes one or more questions **204**, **205**, **206**, and **207**. The questionnaire **202** further includes fields **208**, **209**, **210**, and **211** in which an intake clerk can enter responses while talking to a potential client on the phone. Based on the responses entered by the intake clerk, a score or index **214** is calculated by the server **12** (FIG. 1) that corresponds to the desirability of the potential client. The score **214** is displayed on the screen **200**.

In the illustrated embodiment, the screen **200** also displays, in an area **216**, summaries of questions and answers. In the illustrated embodiment, the screen **200** also displays the time and date **218** when the intake record was created, and includes fields or elements through which the intake clerk can enter or select a case number, a disposition or recommended action **222**, whether an attorney live call has taken place **224**, whether an admin follow up has taken place **226**, whether the firm wants this client **228**, whether there is no charge for a consultation **230**, etc. Other information or fields can be provided for other types of businesses. In the

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illustrated embodiment, the intake clerk may also add attachments (e.g., scanned copies of notes) by actuating an area 232 of the screen 200, or may add notes after actuating an area 234 of the screen 200. In some embodiments, the screen 200 can be revisited after an intake has taken place and elements 220, 222, 224, 226, 228, 230, 232, and 234 can be changed. The screen 200 also includes menu or navigation elements 236, 237, 238, 239, and 240, through which the screener may bring up different screens. In the illustrated embodiment, the elements 236, 237, 238, 239, and 240 include pull-down menus. The screen 200 also includes an element 242 for deleting the intake questionnaire and an element 244 for printing the intake questionnaire. Printing could be useful after the questionnaire has been filled or partially filled. In some embodiments, the screen 200 also displays an "Intake Locked" popup warning 246. This is a message sent to the workstation 28 in FIG. 1 as a server side event (SSE) notification. Other screen elements are possible.

FIG. 8 illustrates a screen 260 for viewing or editing a screening rule 261 of the intake questionnaire of FIG. 7. In the illustrated embodiment, the screen 260 includes a field or element 262 in which an administrator can enter or change the name of the rule, a field or element 264 in which the administrator can enter or change a score if all the conditions of the rule are met, and screening conditions 265, 266, and 267 which must all be met for the score of 264 to be applied. The conditions 265, 266, and 267 are each made up of questions 268, matching operators 269, and matching answer value(s) 270. In the illustrated embodiment, the conditions can be changed using pull down menus. The screen 260 further includes elements 272 for deleting conditions, an element 274 for adding a condition, an element 276 for updating the screening rule 261 (after edits have been made), an element 278 for cancelling edits, and an element 280 for deleting the rule 261. In various embodiments, a rule 261 may have only one condition or may have multiple conditions.

FIGS. 9 and 10 illustrate a screen 290 for adding a question to the list 420 of FIG. 16A, such as after actuating screen element 446 of FIG. 16A. The screen 290 includes an element 292 for indicating a specialty area. The element 292 is a pull down menu in various embodiments. Different legal specialties are likely to require different questions for screening potential clients or customers. Different legal specialties may have different bar dates, for example. A client that may be time barred for one specialty may not be for another. In some embodiments, multiple different law firms can access questions for a particular legal specialty. In other embodiments, law firms can only access their own questions but may have their own different specialty areas, each with different questions. The screen 290 further includes a field or element 294 in which the administrator can indicate the position for the question within a list of questions. It may be more logical to place the new question in between existing questions than at the end of the list. For example, if it is desired to place a new question between the first question and the second question of FIG. 16A, the administrator may enter 1.5 or 1.1 in the field 294.

The screen 290 further includes a field or element 296 in which an administrator enters a name for the question. The text entered in this field will correspond to a question 268 of FIG. 8. The screen 290 further includes an element 298 with which an administrator indicates a response type. The element 298 is a pull down menu in the illustrated embodiment. The response type could be, for example, text, number, date, date and time, yes/no, select one, or other types (see FIG. 10). The screen 290 may further include other items such as

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a lookup element 300, an element 302 for entering a code name or number for the condition, an element 304 for indicating whether the text should be shown in a digest, an element 306 for indicating whether or not the question is active, and a field or element 308 in which an administrator can provide help text to explain the question when displayed on the intake questionnaire. The screen 290 further includes an element 310 which, when actuated, creates the new question. The screen 290 further includes an element 312 which, when actuated, cancels the creation of the new question.

FIGS. 11-13 show a screen 320 for creating a new rule similar to the rule 261 of FIG. 8. The rules each contain conditions such as those shown in FIG. 8. In the illustrated embodiment, the screen 320 includes a field or element 322, which is the same as the field 262 of FIG. 8, in which an administrator can enter the name of the new rule. The screen 320 further includes a field or element 324, similar to field 264 of FIG. 8 in which the administrator can enter or change a score if all the conditions of the rule are met. The screen 320 further includes an element 326 for creating the screening rule, an element 328 for cancelling edits, and an element 330 for adding a condition to the screening rule.

When the element 330 is actuated by an administrator, an element 332 (see FIG. 12) appears from which the administrator can select a question from a list of questions. In the illustrated embodiment, the element 332 is a pull down list.

After a question (e.g., question 334) is selected from the element 330, elements 336 and 338 appear (see FIG. 13), in the illustrated embodiment. Using the element 336, the administrator can set an operator and using the element 338, the administrator can set an answer. Elements 332, 336, and 338 define a condition. The administrator may add an additional condition to the rule by actuating element 330, then may add further conditions. Note that the score entered into the field 324 may be negative. For example, if a potential legal client or customer answers certain questions in a certain way, their legal matter may not be a good matter to accept. After all conditions have been defined, the administrator may create the rule by actuating element 326.

FIG. 14 illustrates a screen 350, similar to the screen of FIG. 7. The screen 350 includes a questionnaire 352 in accordance with various embodiments. The questionnaire 352 includes questions 204, 205, 206, and 207, as well as a new question 354 resulting from addition of a question as shown in FIGS. 9-10, and element 356 through which a screener can enter an answer to the question 354.

FIG. 15 illustrates a screen 370 which a screening clerk uses to capture personal details about a potential client. The questionnaire 352 of FIG. 14 is associated with a particular potential client. In some embodiments, screen 350 of FIG. 14 is reached by scrolling below the screen 370 (e.g., they are portions of a common page). In the illustrated embodiment, the screen 370 has a field or element 372 which a screening clerk uses to enter a potential client's first name, 374 to enter the potential client's last name, and 376 (optional) to enter the potential client's nickname. The screen 370 further includes an element 378 for recording the client type (e.g., individual or referral source or relative), elements 380, 382, and 384 for recording the first name, last name, and relationship of the person calling to the potential client (if not the client himself or herself). The screen 370 further includes fields or elements 386, 388, 390, 392, and 394 for recording contact information for the potential client, such as street address, city, state, and zip code, and email address. The screen 370 further includes a field or element 396 for recording a referral source, if there is one,

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and **398** for recording a marketing source (e.g., the caller called a phone number advertised on TV, radio, Internet, direct mail, etc.). The screen **370** further includes an element **400** for recording the potential client's language, **402** for the potential client's gender, **404** for the potential client's race, and **406** for the potential client's birth date. The screen **370** can include a field **408** for recording the potential client's age, or age can be calculated based on the potential client's birth date. The screen **370** further includes a field **410** for recording the potential client's phone number. The phone number is entered by a screening clerk in some embodiments. In some embodiments, the phone number from caller ID information is displayed at the top of the form for informational purposes and is captured and stored for the call associated with the intake. The screen **402** further includes an element **414** which, when actuated, brings up a field for adding another phone number. The screen **402** further includes an element **412** for indicating a phone type (e.g., office phone, home phone, mobile phone). Different or additional contact information could be included in the screen **402**.

FIGS. **16A** and **B**, when placed side by side, illustrate a screen **420** for viewing, adding, or editing questions or conditions such as the one created in FIGS. **9** and **10**, and used in connection with the screening rules of FIGS. **11-13**. In the illustrated embodiment, before being able to select a question with element **332** (see FIG. **12**), the question must already have been created, such as by using the screen **420**. The screen **420** includes a list **422** of questions. In the screen **420**, for each question there is associated information such as position **424**, specialty **426**, type **428**, lookup information **430**, code **434**, a flag **436** indicating whether the question is active, a flag **438** indicating whether or not there is help text associated with the question, and number **440** of answers, in various embodiments. Other than the questions, some or all of the associated information is optional, in some embodiments. In the illustrated embodiment, it is possible to sort or reverse sort the questions **422** (e.g., alphabetically) or on any of the associated information items **424**, **426**, **428**, **430**, **432**, **434**, **436**, **438**, and **440**, such as by actuating a column header **448-457** or by actuating the column header a second time to reverse the sort order. In the illustrated embodiment, the screen **420** further includes an element **442** for each question through which the administrator can edit the question, as well as an element **446** through which a new question can be added. FIGS. **16** and **B** also illustrates one of the navigation elements **238** expanded as a pull down menu.

FIG. **17** illustrates a screen **470** for viewing, adding, or editing the screening rules of FIGS. **11-13**. The screen **470** includes a list **476** of descriptions or names of screening rules. In the screen **470**, for each question there is associated information such as specialty **474**, screening condition **472**, and score **478**, in various embodiments. Other than the descriptions or conditions, some or all of the associated information is optional, in some embodiments. In the illustrated embodiment, it is possible to sort or reverse sort on the descriptions **476** (e.g., alphabetically) or on any of the associated information items **474**, **472**, **478**, and **480** such as by actuating a column header **488**, **490**, **491**, and **492** or by actuating a column header a second time to reverse the sort order. In the illustrated embodiment, the screen **470** further includes an element **482** for each screening rule for which the administrator can edit the rule, as well as an element **486** through which a new screening rule can be added. For example, in the illustrated embodiment, if the element **486** is actuated, the screen of FIG. **11** is brought up. In the

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illustrated embodiments, the screen **470** further includes an element **496** which, if actuated, causes a download of screening rules to begin, such as in comma separated value format. In the illustrated embodiments, the screen **470** further includes an element **498** which, if actuated, causes a download of condition details to begin, such as in comma separated value format.

FIGS. **18A** and **B**, when placed side by side, show a screen **502** for displaying or searching through calls received by the system of FIG. **1**, and for starting intake questionnaires for specific calls. In some embodiments, the PBX **14** assembles information about calls and passes the information to the OAI Listener **18** in server **12**. In some embodiments, OAI or call metadata is collected which allows the intake form **370** (FIG. **15**) to read the metadata.

In the illustrated embodiment, the screen **502** includes information about a list of calls including the time and date when the call started **504**, the phone number **506** that the caller dialed, the time and date **508** when the call was picked up, the station **510** that answered the call, the duration **512** of the call, the phone number **514** of the caller, the caller ID information **516** of the caller, and the OAI call ID **518**. More or less information could be provided. In the illustrated embodiment, the screen **502** further includes, for each call, an element **519** which, when actuated, brings up an intake form (e.g., FIG. **15** plus FIG. **14**). The intake form may already be filled or partially filled. In various embodiments, information about outgoing calls is also collected and can be displayed on a screen. Various elements are included for sorting through incoming phone calls, in the illustrated embodiment. For example, using an element **520**, calls can be selected for a particular incoming phone line (which may be associated with a particular client); using an element **522**, calls can be selected having a particular status; and using element **524**, calls can be selected that were not answered or that were answered or both. Using elements **526** and **528**, time ranges for when calls started can be specified. Using element **526**, calls can be selected that started on or after a certain time, and using element **528**, calls can be selected that started on or before a certain time. A range can be specified by using both elements **526** and **528**. In various embodiments, the server **12** (FIG. **1**) is linked to the PBX **14** such that if a user actuates on an internal or external person's name from one of the screens described above, their phone or workstation will call that person.

In some embodiments, the server **12** (FIG. **1**) is able to differentiate between administrators and intake clerks (customer service representatives), such as based on login credentials. A user, designated as the administrator ("Admin") has elevated permission levels to manage the screening tool **78** (FIG. **3**). For example, in some embodiments, the intake clerk is able to fill intake questionnaires, add notes to intakes, change intakes, but is not able to create or edit a screening rule. In these embodiments, only an administrator is able to create or edit a screening rule. Thus, the administrator has elevated permission to manage the system **10** (FIG. **1**). In some embodiments, the administrator has the ability to create and define roles for various users such as intake clerks or other users, in a manner defined by the administrator. In some embodiments, data patterns identified by the administrator are presented to users of defined roles upon login, in a manner defined by the administrator. The presentation of data can be in list form or other means of visualization such as charts or graphs.

In some embodiments, data as well as direct user input is collected in real time by the server **12**, with an active audit trail. The server **12** stores data entered or changed by intake

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clerks, administrators, and maintains old versions. If data is changed incorrectly, it is possible to determine which user made the change and when it happened. In some embodiments, an automated snapshot of collected data is taken every so often (e.g., every 24 hours), so that there is a historic record.

Thus, systems and methods have been provided that allow a quicker decision on whether or not to accept a client. When a quicker decision is made, there is a higher conversion rate. If a decision is not made quickly, the potential client (or customer) may go to another law firm (or service provider), lose interest, or take some other action.

While presented above in the context of being a tool for selecting a client or customer, the screening tool 78 has other applications. For example, in some embodiments, the screening tool is used to evaluate the value of a product. In some embodiments, a certain demographic may be more likely to buy a certain product. If a customer has a certain score, they are shown a certain product in advertising. For example, customers with average incomes living in snowy locations may receive a score indicating that they should be shown advertising for snow blowers while customers with scores indicating that they live in warm clients would be shown advertisements for lawnmowers.

The screening tool 78, by allowing programming by users, reduces the total number of lines of code required. A much larger amount of code would be required to program for every possible scoring alternative or even for a large number of scoring schemes. In addition, by increasing paralegal efficiency, the screening tool 78 reduces the number of paralegals required along with a corresponding number of workstations.

To better enable one of ordinary skill in the art to make and use a screening tool without undue experimentation, pseudo code will now be provided that could be employed in some embodiments. This is provided as an example, only. The screening tool could be built in other ways and still achieve the desired functionality.

Intake Question Scoring Rules and Conditions Administration Background

Each Intake Belongs to a "Specialty", e.g. Auto or WC
Each intake Specialty has a set of questions (collectively known as the intake questionnaire)

Scoring Rule Administration

Select a Specialty

Click button to Create Scoring Rule

Give the rule a name or description and a numeric score

Add one or more Conditions

Note: ALL conditions must apply for rule to kick in
Offer a list of questions (for the specialty) to select to which this rule will apply

Depending on the type of question, present match options:

In or Not in

If question type is text, get a text answer

If question type is a select, with options, show the options that can be selected

Is or Is not

Within or Not Within days (date range)

before (select list of other Date questions for the specialty)

(use <0 for "days after"; e.g. "-10..-Infinity" is valid)

<other question types>

<details>

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Intake Answer Automatic Scoring Process

Intake create (or edit)

Initialize auto saving

Javascript JQuery .on("change") event handler

POST input params to the server on each input value change via AJAX

Enter answer input field

Edit answer value

Auto save on input change

Auto save post action triggers the Intake model update

Intake model

Update action/method

answers_attributes received in update and set on the model

update attributes triggers a save (to the database)

save triggers registered callbacks

before_save callback

calls :set_score method

set_score method

sets the intake (self) score by calling the ScoringRule model score_for method

ScoringRule model

score_for method

input parameter is the intake

calls applicable_to method

applicable_to method

input parameter is the intake

Calls candidates_for_intake scope

candidates_for_intake scope

Returns all the ScoringRule records in the database that apply to any of the questions for the intake:

Collect the answers that exist for the intake

Collect the associated questions for those answers

Collect the scoring_rule_conditions that exist for all of those questions

Collect and return all scoring_rules for the set of scoring_rule_conditions

For each scoring_rule that candidates_for_intake returns:

Collect the rules that "match" the intake (see match below)

Sum the scoring_rule scores for those that "match" match? method

Input parameter is the intake

The scoring_rule is a match, or applies to the intake, if *ALL* of the scoring_rule_conditions for the rule match

(See ScoringRuleCondition match method)

ScoringRuleCondition model

match? method

input parameter is an answer

answer belongs_to the intake

answer also belongs_to a question

The condition belongs to a question

The answer must belong to the same question as the condition

The answer value must equal the condition value or match one of a set of condition values

or falls into the condition range (for dates and numbers)

The resulting score is saved in the intake

Note: The ScoringRule score_for method essentially re-calculates the intake score for ALL rules after every individual answer is updated. Thus, any other rule that could be co-dependent on the answer being updated is also considered.

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```

# ScoringRule class code
class ScoringRule<ActiveRecord::Base
  has_many :scoring_rule_conditions, inverse_of: :scoring_rule, dependent: :destroy scope :candidates_for_intake, ->(intake){
    joins(scoring_rule_conditions).where
      ('scoring_rule_condition.question_id'=>intake.
        answers.pluck(:question_id)).uniq
  }
  def match?(intake)
    # for each scoring_rule_condition there is a matching answer
    scoring_rule_conditions.all?{|c|
      intake.answers.detect{|a| c.match?(a)}
    }
  end
  def self.applicable_to(intake)
    candidates_for_intake(intake).includes(scoring_rule_conditions=>:question).select{
|rule|
      rule.match?(intake)
    }
  end
  def self.score_for(intake)
    self.applicable_to(intake).map(&:score).inject(&:+)
  end
end

```

Thus, systems and methods have been provided for a user to develop and define their own scoring values to define complex systems for decision-making. In some embodiments, the systems and methods can be used to evaluate legal causes of action and to decide whether or not to accept a client. Alternatively, the systems and methods can be used for other applications that require decision-making based on a number of input parameters.

Without the screening tool, a human would have to review each Intake and assign a value based on rules. Alternatively, a programmer would have to manually write code to express each rule and condition, and to perform the test. Additionally, the programmer would be faced with “hard coding” references to the intake questionnaire questions, thereby making the resulting code brittle and subject to breakage when and if questions were added, updated, or deleted. This quickly would become unruly code and un-maintainable.

Consider for example a very straightforward screening rule named “Passenger?” that applies a weighting value to an intake depending on whether or not the potential client was a Passenger in an Auto accident.

Without the screening tool, a programmer would have to write code to test this single rule and condition. This pseudo code would look something like this:

IF the intake questionnaire has the question named “Were you the Passenger, Driver, or Pedestrian?” THEN;

IF the answer equals “Passenger” THEN add 25 to the intake score value;

END IF

Another Auto intake rule named “Date of first treatment less than 2 weeks”, that has two conditions (A and B) where the pseudo code would look something like this:

Condition A would be:

True IF AND ONLY IF the intake questionnaire has the question named “Were you the Passenger, Driver, or Pedestrian?”

AND the answer equals “Driver” or “Passenger” or “Pedestrian” THEN

Condition B would be:

True IF AND ONLY IF the intake questionnaire has the question named “Date of first treatment”

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AND the answer date is greater than 6 days of the date supplied in response to the “Intake Date” question

AND the answer date is less than 13 days of the date supplied in response to the “Intake Date” question

IF A and B are true THEN add score value 10 to Intake score.

Multiply the code fragments above by, for example, over 120 rules and it becomes apparent that this would be a burdensome task with hard to maintain code.

Various embodiments provide a server 12 as shown in FIG. 2 that defines a case management or customer relationship management system 1704 (see FIG. 53) (and may or may not include screening rules and functionality).

In various embodiments, the screening tool 78 is one component of a larger case management system 1704 that runs on the server 12. In some embodiments the larger case management system is one that tracks contacts with clients and prompts professionals to keep in contact with the clients and others to more quickly reach a disposition of a matter. The case management system is illustrated in a legal environment, but could be employed in any enterprise that tracks data for customers or clients, such as professional services, etc. In some embodiments, the case management system 1704 receives and stores intake details about a legal matter, and perform case management functions such as storing contacts, managing workflow, tracking timelines, generating documents, automatically calculating dates when tasks should be performed, and allowing and storing communication between attorneys in a firm. In some embodiments, the case management system provides functions such as those possible using Abacus Law, Amicus Attorney, Needles, Time Matters, Clio, MyCase, or similar case management systems, client management systems, or customer relationship management (CRM) systems such as Microsoft Dynamics or Salesforce. Alternatively, the case management system may be separate from the screening tool 78. In various embodiments, the case management system provides functions as will now be described.

The logic tool of the invention evidenced in screening tool 78 is the foundation for other case management tools in the case management system such as a multitude of checklists 1706 (FIG. 53) and a multitude of dashboards 1709 (FIG. 53).

The case management system 1704 provides checklists 1706 in some embodiments. In the context of a checklist 1706, the logic statements are reflected in a checklist. The checklist 1706 comprises a set of reminders designed to drive work flow for a particular type matter. One reminder comprises a single task. Each reminder is its own logic statement, in various embodiments. A matter may comprise any number of checklists and each checklist may contain any number of reminders. Certain types of matters may have default checklists in some embodiments, that can be edited if desired. Logic statements in the checklist contain a multitude of parameters. For example, a logic statement can be associated with a particular case type, or a particular entity involved in the case, (e.g., Case, Record Request, Insurance Policy, Involvement, Note contents, etc.). In addition to associations, top-level logic statements are configured to further refine when a reminder shows within an individual case. The logic statements which create the reminder are configured with multiple levels of logic. The logic statements are created by a user or administrator by utilizing the logic tool to select filters and triggers without the need of programming knowledge or need for hard

coding. For example, the logic statement can dictate that a reminder appears to the user when the prescribed logic is fulfilled. Further logic factors on the reminder are configured to repeat the reminder over X number of days, when additional logic conditions are met, and be associated with a merge document which can be presented to the user automatically after the logic conditions are met.

FIGS. 19A and B, when placed side by side, illustrate a screen 550 listing a plurality of specific checklists 552-566. There could be more or fewer checklists defined by a user. For each checklist 552-566, the screen 550 shows a client name 570, a user-definable checklist name 572, a check type 574 selectable from a plurality of predetermined alternatives, filter conditions 576 summarizing what logic is used to find items to be included in the checklist, a counter 578 (see FIG. 20B) showing the number of checklist items, and an element 580 (see FIG. 20B), a hyperlink in the illustrated embodiments, which, when actuated, allows the checklist to be edited. More, fewer, or different items could be included in the screen 550.

The screen 550 further includes an element 582, a pull down menu in the illustrated embodiments, through which the type of checklists shown can be changed. The different types of checklists, in the illustrated embodiments, include Case checklists, Record Request checklists, Insurance Policy checklists, Involvement checklists, and Note checklists. FIGS. 20A and 20B illustrate the graphical user interface of FIGS. 19A and 19B after a checklist type has been selected.

FIGS. 21A and 21B illustrate a graphical user interface screen 583 listing a plurality of checklist items 584-595 included in one of the checklists of FIGS. 19A and 19B. In the illustrated embodiments, the screen 583 displays, for each checklist item 584-595, a checklist id number 600, a checklist template name 602, a checklist position number 604, a checklist name 606, checklist filter conditions 608, checklist trigger method 610, an indication 612 of days due, a repeating indication 614, an indication 616 of whether there are limitations, an indication 618 of whether to keep the checklist after the trigger method is triggered, an indication 620 of to whom the checklist is assigned, a mail merge template 622 (if any), a name 624 of a parent (if any), a number 626 of children, a comment 628 (if any), and an element 630 (a hyperlink in the illustrated embodiments) which, if actuated, allows the checklist to be edited. The screen 583 also includes a pull down menu 632 through which a user can select a checklist type. Checklists of the selected type are displayed on the screen 583. The screen 583 also includes a box 634 for a checklist name, and a pull down menu 636 through which a user can select a parent checklist item. The screen 583 also includes a checkbox 638 for selecting roots only. More, fewer, or different items could be included in the screen 583.

FIGS. 22A and 22B illustrate a graphical user interface screen 640 showing logic details of one of the checklist items 589 of FIGS. 21A and 21B. The screen 640 includes a box 643 into which a user can enter a number to adjust the position of the checklist item, and an element 644 showing the name of the checklist item. The screen 640 further includes an element 646, a hyperlink in the illustrated embodiments, which, if actuated, allows a user to add another rule for the checklist of the screen 640. The screen 640 further includes a pull down menu 648 through which a rule condition type can be selected by a user. The screen 640 further includes pull down menus 650 and 652 through which a person can be assigned to the task. In the illustrated embodiments, the menu 650 displays task assignees by role

name. Alternatively, the user can use menu 652 to select a task assignee by an individual's name. The screen 640 further includes a text box 654 in which a user can enter a number of days. The screen 640 further includes a pull down menu 656 through which a trigger method type can be selected by a user, and a checkbox 657 with which a user can indicate whether the date is repeating. The screen 640 further includes a pull down menu 660 through which a mail merge template can be selected by a user. A letter, email, or text is automatically generated, in some embodiments, using the mail merge template, when the task of the checklist item is completed. The screen 640 further includes an element 662 for saving or updating the checklist item, and an element 664 for deleting the checklist item.

FIGS. 23A and 23B illustrate a graphical user interface showing a rule being added to the logic of the checklist item of FIGS. 22A and 22B. More particularly, in the illustrated embodiments, a rule is being added using pull down menus 666 and 668 requiring that the case type be EM1 to show up in this checklist. The case types may be abbreviated in different ways for different firms. If the user decides, after all, that they do not want to add this rule, they can actuate a cancel element 670 of the screen 640.

FIGS. 24A and 24B illustrate a graphical user interface showing a condition pull down menu 648 being pulled down from the graphical user interface of FIGS. 23A and 23B. In the illustrated embodiments, the alternatives included in the condition pull down menu 648 relate to events that may occur in a legal case matter, such as receipt of a complaint, discovery, mediation, trial, etc. The events do not need to be sequential.

FIGS. 25A and 25B illustrate a graphical user interface showing a task due timing pull down menu 656 being pulled down from the graphical user interface of FIGS. 24A and 24B. In the illustrated embodiments, the alternatives included in the task due timing pull down menu 656 include dates of events that may occur in a legal case such as the date a case is closed, the date of an incident giving rise to a legal claim, the date of a statute of limitations, etc. The numerical values corresponding to these dates of events are stored in or calculated by the case management system so that the user can create a task based on a type of event date without knowing the actual date when the events occurred.

FIGS. 26A and 26B illustrate a graphical user interface showing a mail merge options pull down menu 658 being pulled down from the graphical user interface of FIGS. 25A and 25B. Using the menu 658, a user can select a mail merge form to be used for automatic generation of a letter (or email, text message, or fax in some embodiments) after the task has been completed.

In addition to checklists, the case management system provides dashboards 1709 (FIG. 53) for users, in some embodiments. See, for example, the screen 700 shown in FIGS. 27A, 27B, 27C and 27D. A dashboard includes a set of panels 702-705, in the illustrated embodiments. Each panel comprises a list of items (e.g., cases or entities) that all have the same characteristics, in the illustrated embodiments. For example, a panel 702-705 may contain all new legal cases obtained by a law firm within the last 7 days. The dashboard creates for a user a broad view of the user's workload in a manner that highlights the most pertinent matters, for example, stages of the workload. In the context of a dashboard, logic statements drive the list in each panel, in which all items within the list comport to the conditions within the logic statement. The logic tool enables the user or administrator to create the logic behind the dashboard panels without programming knowledge and without the need for

hard coding. Dashboards can be associated with an individual user, an individual's role, a workgroup (collection of users), a practice area, or firm wide. Dashboards comprise an unlimited number of lists, but, in some embodiments, contain the lists most pertinent to the user based on the user's role (e.g., defines the users workload, presents the user with the entire case load, etc.) Within a dashboard, lists can be configured with multiple levels of logic such that only cases meeting all of the logic arguments appears to the user on the dashboard panel. If a case no longer meets the logic requirement, the system **1704** automatically (or dynamically) updates the list and the updated panel is shown to the user in the dashboard.

In addition to the panels **702-705**, the screen **700** further includes, in the illustrated embodiments, a display area **708** that shows the total number of cases being handled by the user or the firm, as well as display areas **710** that show the number of cases the user or firm has for different types of matter. Different firms may use different types of abbreviations for matter types. For example, in the illustrated embodiments, **L1** stands for a level one or standard automobile accident case. The screen **700** further includes display areas **712** showing numbers of cases for other categories, such as for each case type. The screen **700** further includes, in the illustrated embodiments, a pull down menu **714** through which a user can select dashboards for a particular attorney or staff member. The screen **700** further includes, in the illustrated embodiments, a pull down menu **716** through which a user can select dashboard lists of a certain type. The screen **700** further includes an element **718** which, if actuated, causes a refresh of the numbers and dashboard lists based on current information.

In the illustrated embodiments, each dashboard panel **702-705** includes a settings element **720** which, when actuated by a user, brings up settings options for the panel. Each panel **702-705** also includes entries such as entries **724-744** and a scroll bar **722** for scrolling through entries if there are more entries than fit in a display area allocated to a panel. Each entry **724-744** includes a unique identification number **746**, a case status indicator **748**, a case type indicator **750**, a date **752**, and the initials **754** of the responsible attorney or staff member. In various embodiments, the items included in each entry **724-744** are user-configurable. For example, entity name, settlement amount, or other case information can be shown in the panel **702-705**.

In various embodiments, different users have different dashboards having multiple lists generated based on user-selected parameters. For example, one list could be for cases for which there has been no client contact in the last two weeks. Another list could be for cases for which a client is waiting for medical treatment. The lists can act as task lists or to-do lists. When user actions are completed, the system **1704** automatically (or dynamically) causes the item to disappear from the list as the condition (e.g., no contact in the last two weeks) is no longer true. The dashboard concept is very useful for efficiency. The dashboards can be configured by workgroups so that multiple user dashboards may be aggregated. For example, a supervisor can view tasks that he or she needs to complete as well as tasks that the supervisor has assigned to subordinates.

FIGS. **28A** and **28B** illustrate a graphical user interface screen **760** showing definitions **762-765** for dashboard items **702-705**. Each definition **762-765** includes a title **768**, an internal name **770**, user-definable filter conditions **772**, alert filter conditions **774**, user-definable columns **776** included in each dashboard list, a sort order **778**, a flag **780** indicating whether the definition is used in the dashboard, and an

element **782** which, if actuated, allows a user to edit the definition **762-765**. The screen **760** further includes a pull down menu **784** through which a user can select a dashboard and a pull down menu **786** through which a user can select a dashboard type.

FIGS. **29A**, **29B**, **29C** and **29D** illustrate a graphical user interface screen **790**, similar to the screen **760**, except showing how definition rules can be edited, added, or deleted to define one of the dashboard lists. More particularly, in the illustrated embodiments, definition **764** has been selected for potential editing. The screen **790** includes a text box **792** in which the title **768** can be edited, a text box **794** in which the internal name **770** can be edited, and a list of parameters **796-799**, any of which can be removed by clicking on an "x" element adjacent the parameter name. The screen **790** further includes a pull down menu **802** through which a user can add a parameter. The screen **790** further includes rules **804-807**, any of which can be removed by clicking on an "x" element adjacent the rule name, and an element **810** which, when actuated by a user, allows a new rule to be added. The screen **790** further includes a pull down menu **812** through which a user can copy from another case list, an update item **814**, a cancel button **816**, and a delete button **818**.

FIGS. **30A**, **30B**, **30C** and **30D** illustrate a graphical user interface screen **820**, similar to the screens **760** and **790**, except showing how dashboard list definition **765** is added. As shown in FIGS. **31A**, **31B**, **31C**, and **31D**, a case rule pull down menu **902**, corresponding to pull down menu **802** of FIGS. **29A** and **29B**, is pulled down from the graphical user interface of FIGS. **30A** and **30B** by a user. FIGS. **32A**, **32B**, **32C**, and **32D** show a second case pull down menu **904** being pulled down from the graphical user interface of FIGS. **30A** and **30B**.

FIGS. **33A**, **33B**, **33C**, and **33D** show a rule being added to the definition **765** using pull down menus **906** and **908**. In the illustrated embodiments, a rule is being added that requires a case type to be "L1" or level one to appear in the list defined by definition **765**.

FIGS. **34A**, **34B**, **34C**, and **34D** show another rule, relating to case status in the illustrated embodiments, being added to the definition **765** using pull down menus **910** and **912**.

FIGS. **35A**, **35B**, **35C**, and **35D** show yet another rule, relating to case status change in the illustrated embodiments, being added to the definition **765** using pull down menus **914** and **916**.

FIGS. **36A**, **36B**, **36C**, and **36D** show yet another rule, relating to a marketing source in the illustrated embodiments, being added to the definition **765** using pull down menus **918** and **920**.

Thus, some embodiments provide a method for displaying task list information in a user interface, the method including: displaying, on a screen, the total number of open matters being handled by a law firm and dynamically adjusting the number as matters are opened and closed; displaying, on the screen, for respective practice areas, the number of open matters for each practice area and dynamically adjusting the numbers as matters are opened and closed; and displaying, on the screen, in a grid, a number of lists, the lists displayed being user selectable from a plurality of available lists, respective lists including rows respectively including a matter number, practice area, matter name, attorney initials, and assistant initials. In some embodiments, the available lists include a list of new matters opened in a certain period of time, such as in the last seven days. In some embodiments, the available lists include a list of cases rejected by

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the firm in a certain period of time, such as in the last seven days. Each list includes a user-actuatable element which, if actuated, maximizes a list such that only the maximized list is visible, in some embodiments. In some embodiments, the matter numbers are hyperlinks that, if actuated, cause a matter screen to be displayed in which detailed information about the matter is shown, such as client name, date of birth, incident location, incident location, and incident date. In some embodiments, the matter screen further displays notes, reminders and documents. In some embodiments, the matter screen further displays information regarding a source of the client.

In some embodiments, a list of buzzwords can be created, as will be described below in more detail. FIGS. 37A and 37B show an administrator user interface screen 950 from the case management system 1704 (see FIG. 53) showing a list of rows 952 containing buzzwords. More particularly, in the illustrated embodiments, the rows 952 include a column 954 for buzzwords, a column 956 containing information associated with respective buzzwords, and a column 958 containing hyperlinks such as uniform resource locators (URLs) for websites, or a path to a specific file on the user's network, providing information about respective buzzwords. In the illustrated embodiments, the rows 952 further include Edit links 960. If a link (or button or other element in alternative embodiments) 960 of a row 952 is clicked or actuated by a user, the user can edit the buzzword of the row, using a screen area 962 (shown in FIGS. 38A and 38B). The screen 950 further includes a new buzzword button (or link or other element) 964 which, if actuated, brings up a screen area similar to the screen area 962 except with blank text boxes for setting up a new buzzword.

FIGS. 38A and 38B show an administrator user interface screen area 962 for editing or adding a buzzword. In the illustrated embodiments, the screen 962 was generated after a user clicked on a link 960 (see FIG. 37B) for the row 966. In the illustrated embodiments, the screen area 962 is a pop up or expanded area of the screen 950. In some embodiments, where a buzzword is being edited (see FIGS. 38A and 38B), the screen area 962 is a height expanded area or otherwise displayed within the rows 952 of buzzwords. The screen area 962 includes a text box 968 for the buzzword, in the illustrated embodiments. The screen area 962 further includes a text box 970 with the information (from column 956 shown in FIG. 37A) about the buzzword, in box 968, that will be shown to a user when a buzzword is typed, in the illustrated embodiments. The screen area 962 further includes a text box 972 with the hyperlink (from column 958) for the buzzword in box 968, in the illustrated embodiments. Text may be entered or edited in the boxes 968, 970, and 972. The screen area 962 further includes a button 974 which, if clicked by a user, updates a buzzword (or completes the creation of a new buzzword), a button 976 which, if clicked by a user, deletes an existing buzzword, and a button 978 which, if clicked by a user, cancels the editing (or creation) of the buzzword. If a buzzword is being added, the screen area 962 appears below the rows 952 or as a new screen or pop up, in some embodiments.

In some embodiments, only certain users (e.g., administrators), having a higher clearance than other users, may add or edit buzzwords.

FIGS. 39A, 39B, 39C, and 39D show a user interface screen 1000 from the case management system 1704 (FIG. 53). In the illustrated embodiment, the system organizes the database to maintain separate database areas for separate matters, customers, or projects. A matter may be a legal matter, for example. In the illustrated embodiments, a par-

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ticular matter, as shown in FIGS. 39A, 39B, 39C, and 39D includes information (e.g., stored in fields in one of the databases) for the matter or project number 1002, the name 1004 of the client or customer, the client's date of birth 1006, the client's role 1008, the client's language 1010, the case or project type 1012 (or priority or importance level), a damages category 1014, case status 1016, the department 1018 in the firm handling the matter, the source (if any) 1020 of the client, the name of the person 1022 who referred the client (if applicable), the state 1024 in which the incident occurred, the state 1026 whose statute of limitations controls, the age 1028 of the case, the value 1030 of the case, the tolling date 1032 (if applicable) for the statute of limitations, the statute of limitations date 1034, the incident date 1036, the matter closed date 1038, the matter opened date 1040, the health insurance company 1042, primary recovery source (e.g., insurance company) information 1046, the negotiator 1048, information 1050 about the location of the physical file (if any), the primary attorney 1052 (initials, nickname, or full name), and the paralegal 1054 (if any)(initials, nickname, or full name), and date 1055 of the last note. Fewer, more, or different items can be stored for each matter or project in alternative embodiments depending on the type of matter or business and what data is value for a project or customer. Some items may be left blank for some cases if the information is missing, unknown, or inapplicable.

In some embodiments, the screen 1000 of FIGS. 39A, 39B, 39C, and 39D more particularly includes a notes panel or screen area 1056 that includes all this information for a matter whose number is indicated in 1002, as well as a list of notes 1708 associated with the matter whose number is indicated in 1002. The screen 1000 includes multiple different collapsible and expandable panels including the notes panel 1056. In some embodiments, the panels can be rearranged by a user in any desired order. In the illustrated embodiment, a user can quickly scroll through the area 1056 by dragging a scroll bar 1058 or by actuating down or up arrows 1059 or 1060. A user can also move through notes one row at a time by clicking on a note and then hitting up or down keyboard buttons or clicking on navigate up button 1061 or navigate down button 1063. A user can also navigate to the top of the list of notes by clicking on top button 1065 or bottom button 1067. As a user moves up or down through the list, the details for a note corresponding with a row highlighted in area 1056 are displayed in a preview screen area 1074. Thus, it is not necessary to open the note to see the contents of the note.

The list of notes includes columns for the note's ID 1062, the note's topic 1064, the author 1066 of the note (initials or full name), the note creation time and date 1068 (could be separate columns in alternative embodiments), the start 1070 of the body of the note (or the subject of the note), and an element 1072 indicating whether the note is open or closed. The topic 1064 for a note can be changed by right clicking on the topic name for a note. The user is then presented with a pop up window or area including a list of topics and can click on any of the presented topics.

One of the notes 1708 displayed in the area 1074 can be copied to another matter, case, or file by typing the matter number in the text area 1076 and clicking copy button 1079. Alternative methods of indicating the destination matter are possible, such as by scrolling through a list of cases and clicking on the desired destination. Copying a note can be useful when there are companion cases, for example. There is an ability to search for text anywhere in the matter by typing a search term in a window 1003.

A note can be printed by clicking on a print button **1080**, in the illustrated embodiments. A new note can be composed for a matter by clicking on an open button **1082**.

The preview area **1074** also displays a note number **1084**, a matter number **1086**, the author **1088**, the recipient or recipients **1089**, a subject **1090**, and a creation date **1091** and date modified **1092**.

A note can be opened, instead of just being previewed, by clicking on a button or element **1093**, which brings up a rich text editor window or screen area **1094** as shown in FIGS. **40A**, **40B**, **40C**, and **40D** that provides additional functionality.

When composing or editing a note in the area **1094** (FIGS. **40A**, **40B**, **40C**, and **40D**), it is possible to use bolding, italics, and underlines (using buttons **1095**, **1097**, and **1099**, respectively), and the note is spellchecked. Each term or word typed is spellchecked against a dictionary which can be an internal or external dictionary to highlight and/or correct common misspellings in accordance with commonly known spellcheckers. In some embodiments, the spellcheck occurs in the manner disclosed in U.S. Pat. No. 5,604,897, which is incorporated herein by reference. In the illustrated embodiments, the spellcheck is performed on the fly as each word is typed. In other embodiments the spellcheck can be performed after the note has been completed. Other features common in rich text editors are also provided, in various embodiments.

In addition to being spellchecked, terms typed into the area **1094** are compared against the buzzwords. If there is a match, a pop up **1096** or other display indication is provided (see FIGS. **41A**, **41B**, **41C**, and **41D**) to indicate to the user that there is a match against a buzzword. A buzzword can be, for example, the name of a drug, procedure, product, problem, or other item that can lead to an opportunity for additional marketing or to solve a problem. A certain drug can cause a certain problem, for example. A client may be being treated using that drug in an unrelated matter. When a user types the drug name in the area **1094** for a note in the unrelated matter, the pop up provides an indication to speak to other staff members or to consider opening a new matter, for example. Further, buzzwords can include common misspellings of other buzzwords so that the buzzword comparison captures relevant occurrences even if the potential buzzword is spelled incorrectly. For example, if a buzzword is created for the word "Antihistamine," the buzzword list can include common misspellings such as "antihystamine," "anti-histamin," "antihisstamin," auntyhistamine," "anthis-tamyn," "antihystamyn," "antihistimyne" and "antyhistimin," etc.

If the user interacts with the buzzword, such as by clicking on the pop up or display area **1096**, a new window or display area **1098** appears (see FIG. **42**) that provides information about the term that triggered the pop up. In the illustrated embodiments, the display area **1098** is a browser window that is launched with a hyperlink that is shown in the area **972** of the administrative screen of FIGS. **38A** and **38B**. Such display areas are collectively referred to as descriptive pages.

FIG. **43** is a flowchart illustrating operation of method **1100**. In **1102**, a list of buzzwords is defined; e.g., in a database such as database **40** or **42**.

In **1104**, each buzzword is associated with a descriptive page, such as by making an entry in the database associating each word with a hyperlink or document. The descriptive pages can be, for example, web pages defining or describing the significance of the buzzword.

In **1106**, while a note is being composed (e.g., in a rich text window), each term or word typed is compared to terms in the buzzword list. In some, but not all embodiments, each term or word typed is also spellchecked against a dictionary which, in the illustrated embodiments, is separate from the buzzword list. In the illustrated embodiments, the buzzword check is performed on the fly as each word is typed. In other embodiments, the buzzword check can be performed after a note has been completed.

In **1108**, a determination is made as to whether a term in the note matches a term in the buzzword list.

If so, in **1110**, a pop up or other element is displayed to indicate to the user that the term matches a buzzword. The user may then consider (or seek clarification from other people in the organization) whether there is an opportunity for cross-selling or for selling additional services. If not, the process continues to **1116**.

In **1114**, the descriptive page is displayed to the user. The descriptive page may be a webpage for the hyperlink associated with the buzzword, a document in a word processor, or some other type of document in an application or browser helper that exists on the Internet or on the user's network (including possibly on the user's own computer). The descriptive page display may take over the screen or may be in a separate window that appears. The user may close the page, such as by interacting with a graphical element, as any browser or word processor is closed, to return to the note being typed.

In **1116**, the process proceeds to the next word or term being typed in the note until the note is completed. Upon completion, the note is saved to a particular matter or customer file.

A user can also search notes for all files to look for a buzzword or a new term. In **1118**, a determination is made as to whether the user requested a search of notes to determine if a particular buzzword can be found in any of the notes.

If so, in **1120**, the process performs the search and displays a list of hits (notes that contain the searched buzzword).

For example, if it is newly determined that a certain drug causes a certain disease, the notes of existing and completed client matters can be searched for that drug name (or the chemical composition of the drug or the name of generic equivalents). This may lead to existing or previous clients who may have a need to start a new matter. This provides a marketing opportunity.

The method of FIG. **43** can also be employed in a customer relationship management system for any type of business (not necessarily a law business).

Email is a form of communication that is frequently used in businesses. In many cases, email clients are used apart from a business entity's CRM or CMS. Users typically need to "copy-and-paste" email data into the CMS to associate the email data with a particular file, matter, or customer. Human "copying-and-pasting" is time consuming and, at times, prone to error as text may be omitted inadvertently.

If there is an attachment (e.g. .PDF) the attachment is typically held in a separate location (e.g. network file server) or, for a more advanced CRM or CMS, can be manually uploaded into a document section of the CRM or CMS.

In various embodiments, the system **10** includes a mail server **1702** (see FIG. **53**) and users have email client applications at their workstations, in addition to the case management system **1704** described herein. Frequently, the users will receive email from clients (customers), other attorneys, adjusters, or other people concerning a matter in

the case management system **1704**. They do not need to cut and paste the content into the case management system **1704** in the illustrated embodiments.

In various embodiments, the case management system **1704** database structures have case numbers, file IDs, or file numbers for each file (e.g., case number “1000000”). The case number serves as the customer or client file address within the case management system **1704**, in the illustrated embodiments.

The case management system **1704** is configured to have a system email address (e.g., CMS@InnovativeCMS.com) in various embodiments. This allows for any email client of any kind to send an email to the case management system **1704**. When a case number is included in the subject line and identified by predefined special characters such as brackets (e.g., “[1000000]”) and sent to the system email address (e.g., CMS@InnovativeCMS.com), the email is “captured” into the client record automatically, and if any file attachments present, the files are held in the file section of the client management system.

Some embodiments of the system **10** provide (see FIG. **44**) widgets or add-ons (including command menu items) to email clients application interfaces **1300** that add menu items or buttons, e.g., **1304** to allow a user to send an email directly to the notes area for a specific case or matter (see FIG. **45A-45D**) in the case management system **1704** using an email client external of the case management system **1704**. In some embodiments, when the user actuates a button **1304**, while composing an email, the user is prompted for a case number in a screen area or (e.g., pop-up) window **1306**. After typing the case number into a text area **1308** and clicking on an OK button **1310** (or hitting an enter key on the user’s keyboard), the external email becomes a note (described above) of the case management system **1704** and is shown as a new row **1312** in the list of the area **1056**. The screen area **1306** also includes a cancel button **1314** for cancelling the email. The email is also stored as a sent item in the email client application. It is also possible to right click on a message from the email client, such as from an inbox or from a list of sent email items, which brings up a command menu containing a menu option to send an email to the case management system **1704**. When this menu option is selected, the window or screen area **1306** pops up or appears having the text box **1308** into which a case number or identifier can be entered. The sent message is then sent to the case management system **1704** and becomes a new note shown in the top row in FIGS. **45A**, **45B**, **45C**, and **45D**. A preview **1314** of the new note is shown in a preview area in FIGS. **45B** and **45D**.

FIG. **46** shows a user interface from an external email client using with an email is being composed that includes an attachment. FIGS. **47A**, **47B**, **47C**, and **47D** show a screen **1350** from the case management system **1704**. When an external email that is sent to the case management system **1704** includes an attachment **1318**, the system **1704** automatically saves the attachment in (and the attachment is later available from) a files area **1320** of the case management system **1704** containing files for each case, separate from the notes. Files in the files area **1320** can be organized based on labels or tags. The system **1704** provides filter buttons in the documents area of the user interface that allow certain documents to be shown to the exclusion of other documents. The user interface shown in FIGS. **47A**, **47B**, **47C**, and **47D** includes filter buttons **1324-1329** that allow a user to change the items shown in the area **1320** by filtering based on labels associated with the files by clicking on the desired filter buttons. The filtered files are shown in a list **1322** in the files

area. The list **1322** includes rows **1352-1357**, each row representing a different document. Each file row includes, in the illustrated embodiment, a column **1334** for a file name, a column **1336** for a category, a column **1338** for initials for the creator of the file, and a column **1340** for a creation date. The row **1352** indicates that the attachment from FIG. **46** has been received into the case area for the case whose file number was indicated in text box **1308** of FIG. **46**.

The rows **1352-1357** define hyperlinks in the illustrated embodiments. Clicking on a row **1352-1357**, in the illustrated embodiment, brings up a preview of the file or additional commands in the same area **1320**, such as in an area immediately below the row describing the file. Clicking on the preview or on a link in the preview area **1360** results in the file being launched in a viewer (e.g., a Chrome viewer or plug-in) or an application appropriate for the file type. In other embodiments, or for certain file types, clicking on a row **1352-1357** for a file launches a viewer or application that opens the file.

Email messages can also be sent directly from the case management system **1704**. FIGS. **48A** and **48B** show a user interface screen **1400** for a case or matter whose case number is shown in area **1402**. The screen **1400** includes a share button **1404** which, if clicked by a user, brings up a menu or screen area with a plurality of share option elements including a print button **1406**, an external email button **1408** (e.g., for sending email externally from the case management system **1704**), an intake button **1410** for bringing up a client intake screening questionnaire as described above, such as the one shown in FIG. **7** for example, and an internal email button **1412** (e.g., for sending an email within the case management system **1704** to another user of the case management system **1704** or to a specific case or matter. Other buttons or screen areas for launching an email could be employed. After the button **1408** is clicked, a compose email screen or screen area **1420** pops up or is displayed (see FIGS. **49A** and **49B**).

The screen area **1420** displays at **1422** an indication of the case number from which the email originates, and has a text box **1424** in which the sender’s email address is pre-filled and can be changed. By default, the attorney responsible for the case is pre-filled as the sender, in some embodiments. The screen area **1420** also has a text box **1426** in which the addressee’s initials or email address can be typed. Initials are resolved into an email address for users of the case management system, in some embodiments. Multiple addressees can be provided by separating their addresses or initials with a space or comma. The screen area **1420** also has text boxes **1428** and **1430** for closed copying and blind closed copying additional recipients. The screen area **1420** further has a text box **1432** for a subject. In some embodiments, the case number for the case from which the email was launched is indicated in the subject text box **1432** (e.g., the case number is prefilled in part **1434** of the subject text box **1432**). More particularly, in the illustrated embodiments, the case number is surrounded by predetermined special characters such as square brackets when prefilled in the subject text box **1432**. The subject text box **1432** can be edited by the user, if desired, such as to add more information.

The screen area **1420** further includes an email body area **1436** for the body of the email. In the illustrated embodiments, the email body area **1436** contains a hyperlink **1438** to the case. The recipient can use the hyperlink **1438** to access the case in the case management system **1704** if they are an authenticated user (e.g., they have credentials that allow them to access the case management system **1704** and are either logged in or able to log in). The hyperlink **1438**

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takes them directly to the area for the case such as to the screen **1400**. The body area **1436** can be edited by the user, if desired, such as to add more information or otherwise change the text. In the illustrated embodiments, the screen area **1420** further includes a list **1440** of files available in the files area of a case, that can be attached to an email. In the illustrated embodiment, a user can select which of the files the user wants to attach, such as by checking checkboxes; e.g., **1442** or by using other selection devices provided in the user interface. The screen area **1420** also includes a send button **1446** which, if clicked by a user, causes the email and its file attachments to be sent. The screen area **1420** also includes a cancel button **1448** which, if clicked by a user, cancels the email.

FIGS. **50A** and **50B** show a user interface screen **1500** from the external email client showing an email **1502** received from the client management system and including an attachment that was selected by checking checkboxes. The email was sent from the client management system using a screen such as the screen **1420** and has an attachment **1446** that was sent in FIGS. **49A** and **49B**. The subject line **1424** of the email includes the case number of the case from which the email was sent, using the case management system **1704**. More particularly, the subject **1424** of the email includes the prefilled part **1434** of the subject text box **1432** unless it was changed by the user. The email also includes, in its body, the hyperlink **1438**, in some embodiments. Clicking on the hyperlink **1438** brings up the case in the case management system. The attachment or attachments selected using checkboxes such as the checkboxes **1442** and **1444** are attached. Only one attachment is shown in screen area **1446**.

FIGS. **51A**, **51B**, **51C**, and **51D** show a user interface screen **1550** for the case or matter whose case number is shown in area **1552**. The case is the same as the case from which the email was sent in FIGS. **50A** and **50B**. The sent email **1502** is shown in the notes section **1554** for the case and a preview of the email **1502** is shown in the preview area **1556**.

FIG. **52** is a flowchart illustrating a method **1600** of using an email client external of the system **10** to send an email to the case management system **1704**.

In **1602**, the system **10** receives an email from an external email client.

In **1604**, the system **10** makes a determination as to whether or not the email is a system inbound email. To be a system inbound email, it would have to be addressed to the predefined system email address (e.g., CMS@Innovative-CMS.com). If so, the system proceeds to **1608**. If not, the system proceeds to **1606**.

In **1606**, the system **10** rejects the email. In various embodiments, no rejection reply is sent in case the sender is a spammer and receiving a reply may validate that they have reached an active email address. In some embodiments, **1604** and **1606** are performed by the email server **1702** of the system **10** (see FIG. **53**), which may be an Exchange server.

In **1608**, the system **10** makes a determination as to whether the email is being sent from an approved domain. Domains of known users are whitelisted by an administration, in various embodiments. If so, the system proceeds to **1610**. If not, the system proceeds to **1606** where the email is rejected.

In **1610**, the system **10** makes a determination as to whether the email contains a valid case number in its subject line (e.g., enclosed with special characters such as brackets, in some embodiments). If so, the system proceeds to **1612**. If not, the system proceeds to **1606** where the email is

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rejected. In some embodiments, **1610** is performed by the email server **1702** of the system **10** (see FIG. **53**), which may be an Exchange server.

In **1612**, the system **10** routes the email to the notes section of the case whose case number is indicated in the subject line and, if there are attachments, the attachments are renamed (in some embodiments, such as to use a standardized naming convention) and are added to the case. In some embodiments, but not all, in **1612** a reminder is created for the primary professional responsible for that case. In some embodiments, **1612** is performed by the system **1704**.

FIG. **53** is a hardware block diagram showing the case management system **1704** and the email server **1702**. The email server **1702** can be an Exchange server, for example, and includes a processor (or multiple processors or multiple cores) **1710**, a network adapter **1712** for coupling the server **1702** to the network **20** (e.g., to the Internet), and a memory **1714** which, among other things, stores emails.

The case management system **1704** uses the processor **30**, network adapter **32**, and memory **33** described previously. In various embodiments, the memory **33** includes a database (e.g., **40**) that stores, for each case, a case number **1714**, notes **1708**, dashboards **1709**, documents **1320**, and checklists **1706** as described above, as well as client information **1720**, reminders **1722**, ledger entries **1724** (e.g., payments and receipts for a case such as payments to medical providers or payments from insurance companies), litigation information **1726**, settlement administration information **1728**, incident information **1730**, coverage information **1732** (e.g., insurance company coverage), involvement information **1734**, and related case information **1736**. The database also includes buzzwords **1740-1743** and, for each buzzword, an associated description **1750-1753**, and an associated hyperlink **1760-1763**.

While various specific graphical user elements have been shown and described, just as pull down menus, buttons, hyperlinks, text boxes, checkboxes, etc., other types of graphical user interface elements that perform similar functions could be employed.

While certain functions are illustrated as being performed in certain blocks, it should be understood that various functions may be performed in other blocks or in a combination of blocks. The blocks do not necessarily correspond to software functions or routines, to integrated circuits or to circuit blocks. Multiple blocks may be defined by a single function, routine or integrated circuit or a single block may be defined by multiple functions, routines or integrated circuits.

While some embodiments disclosed herein are implemented in software, alternative embodiments comprise hardware, such as hardware including digital logic circuitry. Still other embodiments are implemented in a combination of software and digital logic circuitry.

Various embodiments comprise a computer-usable or computer-readable medium, such as a hard drive, solid state memory, flash drive, floppy disk, CD (read-only or rewritable), DVD (read-only or rewritable), tape, optical disk, floptical disk, RAM, ROM (or any other medium capable of storing program code excluding a carrier wave or propagation signal) bearing computer program code which, when executed by a computer or processor, or distributed processing system, performs various of the functions described above.

Some embodiments provide a carrier wave or propagation signal embodying such computer program code for transfer of such code over a network or from one device to another. The term "non-transitory," if used in the claims, is meant to

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exclude only such a carrier wave or propagation signal. In compliance with the patent laws, the subject matter disclosed herein has been described in language more or less specific as to structural and methodical features. However, the scope of protection sought is to be limited only by the following claims, given their broadest possible interpretations. The claims are not to be limited by the specific features shown and described, as the description above only discloses example embodiments.

We claim:

1. A system comprising:
an email server;
a case management server in communication with the email server, the case management server having a system email address for receiving emails for multiple users and including:
a processor; and
a memory coupled to the processor and defining a database organized to store data for respective matters having matter numbers, the database including a notes location associated with each matter, and the database including, for respective matters, a files location for storing files other than notes;
the system being configured to provide a graphical user interface to a workstation using which a user can review information relating to matters, including notes, the system being further configured, in response to receiving an email having a subject line and body, to determine whether the email is addressed to a system email address for the case management server and, if not, reject the email, and to determine if the email subject line contains a matter number matching a database matter number and, if not, reject the email, and if the email is not rejected, the system being configured to route at least a portion of the non-rejected email to the notes location of the matter having the matter number that matches the number contained in the email subject line, wherein a user can access the non-rejected email pertaining to a matter directly from a screen showing notes for the matter; and
a workstation including a display screen configured to show the graphical user interface.
2. A system in accordance with claim 1 wherein, in response to receiving an email having an attachment, if the email is not rejected, the system is further configured to rename the attachment.
3. A system in accordance with claim 1 wherein the database further includes a files location associated with respective matters for storing files other than notes and wherein, in response to receiving an email having an attachment, if the email is not rejected, the system is further configured to rename the attachment and add the attachment to the files location of the matter having the matter number that matches the number contained in the subject line.
4. A system in accordance with claim 1 wherein the email server determines whether the email is addressed to a system email address for the case management server and, if not, rejects the email.
5. A system in accordance with claim 1 wherein the case management server determines whether the email originated from a preapproved domain and, if not, rejects the email.
6. A system in accordance with claim 1 wherein the case management server determines if the email subject line contains a matter number matching a database matter number and, if not, rejects the email.
7. A system in accordance with claim 1 wherein for respective matters the database further includes fields for a

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client's date of birth, language spoken, insurance company, incident state, and incident date.

8. A system in accordance with claim 1 wherein the database includes fields, for respective notes, for a note number, a user-selectable note type, an author identifier, and a body.

9. A method comprising:

providing an email server and a case management server in communication with the email server, the customer management server having a system email address for receiving emails for multiple users and including a processor and a memory coupled to the processor and defining a database organized to store data for a plurality of customer matters, respective matters having matter numbers, and, for each matter, the database including a notes location associated with the matter, and the database including, for respective matters, a files location for storing files other than notes;

providing, using a workstation, a graphical user interface using which a user can review information relating to matters, including notes;

determining, in response to receiving an email having a subject line and body, whether the email is addressed to a system email address for the customer management server and, if not, rejecting the email;

determining whether the email originated from a preapproved domain and, if not, rejecting the email;

determining if the email subject line contains a matter number matching a database matter number and, if not, rejecting the email; and

if the email is not rejected, routing at least a portion of the non-rejected email to the notes location of the matter having the matter number that corresponds to the number contained in the email subject line, wherein a user can access the non-rejected email pertaining to a matter directly from a screen showing notes for the matter.

10. A method in accordance with claim 9 and further comprising, in response to receiving an email having an attachment, if the email is not rejected, renaming the attachment.

11. A method in accordance with claim 9, the method further comprising, in response to receiving an email having an attachment, if the email is not rejected, renaming the attachment and adding the attachment to the files location of the matter having the matter number that corresponds to the number contained in the subject line.

12. A method in accordance with claim 9 and further comprising determining, using the email server, whether the email is addressed to a system email address for the customer management server and, if not, rejecting the email.

13. A method in accordance with claim 9 and further comprising determining, using the customer management server, whether the email originated from a preapproved domain and, if not, rejecting the email.

14. A method in accordance with claim 9 and further comprising determining, using the customer management server, if the email subject line contains a matter number corresponding to a database matter number and, if not, rejecting the email.

15. A method in accordance with claim 9 wherein for respective matters the database further includes customer relationship management fields.

16. A method in accordance with claim 9 wherein for respective matters the database further includes law firm

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case management fields including fields for a customer's date of birth, language spoken, insurance company, incident state, and incident date.

17. A method in accordance with claim 9 wherein the database includes fields, for respective notes, for a note number, a note type, an author identifier, and a body.

18. A system comprising:

an email server;

a case management server in communication with the email server, the case management server having a system email address for receiving emails and including:

a processor; and

a memory coupled to the processor and defining a database organized to store data for respective matters having case numbers, and the database including a notes location associated with respective matters, and the database including a plurality of notes including text, in the notes locations for respective matters, the database including, for respective customer matters, a files location for storing files other than notes, and the database including a plurality of buzzwords and hyperlinks pointing to descriptive pages that describe the buzzwords;

the system being configured to provide a graphical user interface to a workstation using which a user can review information relating to matters, including notes, the system being further configured, in response to receiving an email having a subject line and body, to determine whether the email is addressed to a system email address for the case management server and, if not, reject the email, to determine whether the email originated from a preapproved domain and, if not, reject the email, and to determine if the email subject line contains a case number matching a database matter case number and, if not, reject the email, and if the email is not rejected, the system being configured to route at least a portion of the non-rejected email to the notes location of the matter having the matter number that matches the number contained in the email subject line wherein a user can access the non-rejected email pertaining to a matter directly from a screen showing notes for the matter;

the case management server being configured to:

associate respective buzzwords with descriptive pages; generate a user interface including a text editing screen area in which a user can type or edit text for a note, the text including a plurality of terms; and

display the descriptive page associated with the typed buzzword in response to the user interacting with the buzzword area of the user interface; and

a workstation including a display screen configured to show the graphical user interfaces.

19. A system in accordance with claim 18 wherein the case management server is configured to indicate that the matching term is a buzzword in an area of the user interface spaced apart from the text editing screen area.

20. A system in accordance with claim 19 wherein the case management server is configured to indicate that the matching term is a buzzword in a pop up.

21. A system in accordance with claim 18 wherein the case management server is configured to indicate that the matching term is a buzzword in a pop up area spaced apart from the text editing screen area.

22. A system in accordance with claim 18 wherein the case management server is configured to provide a descrip-

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tion of why the matching term is a buzzword proximate the indication that the matching term is a buzzword.

23. A system in accordance with claim 18 wherein the case management server is configured to indicate that the matching term is a buzzword and to provide a description of the buzzword in a pop up area spaced apart from the text editing screen area.

24. A system in accordance with claim 18 wherein the databases include fields for a legal case management system.

25. A system in accordance with claim 18 wherein the databases include fields for a customer relationship management system.

26. A system comprising:

an email server;

a case management server in communication with the email server, the case management server having a system email address for receiving emails and including:

a processor; and

a memory coupled to the processor and defining a database organized to store data for respective matters having matter numbers, the database including a notes location associated with each matter, and the database further includes a files location associated with respective matters for storing files other than notes;

the system being configured to provide a graphical user interface to a workstation using which a user can review information relating to matters, including notes, the system being further configured, in response to receiving an email having a subject line and body, to determine whether the email is addressed to a system email address for the case management server and, if not, reject the email, and to determine if the email subject line contains a matter number matching a database matter number and, if not, reject the email, and if the email is not rejected, the system being configured to route at least a portion of the non-rejected email to the notes location of the matter having the matter number that matches the number contained in the email subject line, wherein a user can access the non-rejected email pertaining to a matter directly from a screen showing notes for the matter;

the system being further configured to, in response to receiving an email having an attachment, if the email is not rejected, rename the attachment and add the attachment to the files location of the matter having the matter number that matches the number contained in the subject line, wherein the body of the email is routed to the notes location of the matter having the matter number that matches the number contained in the email subject line; and

a workstation including a display screen configured to show the graphical user interface.

27. A system in accordance with claim 26 wherein the email server determines whether the email is addressed to a system email address for the case management server and, if not, rejects the email.

28. A system in accordance with claim 26 wherein the case management server determines whether the email originated from a preapproved domain and, if not, rejects the email.

29. A system in accordance with claim 26 wherein the case management server determines if the email subject line contains a matter number matching a database matter number and, if not, rejects the email.

30. A system in accordance with claim 26 wherein for respective matters the database further includes fields for a

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client's date of birth, language spoken, insurance company, incident state, and incident date.

31. A system in accordance with claim 26 wherein the database includes fields, for respective notes, for a note number, a user-selectable note type, an author identifier, and a body.

32. A method comprising:

providing an email server and a case management server in communication with the email server, the customer management server having a system email address for receiving emails and including a processor and a memory coupled to the processor and defining a database organized to store data for a plurality of customer matters, respective matters having matter numbers, and, for each matter, the database including a notes location associated with the matter and a files location for storing files other than notes;

providing, using a workstation, a graphical user interface using which a user can review information relating to matters, including notes;

determining, in response to receiving an email having a subject line and body, whether the email is addressed to a system email address for the customer management server and, if not, rejecting the email;

determining whether the email originated from a preapproved domain and, if not, rejecting the email;

determining if the email subject line contains a matter number matching a database matter number and, if not, rejecting the email;

if the email is not rejected, routing at least a portion of the non-rejected email to the notes location of the matter having the matter number that corresponds to the number contained in the email subject line, wherein a user can access the non-rejected email pertaining to a matter directly from a screen showing notes for the matter; and

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in response to receiving an email having an attachment, if the email is not rejected, renaming the attachment and adding the attachment to the files location of the matter having the matter number that corresponds to the number contained in the subject line, wherein the body of the email is routed to the notes location of the matter having the matter number that corresponds to the number contained in the email subject line.

33. A method in accordance with claim 32 and further comprising determining, using the email server, whether the email is addressed to a system email address for the customer management server and, if not, rejecting the email.

34. A method in accordance with claim 32 and further comprising determining, using the customer management server, whether the email originated from a preapproved domain and, if not, rejecting the email.

35. A method in accordance with claim 32 and further comprising determining, using the customer management server, if the email subject line contains a matter number corresponding to a database matter number and, if not, rejecting the email.

36. A method in accordance with claim 32 wherein for respective matters the database further includes customer relationship management fields.

37. A method in accordance with claim 32 wherein for respective matters the database further includes law firm case management fields including fields for a customer's date of birth, language spoken, insurance company, incident state, and incident date.

38. A method in accordance with claim 32 wherein the database includes fields, for respective notes, for a note number, a note type, an author identifier, and a body.

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