

## Management of Contracts/Files



*Keep important data on contracts and files in memory*

The *Contracts/Files Management* system centralizes summaries of files and legal contracts in a single database. This consolidation facilitates the organization's research on contracts and files.

You can then make additions modifications or searches in contracts and files.

You can also personalize various information, depending on needs. For example, it is possible to change the list of actors (lawyers), types of files or contracts, etc.

### Contracts

You can add a new contract or modify an existing one. The information summarizes a legal contract, mentioning the dates and classification.

In addition to this information, there is the contract number, the description, names of the parties, the renewal terms, dates of the contract, etc.

### Searches

You can search for one or more legal documents. All existing contracts **or** files are searched. You can also search on more specific criteria.

You can also search for an expression in a specified text field (example: description, name of the parties, a number, a city, etc.).

### Files

Just as for contracts, you can manage files, by adding new files, or change the existing ones.

Files are associated with the following information:

- Purpose of the file
- Lawyer responsible
- Name of the parties
- Dates of the files
- Claims
- Etc.

### In addition...

With the Contracts/Files management application you can:

- Add, search, browse and modify contracts
- Add, search, browse and modify files

You can also personalize tables of data:

- Lawyers
- Department
- Types of file
- Regulation
- Name of claim



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