

File Tracking System

By

Angus A. Brown

&

Lester Jno Baptiste

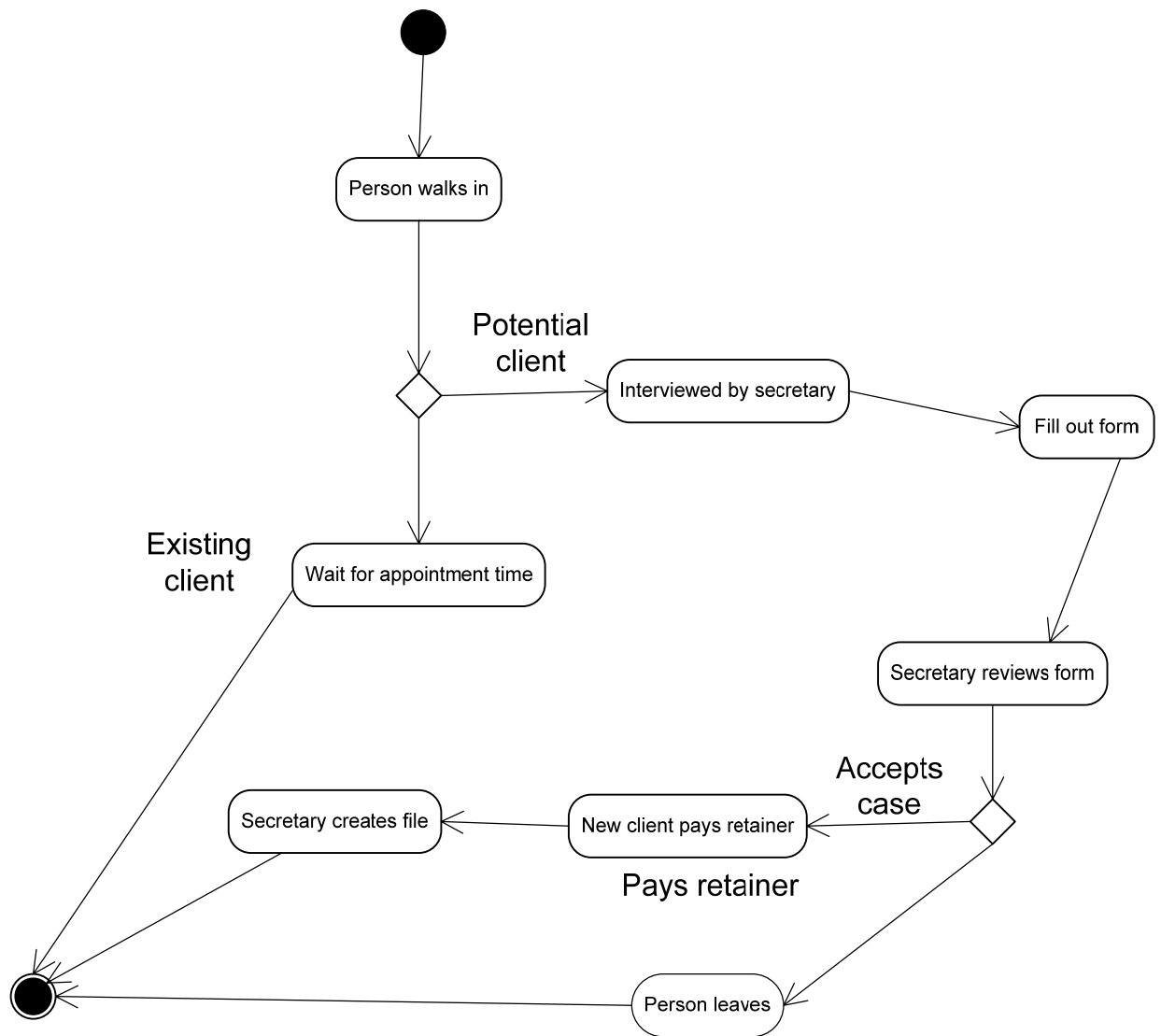
Florida Atlantic University

Department of Computer Science and Engineering

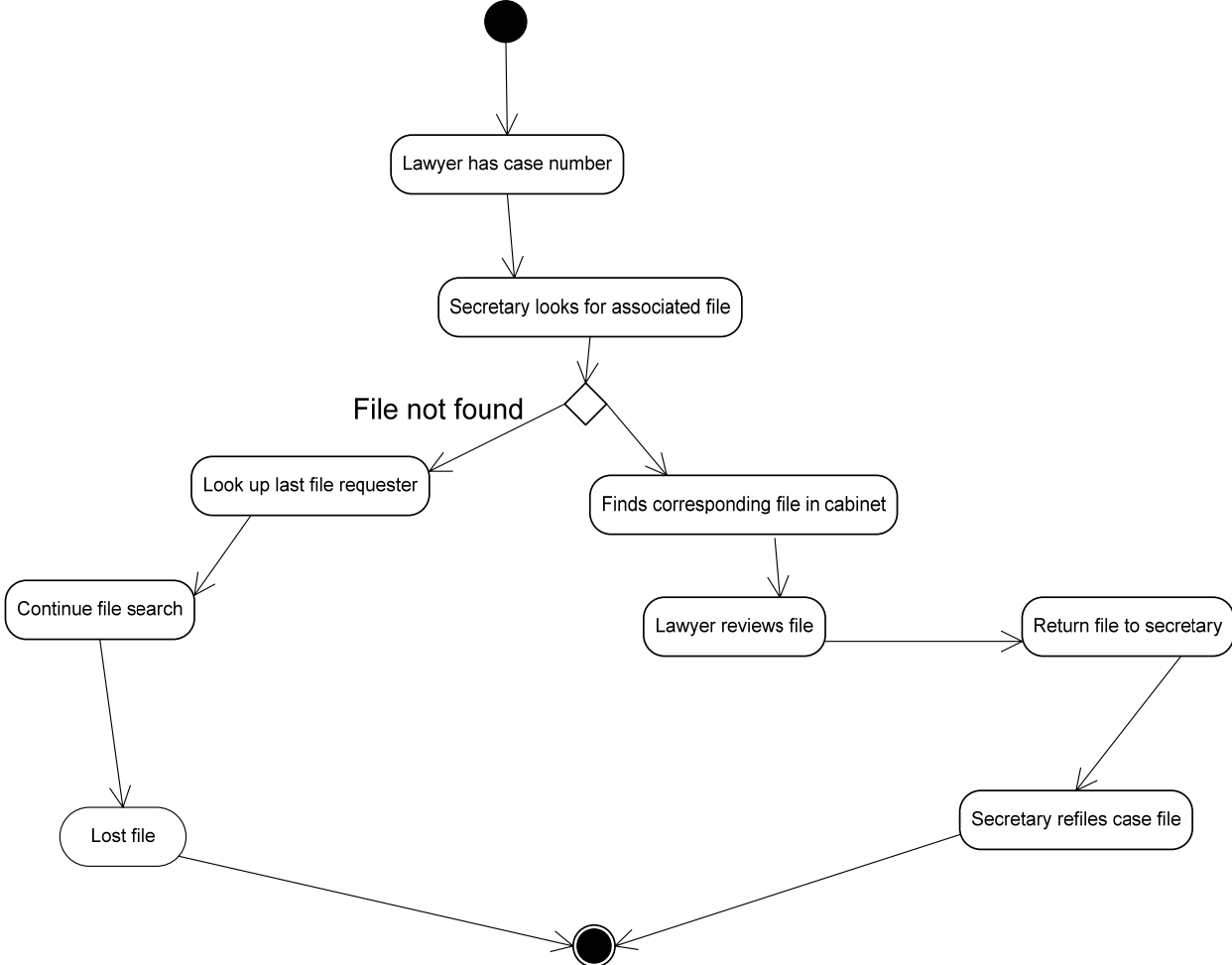
2008

Activity Diagrams

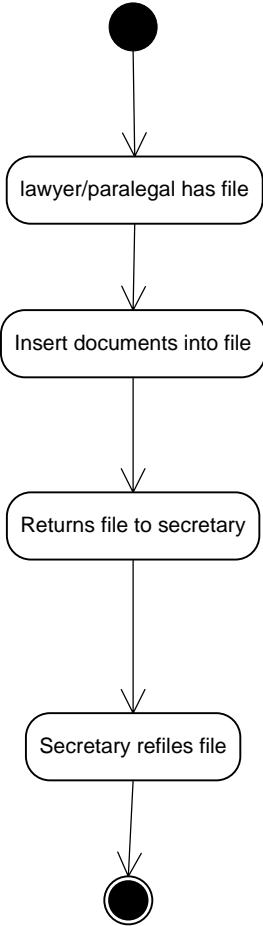
New Client



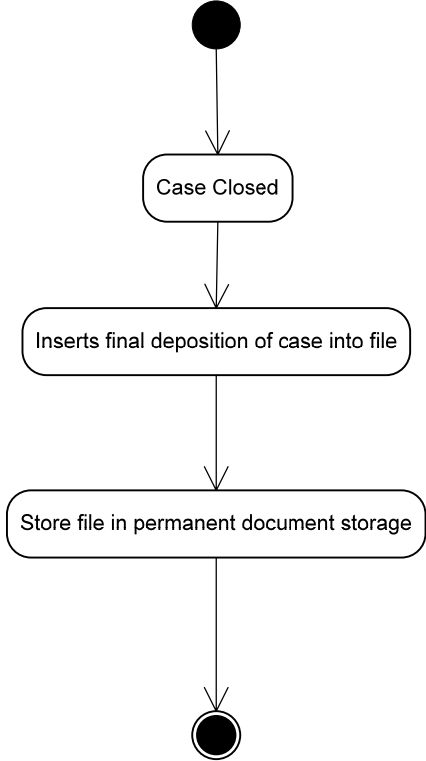
Lawyer Request's File



Updating a File



Closing a case



Classes

Lawyer

Judge

Case

Group

Payment Type

Paralegal

Secretary

Client

Fees

Judgement

File

Correspondence

Letters

Location

Reason

Legal Forms

Motion

District

Retainer

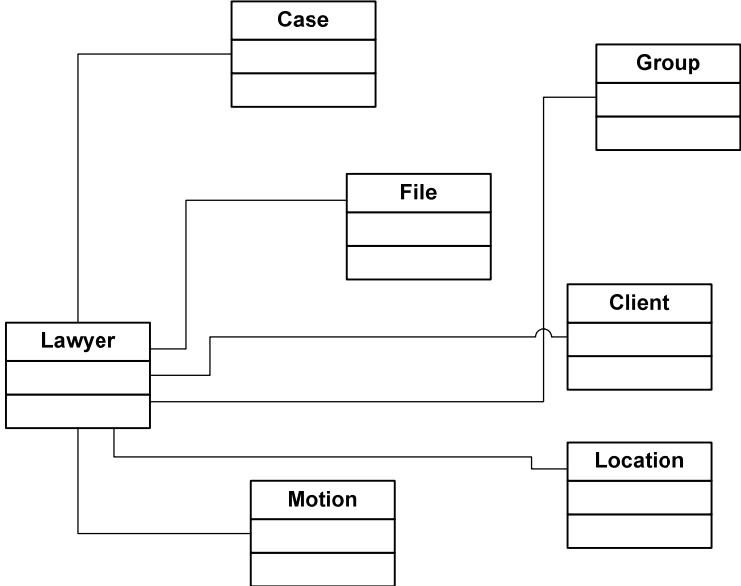
Disposition

Manager

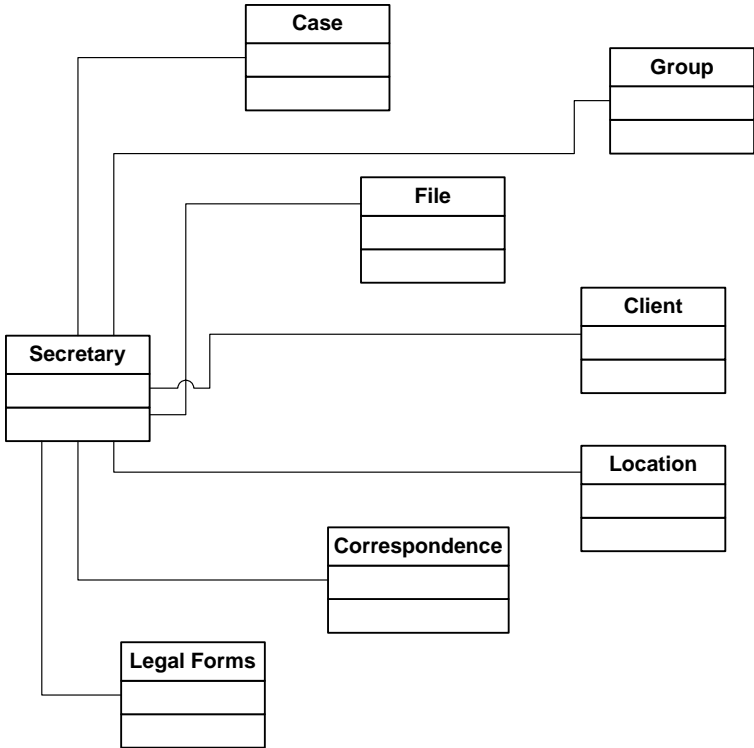
Users

Report

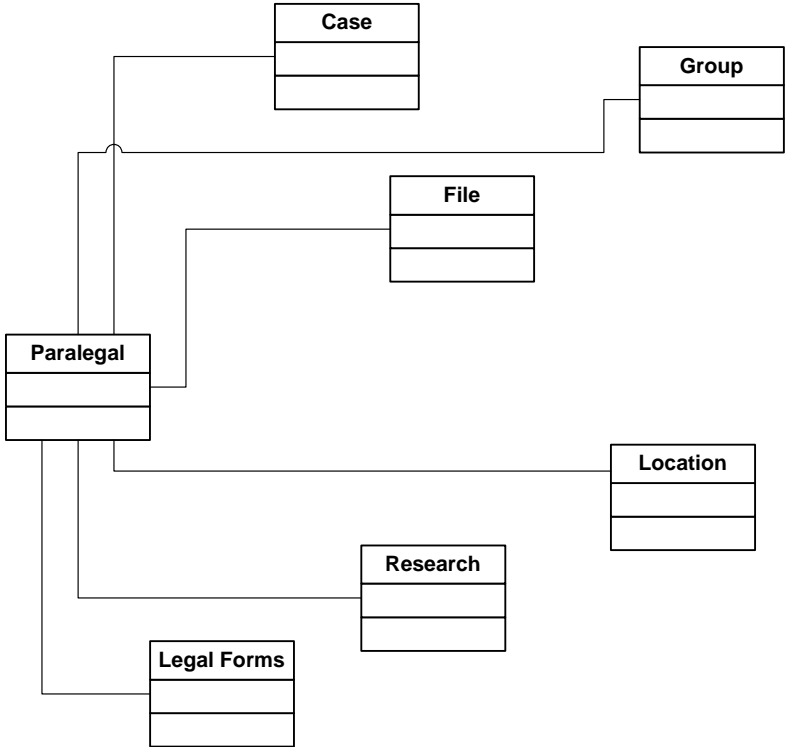
Lawyer Associations



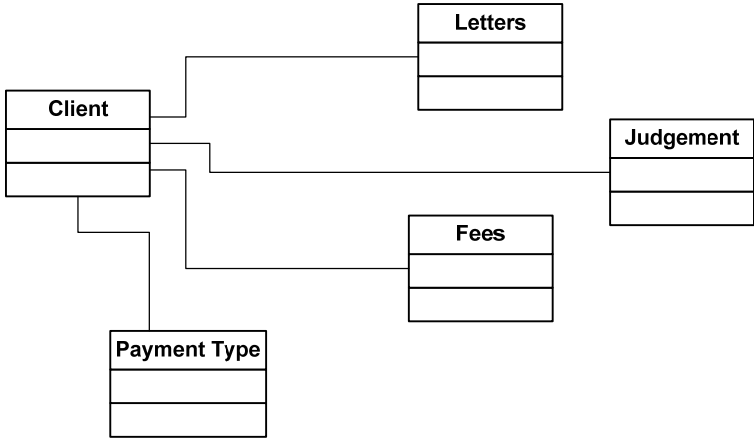
Secretary Associations



Paralegal Associations



Client Associations



Classes and Their Properties

Lawyer
-name
+openCase() +closeCase() +createGroup() +assignGroupLeader() +meetClient() +requestFile() +transferownership() +assignParalegal() +groupClearance() +goToCourt()

Client
-name -address -occupation -caseType
+retainAttorney() +payfee() +provideEvidence()

Paralegal
-name -groupNumbers
+researchCase() +submitResearch() +accessFile() +submitResearchToDropBox()

Secretary
-name -location
+storeFile() +fileCase() +monitorDropBox() +transferFile() +scanDocuments() +createFiles()

Judgement
+caseUpheld() +caseDismissed()

Judge
+listenToWitnesses() +reviewEvidence() +pronounceJudgement()

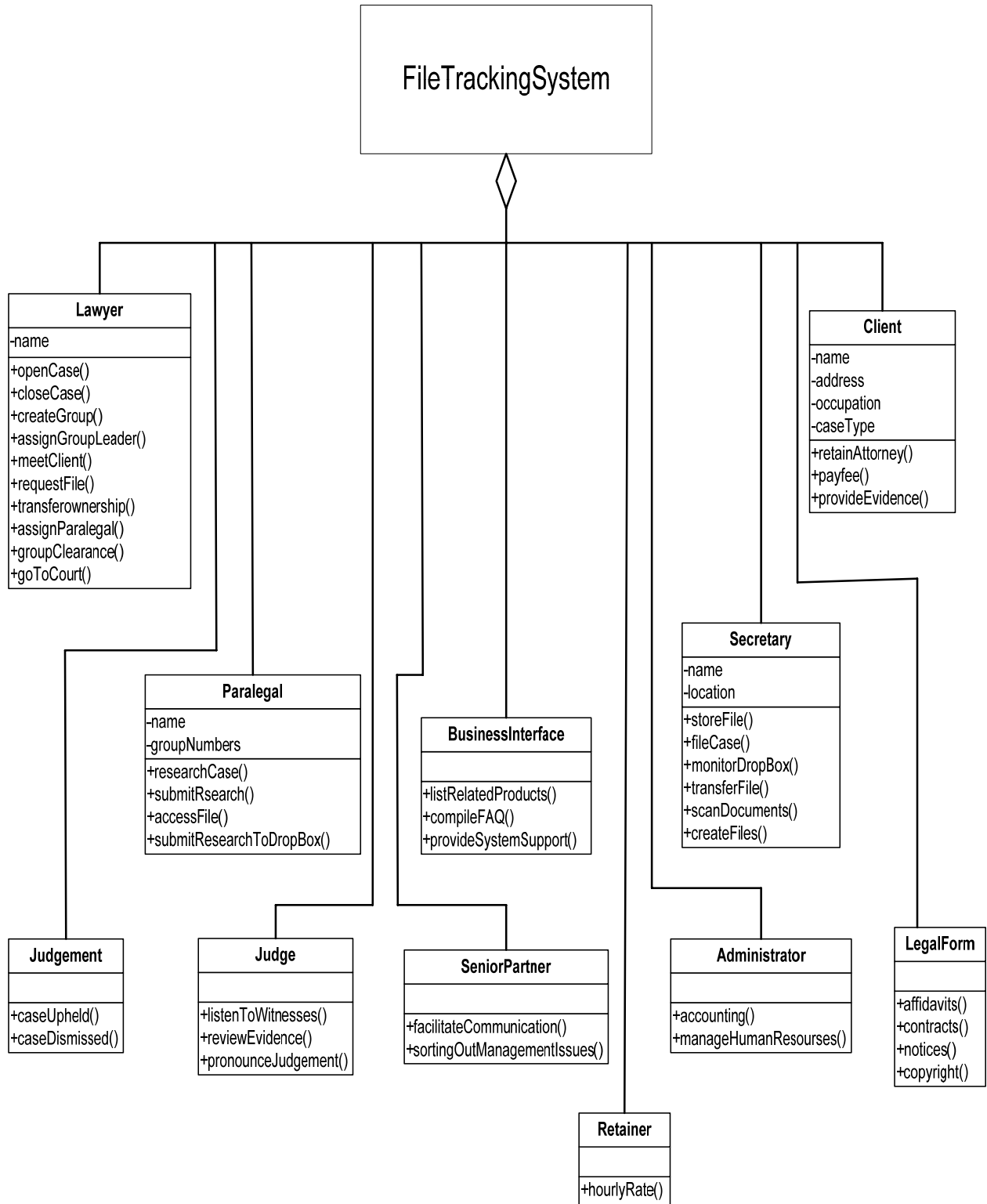
SeniorPartner
+facilitateCommunication() +sortingOutManagementIssues()

Administrator
+accounting() +manageHumanResources()

LegalForm
+affidavits() +contracts() +notices() +copyright()

Retainer
+hourlyRate()

Overview of The System



Assign Group Clearance

Description

Lawyer in his role as group leader assigns group clearance to other lawyers

Assumptions

- The system has an assign group clearance field option in the user interface.

Preconditions

A group is created to work on a case

Post Conditions

All lawyers in the group are granted clearance

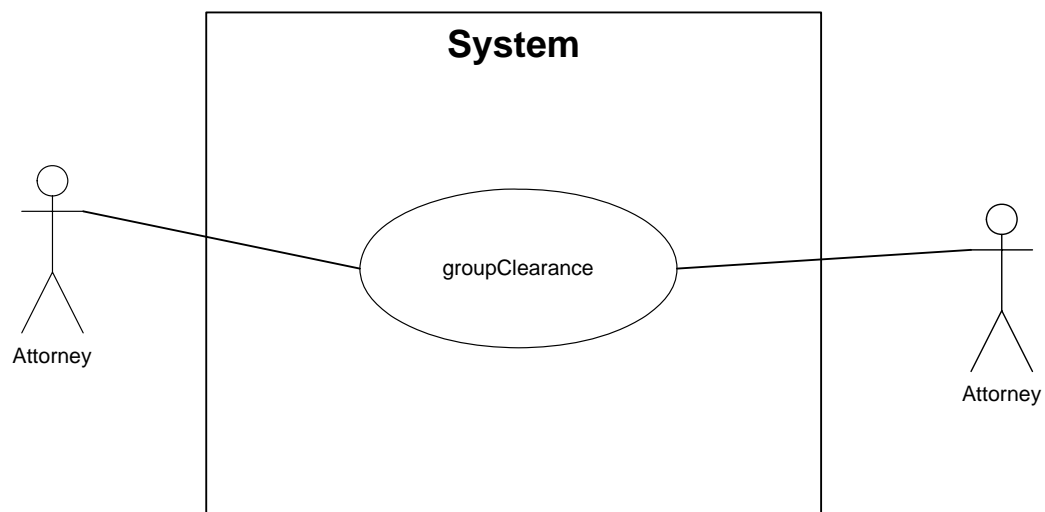
Steps

1. The lawyer chooses group member and assigns clearance

Benefiting Actor

Attorney

Assign Group Clearance Use Case Diagram



Assign a Paralegal

Description

Attorney assigns a paralegal to conduct work on a case

Assumptions

- The system has an assign paralegal option as part of the new case interface.

Preconditions

A new case has been created and group assigned

Post Conditions

Paralegal will be given access to case.

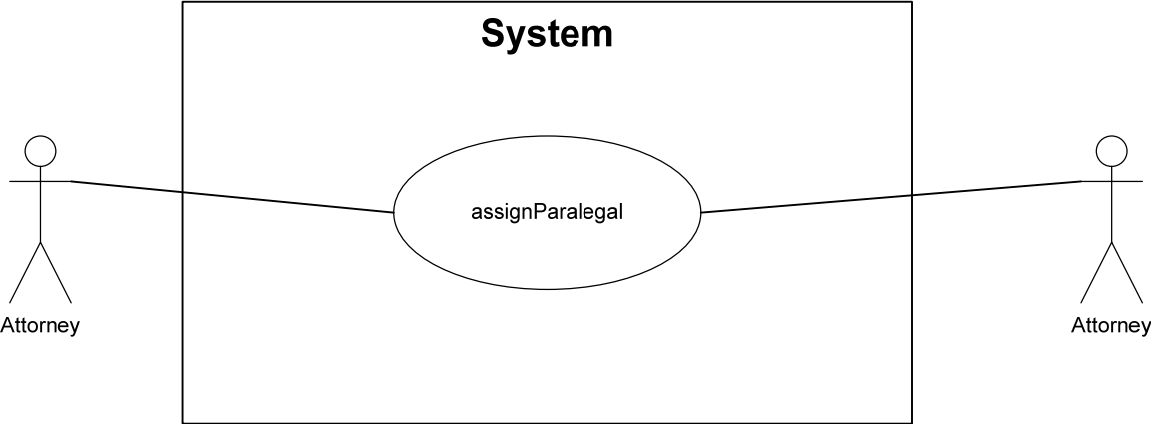
Steps

1. The attorney selects a paralegal from the list in the case screen.

Benefiting Actor

Attorney

Assign Paralegal Use Case Diagram



Transfer File Ownership

Description

Attorney currently has a case is and will transfer it to another attorney in his/her group

Assumptions

- The user interface file screen has the option to transfer file, and select attorney.

Preconditions

The attorney has the file

Post Conditions

File is transferred to other attorney

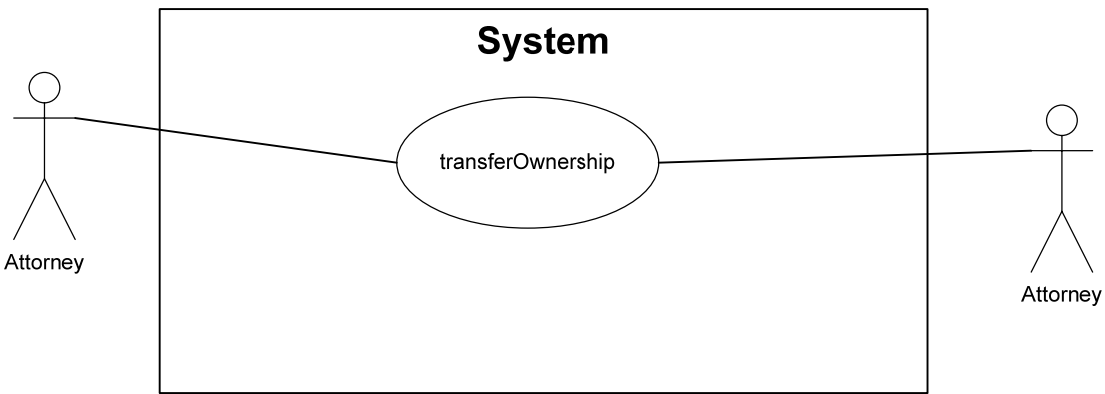
Steps

1. The lawyer chooses attorney and transfers file

Benefiting Actor

Attorney

Transfer Ownership Use Case Diagram



Request a Case File

Description

The Attorney submits a request for a case file.

Assumptions

- The case file has been created and is available.

Preconditions

Attorney is allowed access to the requested case file

Post Conditions

Case file request is submitted

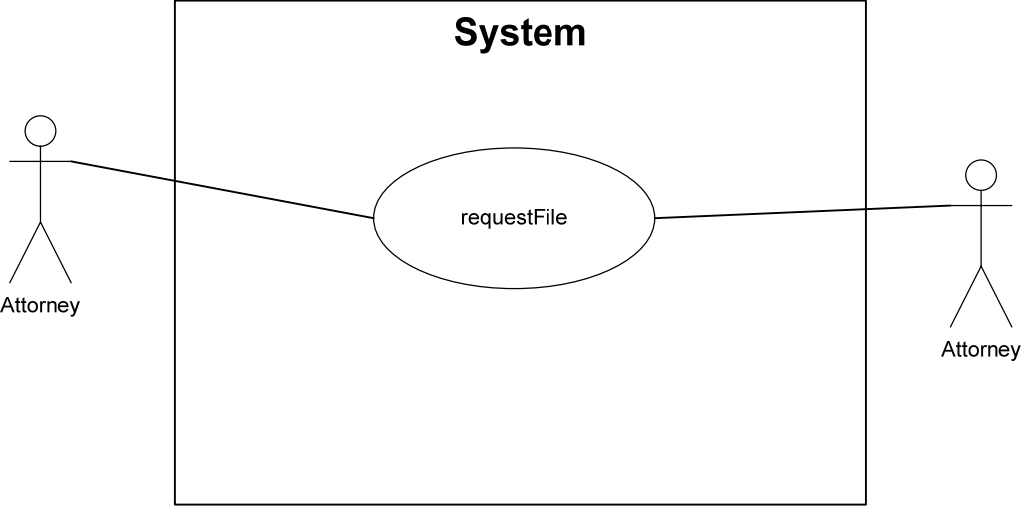
Steps

The attorney selects the case file and submits a request.

Benefiting Actor

Attorney

Request Case File Use Case Diagram



Create Group

Description

A group is created to work on a current open case

Assumptions

- The system allows for selecting attorneys and placing them in a group

Preconditions

A group is created to work on a case

Post Conditions

A new group is created

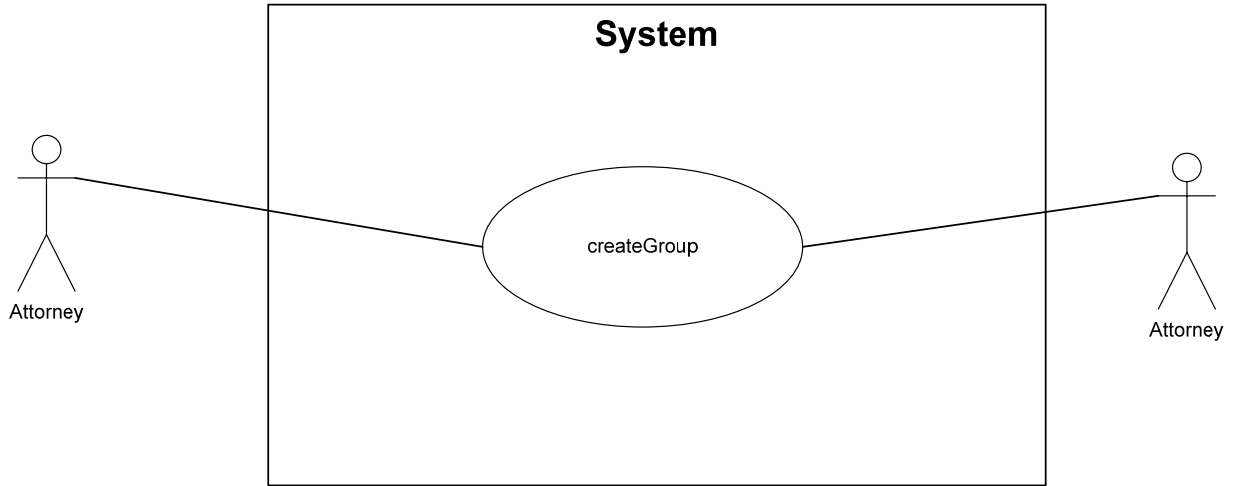
Steps

1. The head attorney chooses group members.

Benefiting Actor

Attorney

Create Group Use Case Diagram



Assign Group Leader

Description

Attorney chosen as group leader assigns the leader privilege to him/her self

Assumptions

- The system has an assign group leader field option in the user interface.

Preconditions

Attorney is chosen as group leader

Post Conditions

Attorney attains the group leader privilege

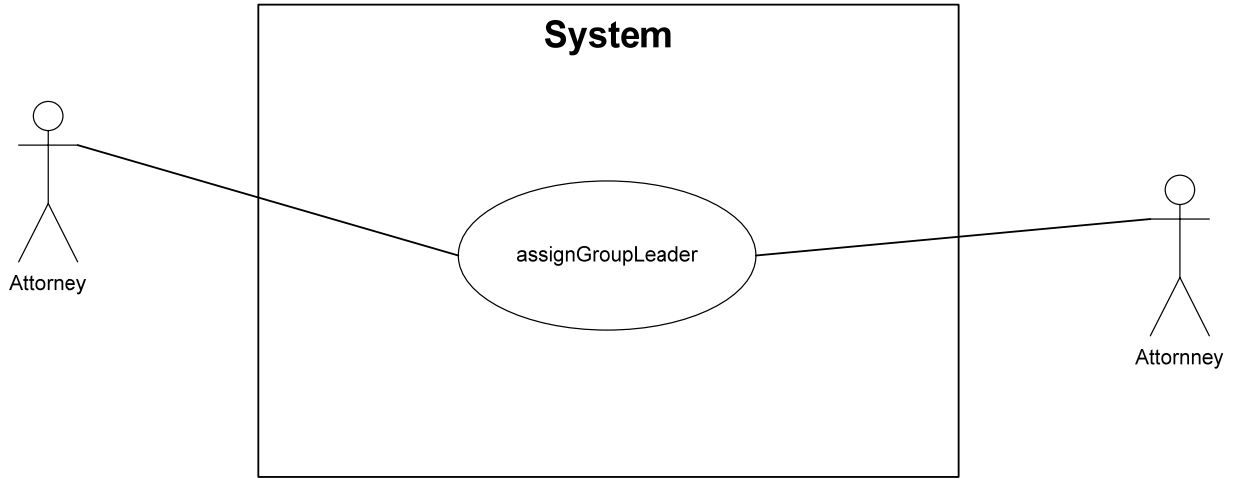
Steps

1. The Attorney assigns group leader privilege

Benefiting Actor

Attorney

Assign Group Leader Use Case Diagram



Close Case

Description

A disposition has been arrived at in a case and that case is closed

Assumptions

- The system allows for the closing of a case is the case close screen

Preconditions

A final disposition has been reached on a case

Post Conditions

Case file is closed

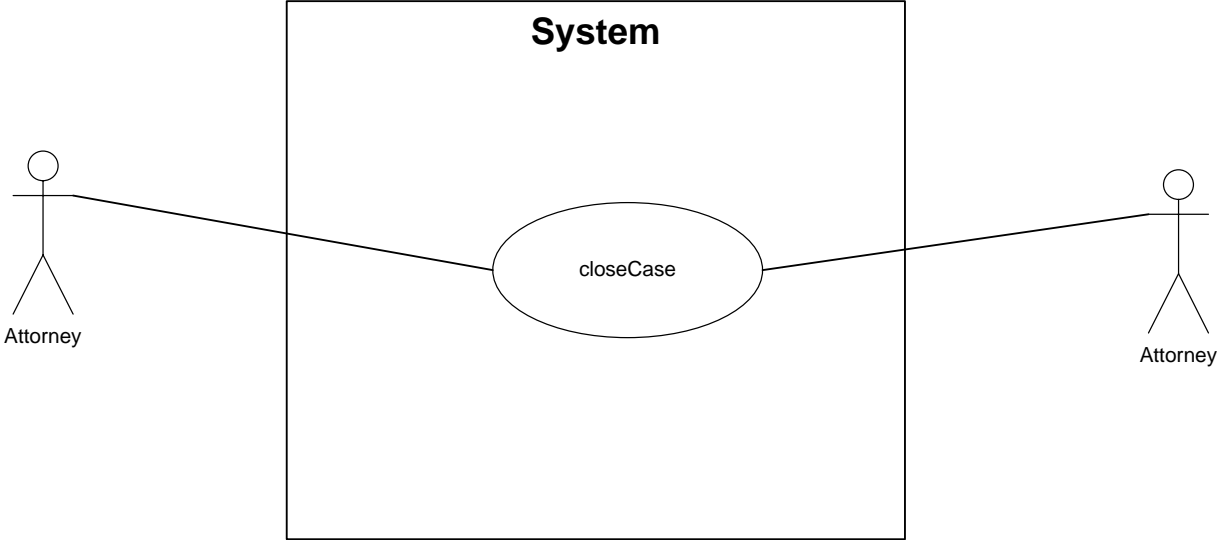
Steps

The attorney closes a case in the case close screen.

Benefiting Actor

Attorney

Close case Use Case Diagram



Open Case

Description

Client has retained an attorney and a new case is opened

Assumptions

- The system has the create case screen as part of the user interface.

Preconditions

A case file has been opened for a new case

Post Conditions

New case is created in the system

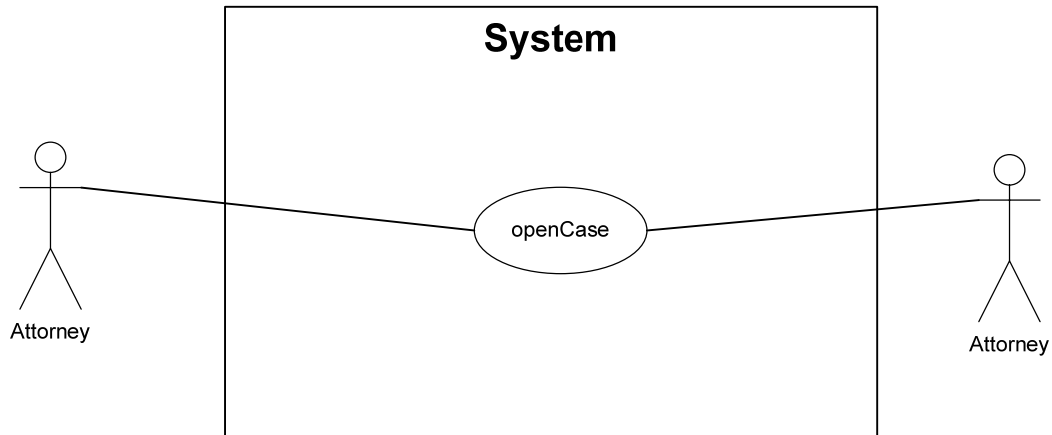
Steps

The attorney enters case in new case screen

Benefiting Actor

Attorney

Open case Use Case Diagram



Provide system support

Description

The software creator provides system support for the software

Assumptions

- The system has contact information for the system support staff

Preconditions

An error or query as to system performance has occurred

Post Conditions

System support is provided

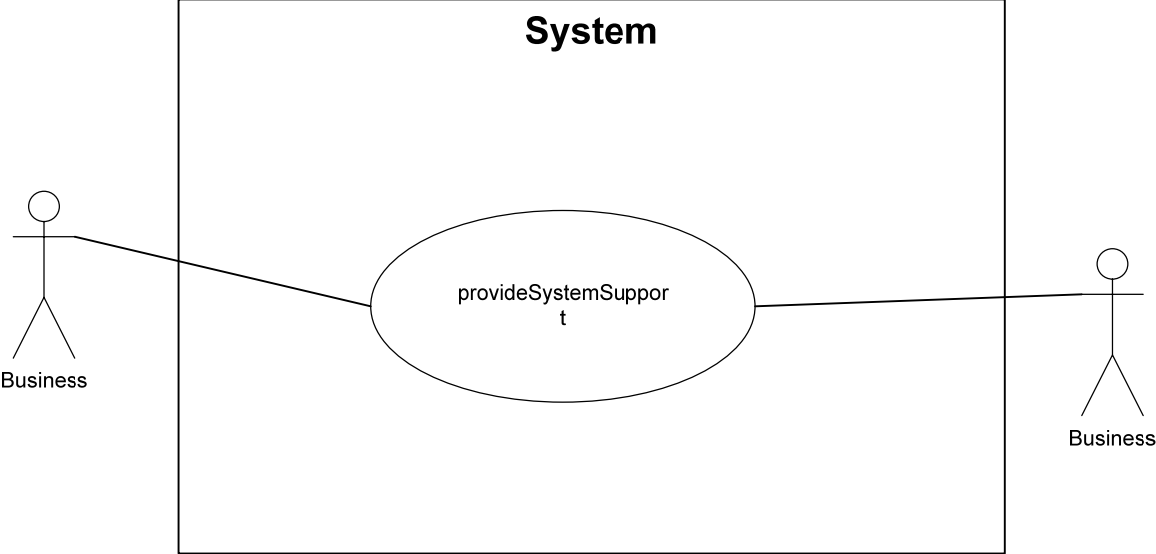
Steps

System support staff responds to users query or error.

Benefiting Actor

Business

Provide system support Use Case Diagram



Document Provided Evidence

Description

Evidence provided by the client in relation to the case is documented

Assumptions

- The system allows for a description of provided evidence to be included in the case file

Preconditions

Client has provided evidence

Post Conditions

Evidence is attached to the case file

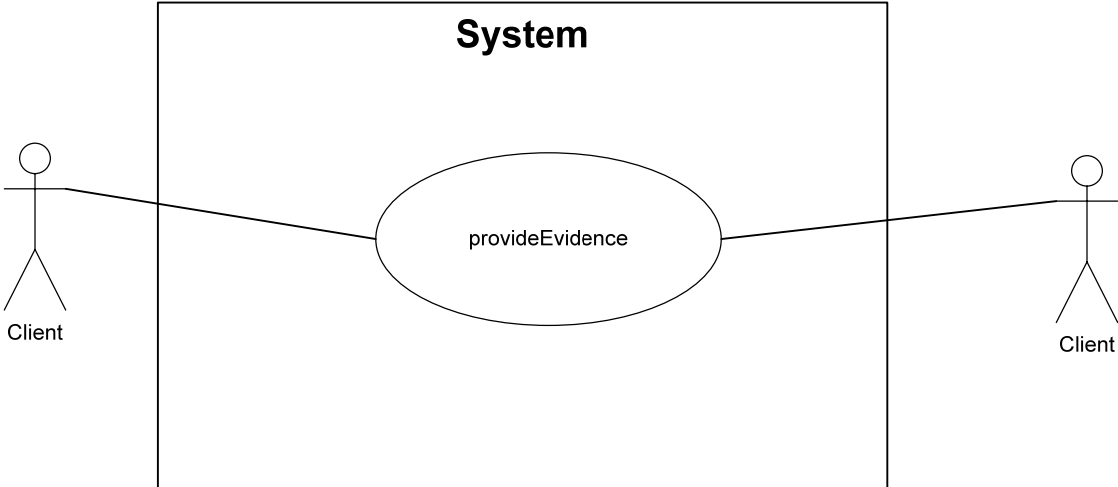
Steps

Evidence submitted by client is described in the case file.

Benefiting Actor

Client

Provide Evidence Use Case Diagram



Fees Paid

Description

The fees paid by client are entered into the system.

Assumptions

- The system has a payment screen for tacking various fees.

Preconditions

Client pays fee.

Post Conditions

Fee collected is entered into the system

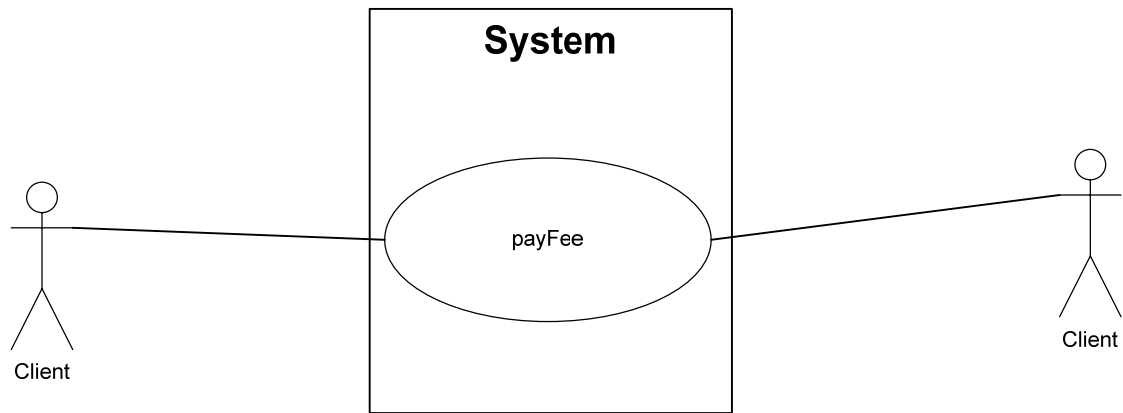
Steps

Select the type of fee and enter the amount paid

Benefiting Actor

Client

Pay Fee Use Case Diagram



Access File

Description

Paralegal accesses file to submit research

Assumptions

- The system has a screen which allows access to the case file once authorization has been granted.

Preconditions

Paralegal is given access to case file.

Post Conditions

File is accessed and researched submitted

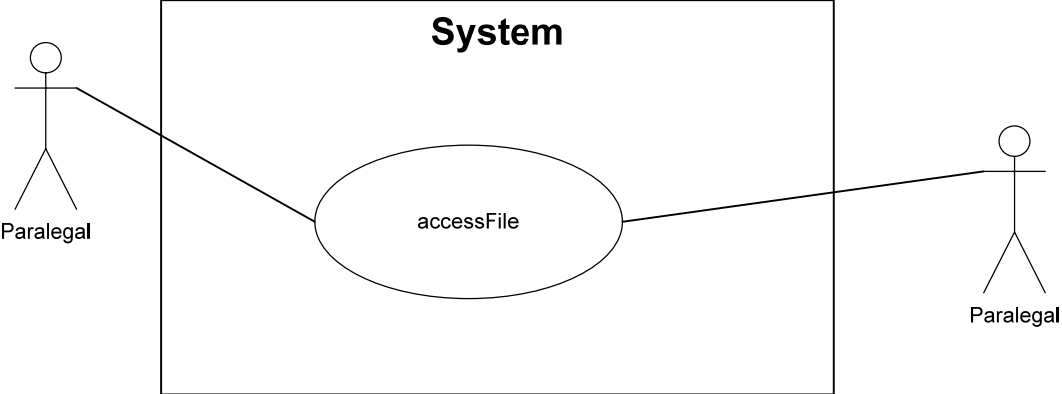
Steps

The paralegal accesses file

Benefiting Actor

Paralegal

Access file Use Case Diagram



Research case

Description

Paralegal conducts research on a case and saves it in drop box for file.

Assumptions

- The system allows for attaching research to an open case file.

Preconditions

Paralegal has conducted research and been granted access to the case file

Post Conditions

Research is saved in the drop box

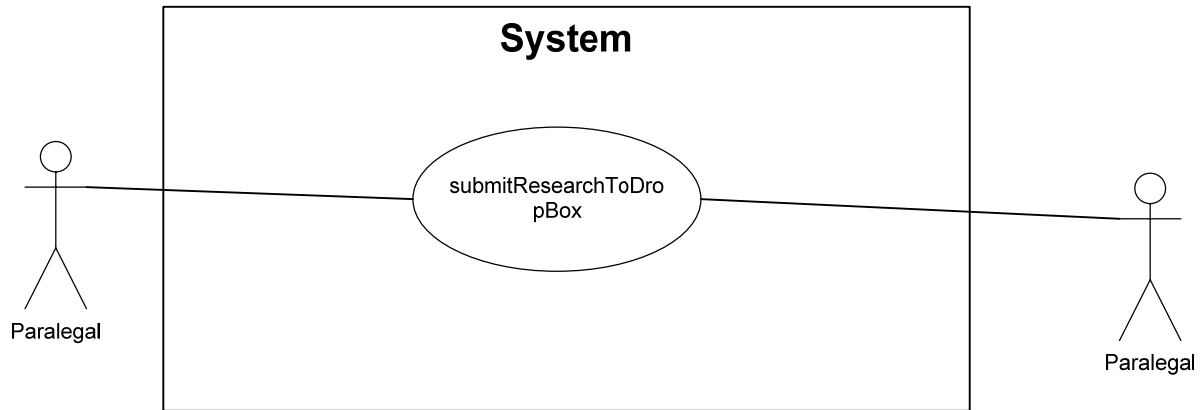
Steps

The paralegal submits research for an open case to the drop box screen.

Benefiting Actor

Paralegal

Submit Research case Use Case Diagram



Create File

Description

Secretary creates a new case file for a client

Assumptions

- The system allows for a new case file to be created in the new case screen

Preconditions

A client has submitted a case and has retained the firm

Post Conditions

A new case file has been entered into the system

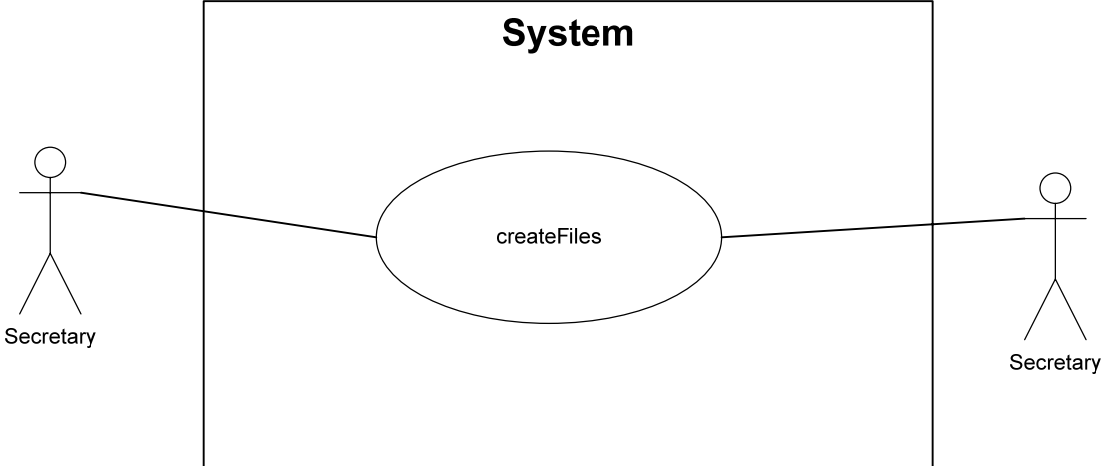
Steps

The secretary creates a new case file

Benefiting Actor

Secretary

Create File Use Case Diagram



Scan Documents

Description

Secretary scans documents to be attached to case file

Assumptions

- The system allows scanned documents to be attached to a case file

Preconditions

Hard copy documents have been submitted

Post Conditions

Documents are scanned

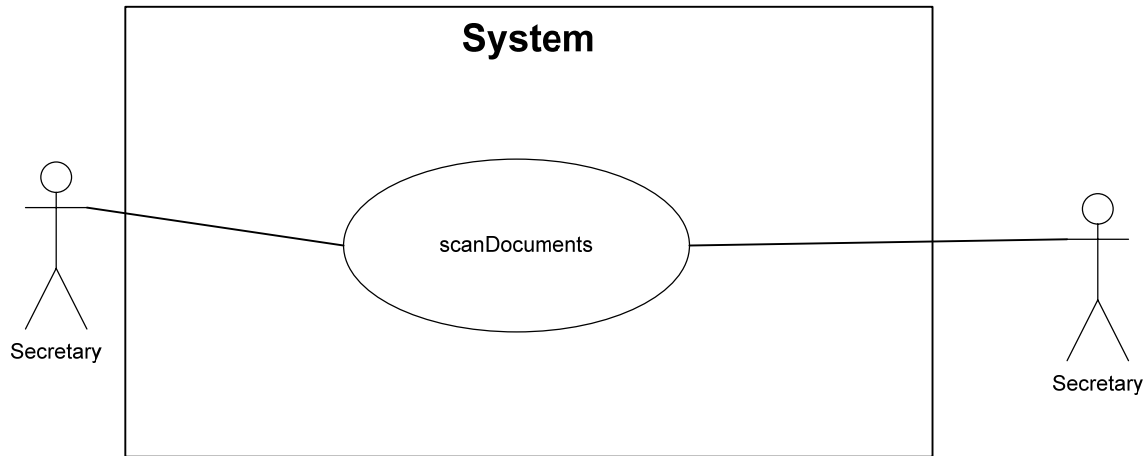
Steps

Scan documents and save as image files

Benefiting Actor

Secretary

Scan Documents Use Case Diagram



Transfer File

Description

Attorney has requested a case file and secretary transfers that file to the attorney

Assumptions

- The system allows for the transferring of files in the transfer file screen.

Preconditions

Case file is transferred to attorney

Post Conditions

Case file has been flagged as unavailable and is ready to be checked in by attorney

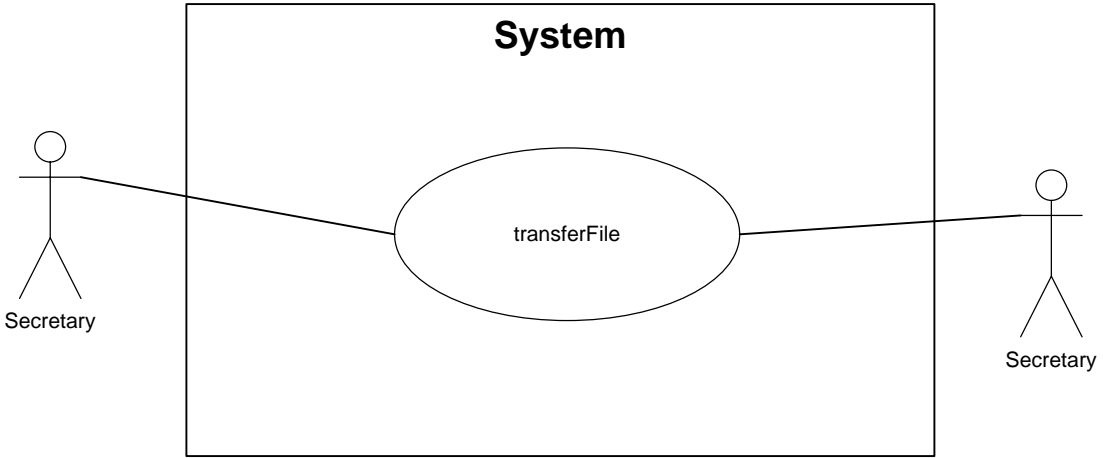
Steps

Secretary transfers case file to attorney who requested it.

Benefiting Actor

Secretary

Transfer file Use Case Diagram



Monitor Drop Box

Description

Secretary monitors drop box for research submitted by paralegal

Assumptions

- The system has a drop box screen for submitting files.

Preconditions

Secretary has access to the drop box

Post Conditions

Drop box is checked and files are received.

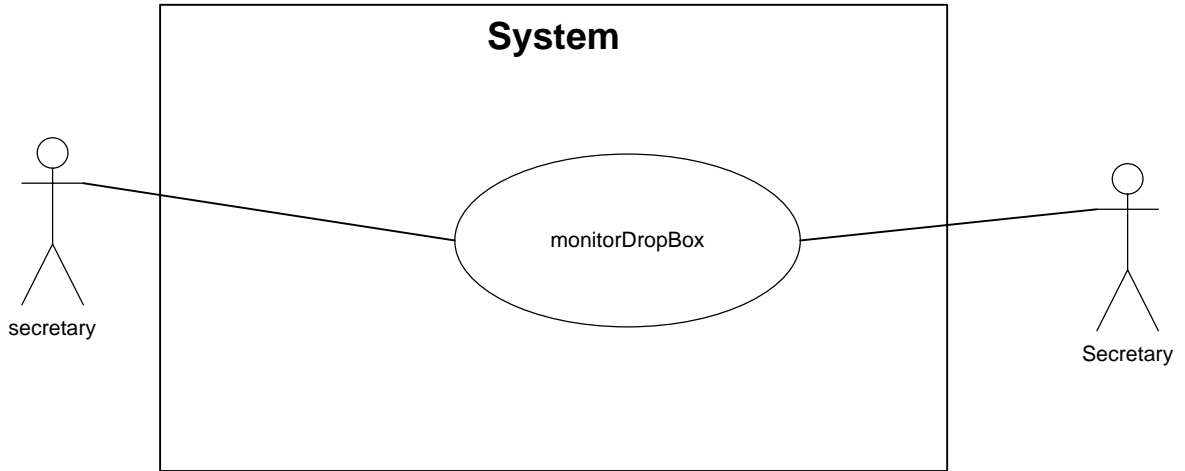
Steps

The secretary enters the drop box screen

Benefiting Actor

Secretary

Monitor Drop Box Use Case Diagram



Store File

Description

Once a case is closed secretary flags file for storage backup

Assumptions

- The system has an interface which allows a closed case file to be flagged for backup and storage

Preconditions

Case file is closed in the system

Post Conditions

Case file is ready to be stored

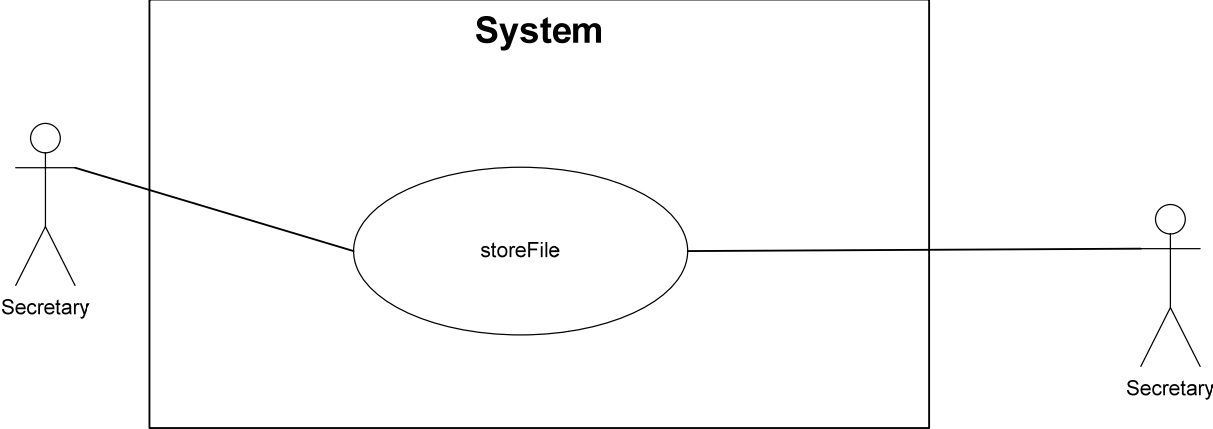
Steps

The secretary flags the file for storage and backup.

Benefiting Actor

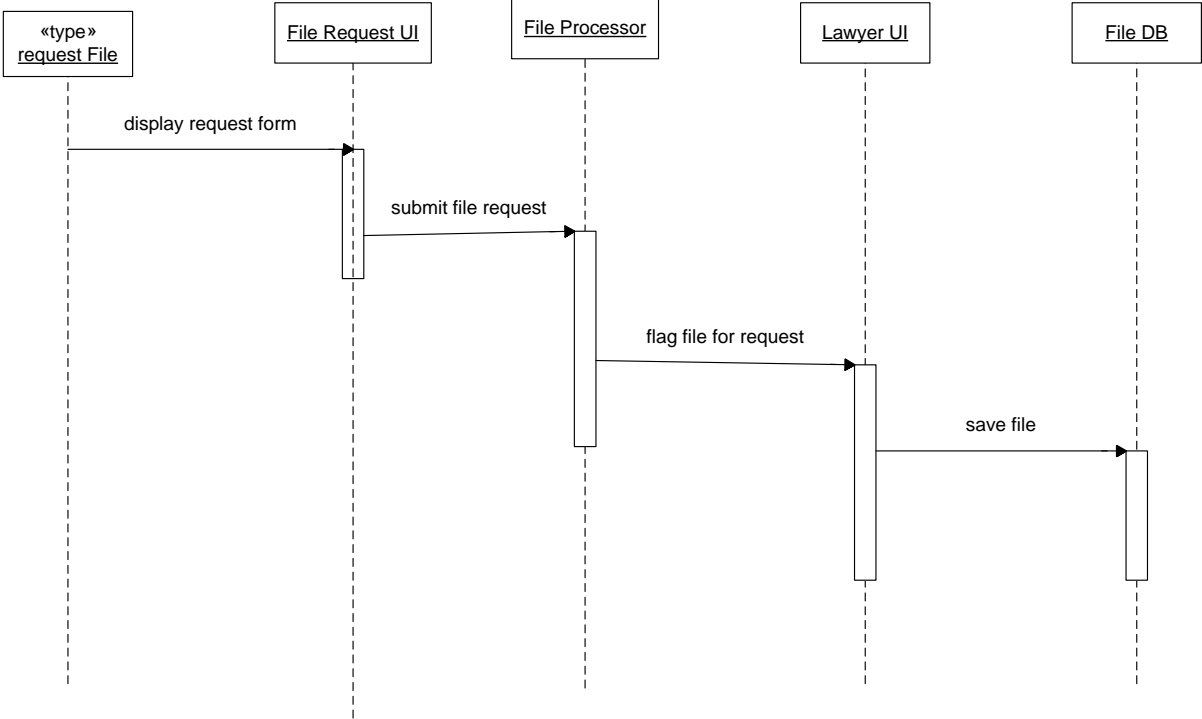
Secretary

Assign Group Clearance Use Case Diagram

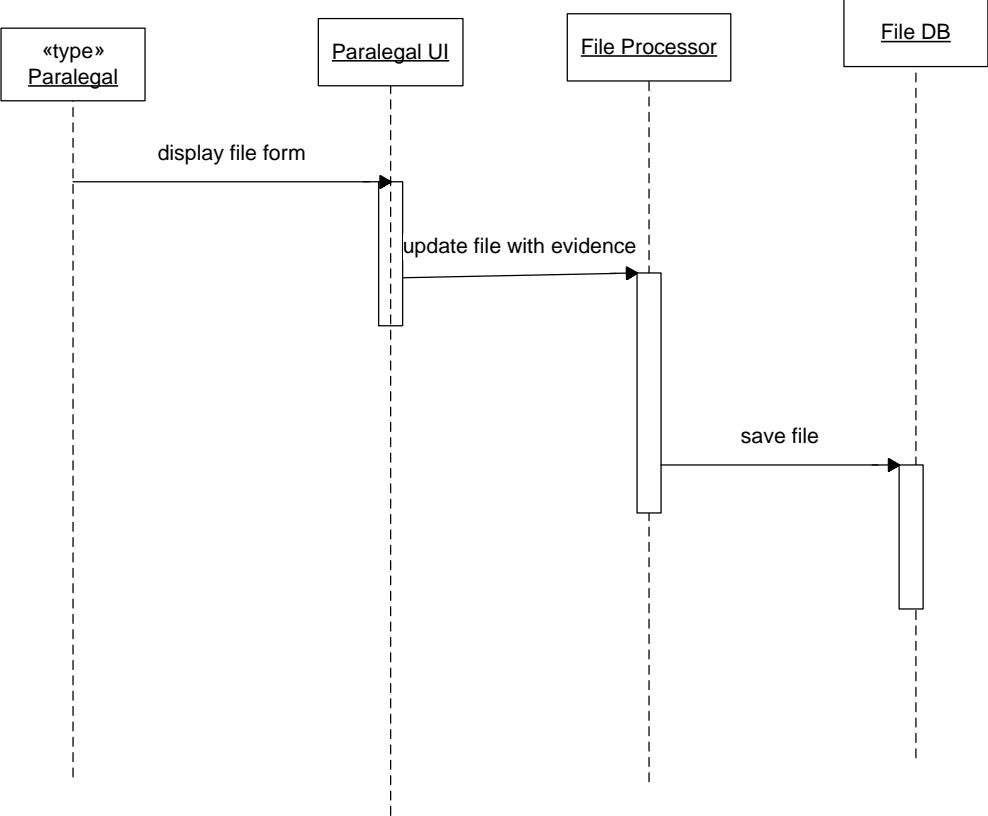


Sequence Diagrams

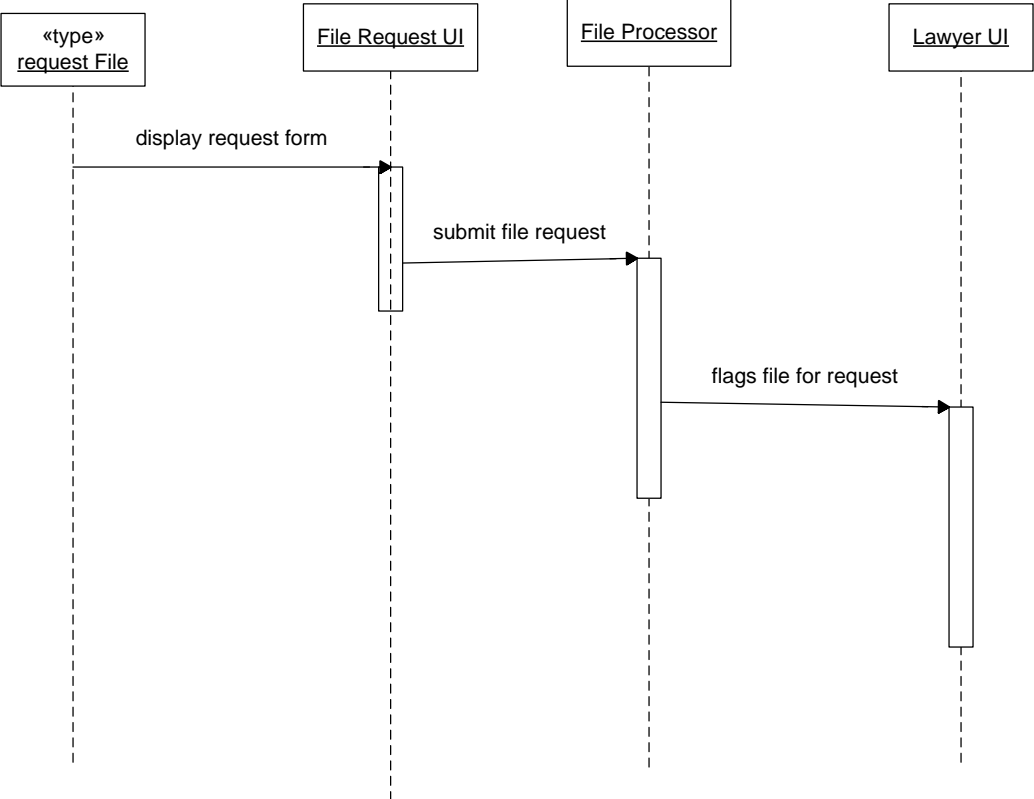
New Client Entry



Update File with evidence



Submit a file request



Program Pseudo Code

Module Get New Client

Begin

 Get name;

 Get address;

 Get telephone number;

 Get case type;

 Retainer paid(Yes / No)

 Generate file no

 Save file;

End;

Request file module

Begin

 Enter case number;

 Get Lawyer ID;

 Submit request;

 Set Flags (Urgent, ASAP, Non urgent)

 Send request to secretary's inbox;

 Deliver Instant message at secretray's terminal (New File request)

End;

Search file Module (Returns file)

Begin

Enter case number;

Index case database by case number;

Search database;

If file found >>>> Yes return file

No>> raise exception

Begin

Initiate advanced search (Location, person last checked-out)

If found >> return file; Break;

If not found >> Return Lost file exception;

End;

End;

Check out file module

Begin

Call file search module;

If file number returned;

Yes>>

 Begin

 Select lawyer id;

 Assign lawyer id to file check-out log;

 Flag file as checked-out;

 End

No>>

 Begin

 File not available

 Raise Exception

 End;

End;

Check in file module

(Secretary has delivered file to lawyer's office)

Begin

If file in office

Yes>>

Read bar code;

Flag file as being with lawyer;

End;

No>>

Wait for file;

End;

Update file with documents module

Begin

Laywer /paralegal /Secretary Enter case number;

Call file search module;

If file returned

Yes>>

Begin

Open file;

Attach documents;

Save file;

Close;

End;

No>>

Return File not found;

End;

Close case file module

Begin

Enter case number;

Call file search module;

If file returned

Yes>>

Begin

Open file;

Enter final case decision;

Save file;

Flag file for permanent storage;

Update file status;

End;

No>>

Return file not found;

End;

FORM DESIGN

NEW CLIENT FORM

Name:

Address:

Telephone:

Case No:

Retainer Paid

Yes No

Amount Paid:

SAVE

CANCEL

REQUEST FILE

Case No

SEARCH

CANCEL

FILE RETURNED

FILE NO:

LAWYER ID:

REQUEST FILE

SEND

CHECK OUT FILE

CASE NO:

SEARCH

CANCEL

FILE NO:

LAWYER:

CHECK OUT

MENU SYSTEM

