

Softdocs Precedent Suites:

Federal

Family Law
ASIC Company Forms
Federal Court
High Court
Fair Work Australia
Wills and Powers of Attorney
Administrative Appeals Tribunal
Comcare

New South Wales

Conveyancing
UCPR Court Forms (including Corporations)
Personal Injury
Probate
Workers Compensation
Dust Diseases
Land & Environment Court
Industrial Relations Commission
Criminal (Local and Supreme Courts)

Victoria

Conveyancing
Magistrates Court
County and Supreme Court
Probate
Civil & Administrative Tribunal (VCAT)

Queensland

Conveyancing
UCPR Court Forms
Personal Injury/Workers Compensation
Probate
Planning & Environment Court

Australian Capital Territory

Conveyancing
Supreme/Magistrates Court
Civil & Administrative Tribunal (ACAT)

Western Australia

Court Forms
Workers Compensation



What is document assembly?

Standard letters and documents are combined with specific matter data to quickly produce and reproduce letters and documents for use in all legal matters.

What do I need to do to make this work?

There are two components to the Softdocs system that complement Microsoft Word - Lawdocs and HotDocs. Softdocs provides both of these products as well as consulting services and training.



Can Softdocs integrate with other products?

Softdocs can provide integration with many accounting and practice management programs. We also have integration with Outlook, and affiliation with Docscorp's pdfDocs suite of products and Isys.



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Fast ... Easy ... Accurate

- Over 20 years experience
- Outstanding support and maintenance services
- Enter matter details only once
- Automatic insertion of client specific information into all documents
- Client and contact details automatically populated into documents
- Fast location of documents and a complete correspondence history utilising the document management functionality
- Fast updates provided to reflect any Court form or legislative changes
- Accurate production of Court forms
- Comprehensive range of customisable standard letters
- Electronic letterhead for emailed correspondence
- Consistent company branding with the use of styles
- Language can be configured to cater for firms, sole practitioners or conveyancers
- Document production can be delegated to less experienced administration staff
- Use of document packs allows for sets of documents to be completed at matter milestones



HOTdocs™

We have enjoyed an excellent relationship with HotDocs for more than 10 years. This close association ensures you receive a very high level of expertise.

Our development team creates each precedent using HotDocs to provide a fully automated template. Before including a form or document as a precedent Softdocs' document experts:

- make certain that the layout of the form is correct and that it complies with any statutory or practice requirements such as font and margin sizes;
- identify all variable data fields and data source;
- determine grammatical issues such as number, gender and verb sense;
- ensure that the words in each form or precedent are correct;
- create Clause Libraries that contain optional wording and create alternative paragraphs.

Softdocs has a team of specialists constantly working to keep Court forms up to date with changing statutory, regulatory and practice requirements.

With the use of HotDocs, Lawdocs quickly and accurately assembles documents from precedent templates including graphical forms. The precedent suites can comprise forms and precedents provided by Softdocs and/or your own practice specific precedents.

Client and matter data is stored in a HotDocs Answer File, This information can then be reused in further document production

A screenshot of the HotDocs Player interface for a financial statement form. The window title is "FORM 13 - Financial Statement - HotDocs Player". The interface includes a menu bar (File, Edit, View, Navigate, Tools, Help) and a toolbar. A tree view on the left lists sections like Form Details, Court Details, Party Details, and various parts (A through O). The main area displays the "Party Details" section with radio button options for "ACTING FOR?" (Applicant, Respondent, Other Party) and "WHO IS RESPONDENT?" (Husband, Wife, Father, Mother, Party to a de facto relationship, Other). There are also sections for "WERE THE PARTIES IN A DE FACTO RELATIONSHIP?" and "ARE/WERE THE PARTIES MARRIED?". Callouts point to specific features: a red asterisk on a field is labeled "Red asterisk indicates a mandatory field that must have data added"; grey boxes are labeled "Grey boxes indicate that information should be added"; and the overall layout is labeled "Intelligent design ensures only required questions are asked". Navigation buttons (First, Previous, Next, Last, Finish) are at the bottom.

Softdocs – Leaders in document assembly