Legal Case Management System - Step-by-Step Guide

Overview

This system helps law firms and legal departments manage cases, track hearings, assign lawyers, and sto

Core Features:

- Case creation and tracking
- Automated lawyer assignment
- Hearing schedule management
- Document storage
- Approval workflow for case closures

Step 1: Create the Application

1. Go to Appian Designer -> Click New Application.
2. Name it "Legal Case Management" and create.
3. Select "Generate Database Schema" if using an internal database.

Step 2: Create Record Types

2.1 Case Record Type

- id (Integer, Primary Key)
- title (Text)
- description (Text)
- client_name (Text)
- lawyer_id (Integer, Foreign Key to Lawyer)
- status (Dropdown: "Open", "In Progress", "Closed")
- next_hearing_date (Date)
- created_date (DateTime, Default: Now)

2.2 Lawyer Record Type

- id (Integer, Primary Key)
- name (Text)
- specialization (Dropdown: "Criminal", "Corporate", etc.)
- assigned_cases_count (Integer, Default: 0)

2.3 Hearing Record Type

- id (Integer, Primary Key)
- case_id (Integer, Foreign Key to Case)
- hearing_date (Date)
- hearing_outcome (Text, Default: "Pending")

2.4 Document Record Type
- id (Integer, Primary Key)
- case_id (Integer, Foreign Key to Case)
- document_name (Text)
- uploaded_by (User)
- upload_date (DateTime, Default: Now)

Step 3: Create User Interfaces

3.1 Case List Dashboard
- Read-Only Grid showing:
- Case Title, Client Name, Status, Next Hearing Date, Assigned Lawyer
- Filters: Status, Lawyer, Date Range
- Click opens Case Details Page

3.2 Case Details Page
- Displays Case Information
- Sections for:
- Assigned Lawyer
- Hearing History (Read-Only Grid)
- Uploaded Documents (Read-Only Grid)
- Buttons: "Update Case Status", "Upload Document", "Schedule Hearing"

3.3 Case Creation Form
- Fields: Title, Description, Client Name, Assign Lawyer

3.4 Hearing Scheduling Form
- Fields: Select Case, Hearing Date, Status

3.5 Case Status Update Form
- Fields: Select Case, Update Status

Step 4: Create Process Models

4.1 Case Assignment Process

1. Start Event: Case Created
2. Gateway: Check if a lawyer is assigned.
3. User Task: Assign lawyer manually if needed.
4. Update Case Record: Assign lawyer.
5. End Event.

4.2 Hearing Notification Process

1. Scheduled Event: Runs daily.
2. Query Hearing Record: Finds hearings scheduled in 2 days.
3. Send Notification: Notifies assigned lawyer & client.
4. End Event.

4.3 Case Closure Approval Process

1. User Task: Lawyer requests case closure.
2. Approval Task: Senior lawyer reviews & approves.
3. If Approved: Updates case status to "Closed".
4. Else: Returns to lawyer for more info.

Step 5: Security & Deployment

5.1 User Roles:

1. Lawyer: Can manage cases, hearings, and documents.
2. Admin: Can assign lawyers and approve case closures.
3. Client (Optional): Can view case status.

5.2 Permissions:

- Lawyers can only see their cases.
- Admins can see all cases.
- Clients can only see their own case status.

Final Outcome

This Legal Case Management System allows:

- Case tracking with automated assignments
- Hearing scheduling with notifications
- Document management for legal files
- Approval workflow for case closure