

# Tabellion Times

Autumn Moon Softworks

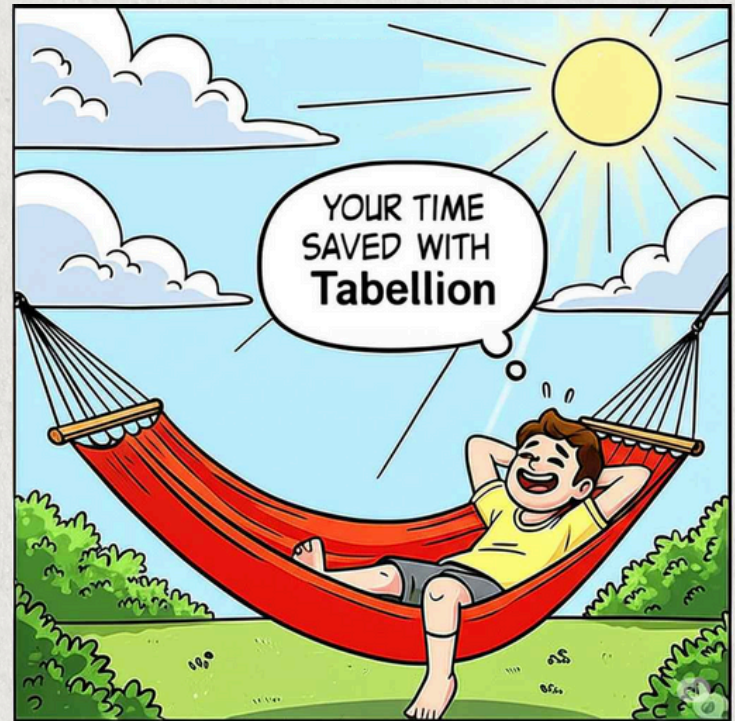
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## Honeysuckles in June

As June arrives and summer approaches, many are looking forward to a well-deserved vacation. But you need to get your cases submitted first! Tabellion, developed by Will McPeake and Kevin Malone of Autumn Moon Softworks, is here to help. This innovative tool significantly reduces the time spent on each step of case data entry, allowing you to efficiently get your time submitted. Giving you more time to start your new project, learn a new skill or just enjoy some fun in the sun.

### Saving Time with Tabellion

In this issue of Tabellion Times, we look at one lawyer's personal estimate of how much time they saved by switching to Tabellion. We highlight how much time they save by providing a breakdown of common case related tasks comparing how long each step takes with Tabellion vs. with out Tabellion.



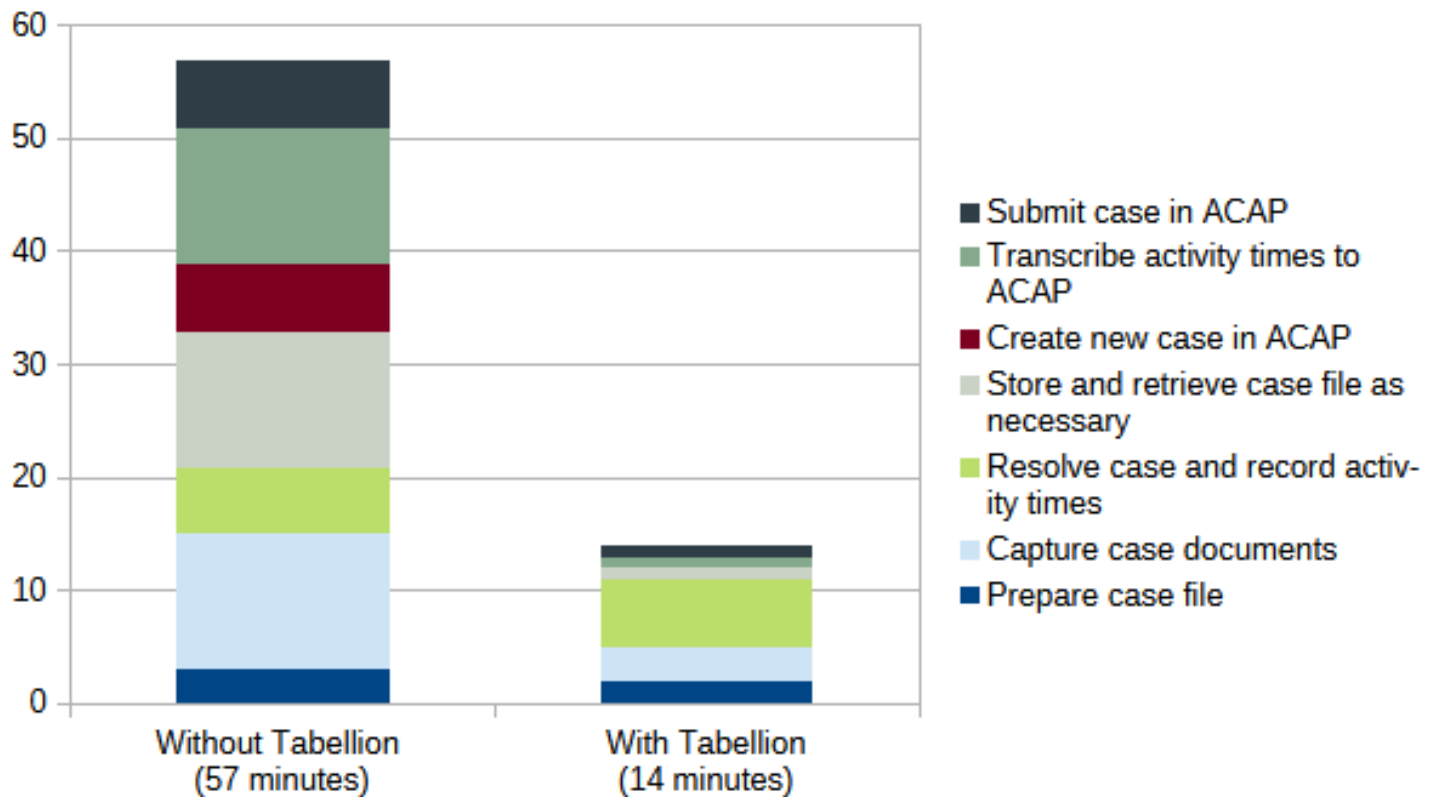
Case management  
for indigent clients



AMS  
Tabellion

# Time Saved

In examining critical differences of tackling a case with and without the help of Tabellion, we compare and contrast the activities involved. We highlight the impact of integrating Tabellion into your workflow. The following comparative graph visually illustrates the time impact of key differences, and shows projected time savings you might expect in an average case.



## Prepare case file

Without Tabellion, preparation of a new case file involves procuring the physical storage media, for example a manilla folder and preparing any labeling that may be placed on the folder. Depending on the process this may be simply writing the name of the client on the folder or actually typing a label with the client's name, court docket #, and other relevant information. With Tabellion, this process is simple, click the new button and type in the relevant information - and it is done on your mobile device at the time the case is initiated.

# Time Saved

## **Capture case documents**

Capturing case documents without Tabellion usually consists of making paper copies of them. This can involve locating a copier at the courthouse, making sure it is well maintained and has paper in it, standing in line behind other folks who may be doing the same thing, making the copies and putting them in your manilla folder, and then returning the file to the court clerk. With Tabellion, you simply take pictures of the documents that you want to capture, a step that takes almost no time and captures the documents in a way that they are associated with other case data, in a well organized, effortlessly retrievable, and easily backed up manner for safe keeping.

## **Resolve case and record activity times**

As you work to resolve the case, you need to record time for activities that you spend on the case so that they may be accurately reported to ACAP. Using a paper system, these activities can be recorded by hand on a paper record in the case file. Using Tabellion, recording this data has a similar time impact, it is done electronically on your mobile device as you undertake each new activity. However, the real savings come later, as you will not need to transcribe this data into ACAP to submit your case!

## **Store and retrieve case file as necessary**

In the meantime, resolving the case will actually become easier because you will always have all of the documents and data you need for the case at your fingertips! Storing and indexing paper files becomes a thing of the past with Tabellion, you no longer need to manually maintain your filing cabinets or deal with stacks of paper folders! And, if a client happens to call asking for information about their case, you just pull it up on your phone and answer the questions on the spot, confident that you have the necessary information at hand.



# Time Saved

## **Create new case in ACAP**

You don't even have to create a new case in ACAP. Simply ask Tabellion to transcribe your case data into ACAP and let it take over the process for you.

## **Transcribe activity times to ACAP**

With Tabellion, you will no longer spend time trudging through the task of copying your time entries from paper into ACAP. As an added bonus, it will perform checks for common errors that can occur during time entry into ACAP.

## **Submit case in ACAP**

When it comes time to submit the case to ACAP, have you ever had trouble finding an affidavit of indigence when its time to submit a case? With Tabellion the affidavit is stored with the other case data and automatically sent to ACAP for you, you won't need to find it or even digitize it into a pdf! In Tabellion, after the case data is sent to ACAP (including the affidavit), simply log on to ACAP, review the time entries to ensure they are accurate, and click the submit button.

## **Summary**

It is clear that utilizing Tabellion streamlines case processing through a structured approach that ensures better organization, minimization of potential errors and improving workflow efficiency. Moving forward, these findings reinforce the value of adopting refined methodologies to enhance operational effectiveness which allow you more time to focus on resolving cases in a manner that is beneficial to both you and your clients!

# Thank You!

To all of our current users a big thank you! We couldn't do this without your support. To all of our potential customers, we appreciate you taking the time to read this and consider using our product. We look forward to interacting with you in the future!

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<https://autumnmoonsoftworks.com/tabnewsletter>



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