



**Product
Manual**

Get Your Lawyers

Richstream and Sky Labs Pvt. Ltd.

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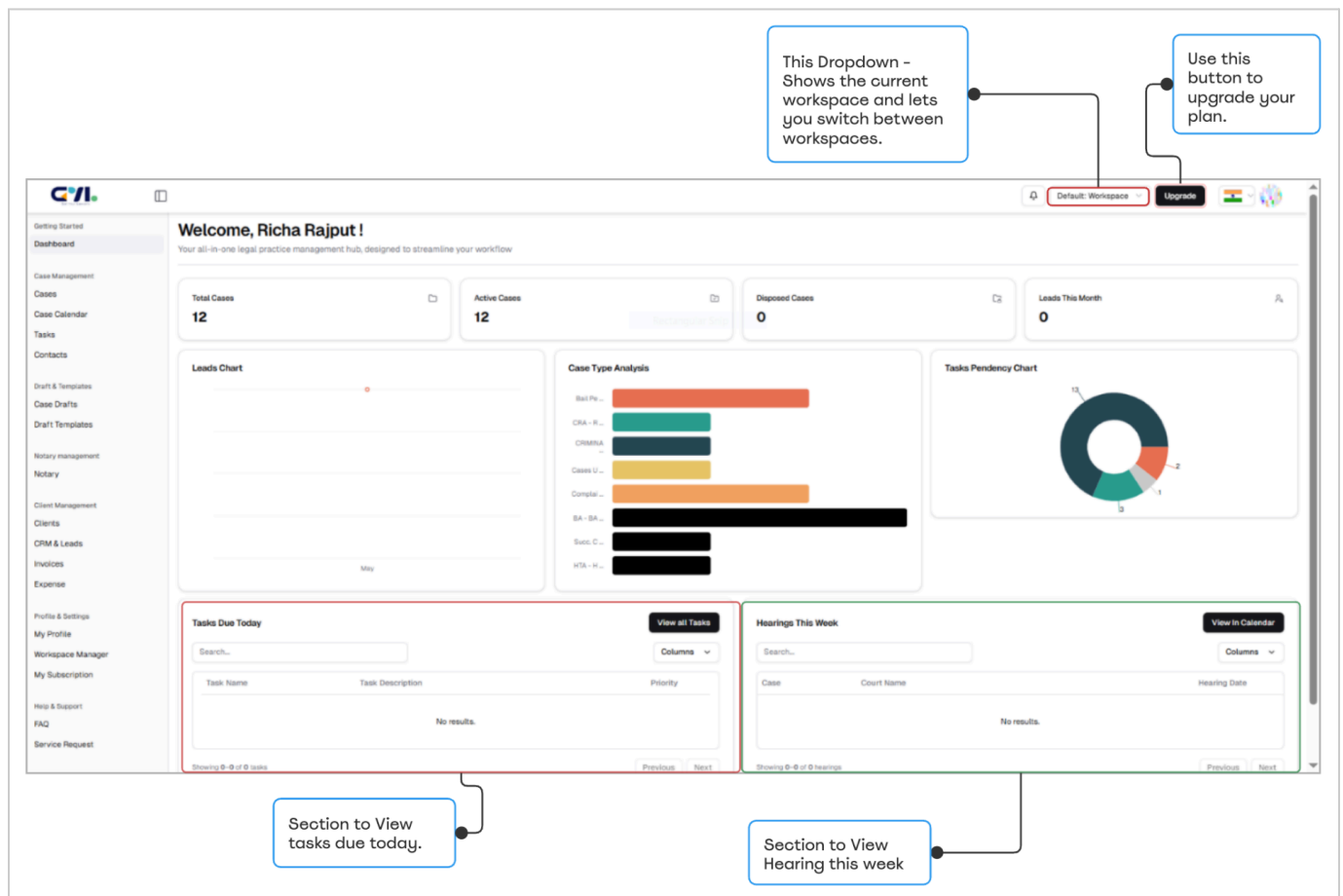
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1.1 Dashboard

The GYL Dashboard gives you a quick snapshot of your legal practice – total cases, active and disposed cases, leads added, and upcoming tasks or hearings – all in one view.

Visual charts help you track pendency and case types at a glance.

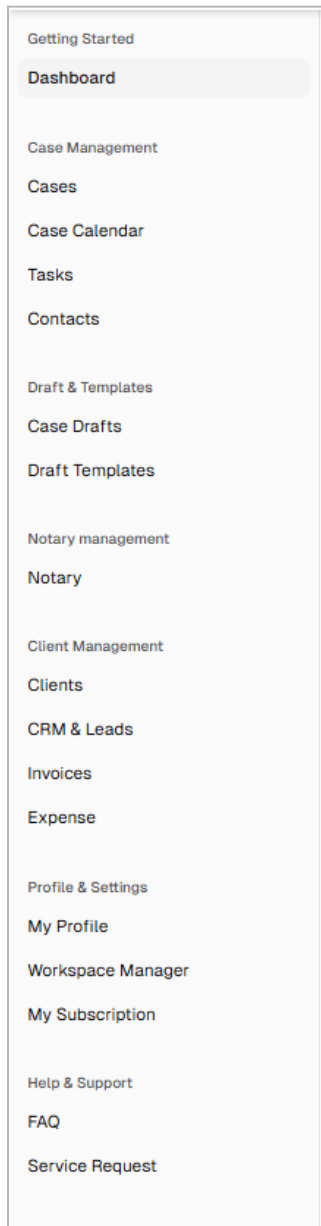


The dashboard provides a comprehensive overview of legal practice metrics. Key features include:

- Workspace Management:** A dropdown menu in the top right corner allows users to switch between different workspaces.
- Plan Upgrade:** An 'Upgrade' button is available to enhance the user's subscription plan.
- Summary Metrics:** Key performance indicators such as Total Cases (12), Active Cases (12), Disposed Cases (0), and Leads This Month (0) are displayed prominently.
- Visual Analytics:**
 - Leads Chart:** A line chart showing lead trends over time.
 - Case Type Analysis:** A horizontal bar chart detailing the distribution of cases across various legal categories.
 - Tasks Pendency Chart:** A donut chart illustrating the distribution of pending tasks.
- Task Management:** A 'Tasks Due Today' section provides a searchable list of tasks with columns for Task Name, Task Description, and Priority.
- Hearing Schedule:** A 'Hearings This Week' section offers a searchable view of upcoming court dates, including Case, Court Name, and Hearing Date.

1.2 Menu Bar

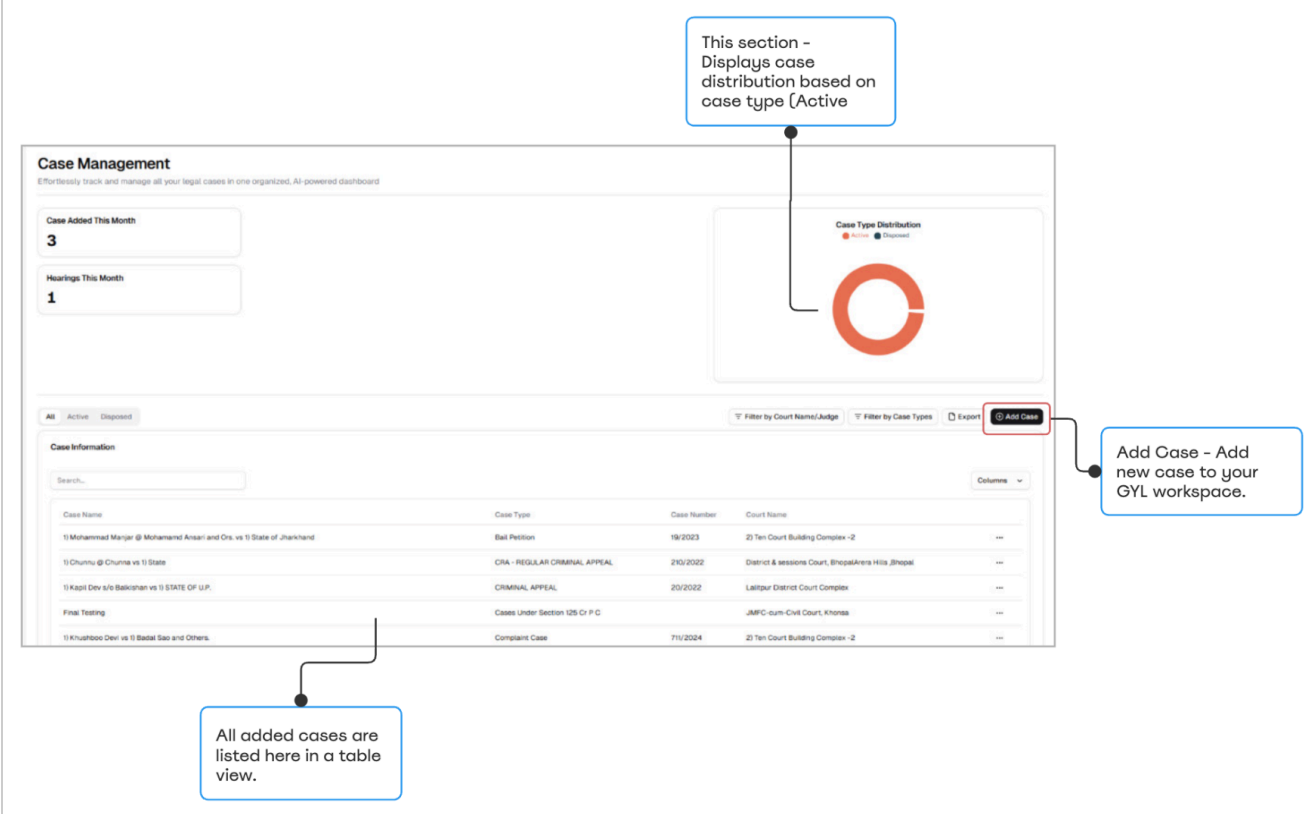
On the left side, you'll see the menu with all the main features.



- **Case Management** includes tabs for Cases, Case Calendar, Tasks, and Contacts.
- **Drafts & Templates** lets you create and store case drafts and use ready templates.
- **Notary Management** is where you can save and manage notary details.
- **Client Management** allows you to add client info like name, address, phone, and email, which can be linked to cases.
- **CRM & Lead Management** helps you track your leads – their name, company, stage, and source.
- **Invoice Management** lets you create and send invoices.
- **Expense Management** helps you record and tag expenses in cases for better billing and budgeting.
- **Profile Settings** is where you manage your profile, KYC, and bank details.
- The **Workspace Manager** shows which team members are working with you on which cases.
- The **subscriptions** tab shows your plan details.
- **Help & Support** has FAQs and service request options if you need any assistance.

1.3 Cases Tab

The Cases tab is one of the most important sections of GYL where users list their cases.



Case Management
Effortlessly track and manage all your legal cases in one organized, AI-powered dashboard

Case Added This Month
3

Hearings This Month
1

Case Type Distribution

This section - Displays case distribution based on case type (Active)

All Active Disposed

Filter by Court Name/Judge Filter by Case Types Export Add Case

Case Information

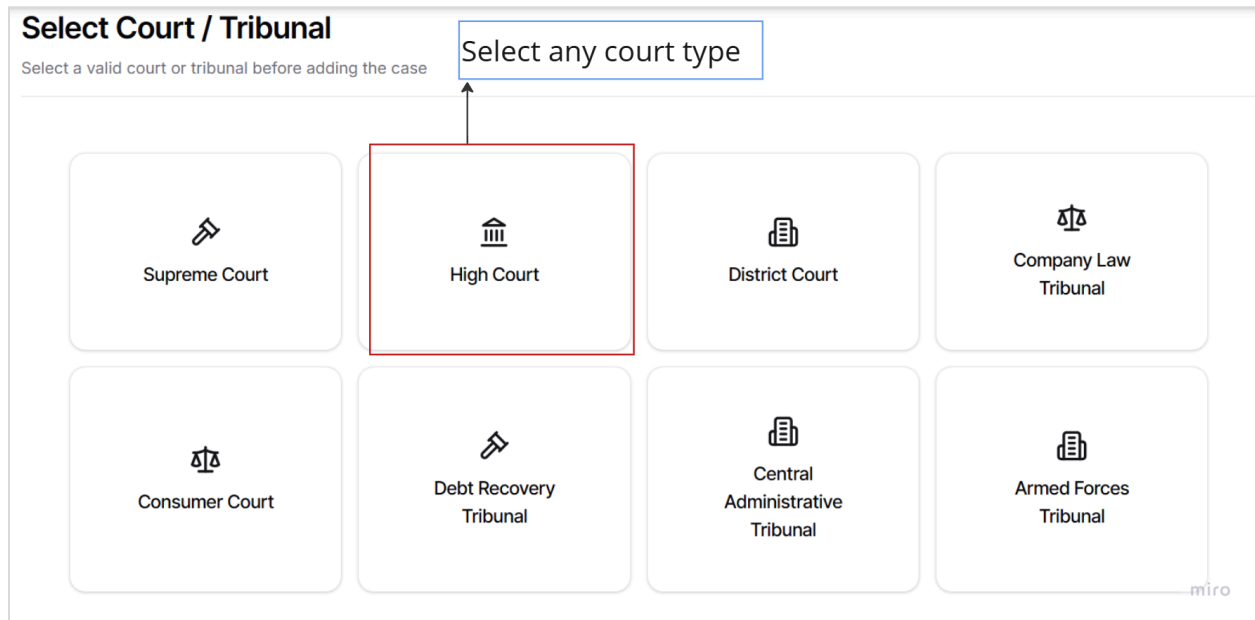
Search...

Case Name	Case Type	Case Number	Court Name
1) Mohammed Manjar @ Mohammed Ansari and Ors. vs 1) State of Jharkhand	Bail Petition	19/2023	2) Ten Court Building Complex -2
1) Churnu @ Churna vs 1) State	CRA - REGULAR CRIMINAL APPEAL	210/2022	District & sessions Court, BhopalArera Hilsa Jhoppal
1) Kapil Dev s/o Balkrishan vs 1) STATE OF U.P.	CRIMINAL APPEAL	20/2022	Lalitpur District Court Complex
Final Testing	Cases Under Section 125 Cr P C		JMFC-cum-Civil Court, Khonsa
1) Khushboo Devi vs 1) Badal Sao and Others.	Complaint Case	711/2024	2) Ten Court Building Complex -2

All added cases are listed here in a table view.

Add Case - Add new case to your GYL workspace.

Before adding any cases, you need to select the court type /Tribunal



After You can add a case in 03 ways:

- 1. Auto Sync** (Import by case Number)– This option automatically fetches all the case details from the court system. It only works if the case is already filed and ongoing in court.

Add New Case

Add case manually or import via case number

Import by Case Number

Or continue with

Add Raw Case

Import Case by Case Type

Court Type
Select Court Type

State
Select State

District
Select District


Court/Complex Name
Select Court/Complex name

Case Type
Select Case Type

Case Number
Enter Case Number

Case Year
Enter Case Year

Add Case



GYL Workspace lets you add a case in two ways: import by Case Number (auto-sync) to fetch details from the court database, or add manually if the case is in early stage or not filed in court.

2. Import by Case Name or Party Name

Import By Case Name or Party Name – This option allows you to add cases by simply entering the case name or party name along with a few basic details in the form. Once saved, the case is instantly added to your Case List for easy tracking and management.

Add New Case

Add case manually or import via case number

Import by Case Number

Search by Case Name / Party Name

Or continue with

Add Raw Case

Search by Case Name / Party Name

State
Bihar

District
Begusarai

Court/Complex Name
Select Court/Complex name

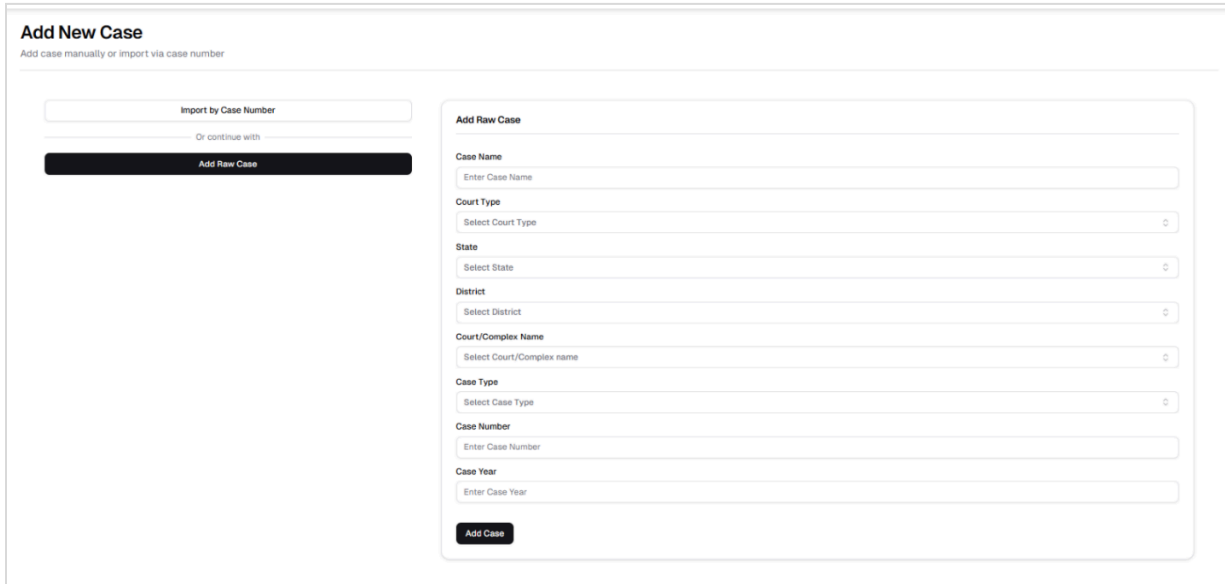
Respondent / Petitioner Name
Respondent / Petitioner Name

Case Year
Enter Case Year

Save Details

You can now import cases in GYL using either the case name or party name. Simply enter the basic required details in the form and click **Save**. Once submitted, the case will instantly appear in your Case List, ready for you to access and manage.

2. Manual Entry – This is used when a case is still in its early stage and not yet filed in court. Here, you can add all the details yourself.



The screenshot shows a web form titled "Add New Case" with the subtitle "Add case manually or import via case number". On the left, there is a section for "Import by Case Number" with a text input field and a "Continue with" link, and a prominent "Add Raw Case" button. On the right, the "Add Raw Case" section contains several fields: "Case Name" (text input), "Court Type" (dropdown), "State" (dropdown), "District" (dropdown), "Court/Complex Name" (dropdown), "Case Type" (dropdown), "Case Number" (text input), and "Case Year" (text input). An "Add Case" button is located at the bottom of this section.

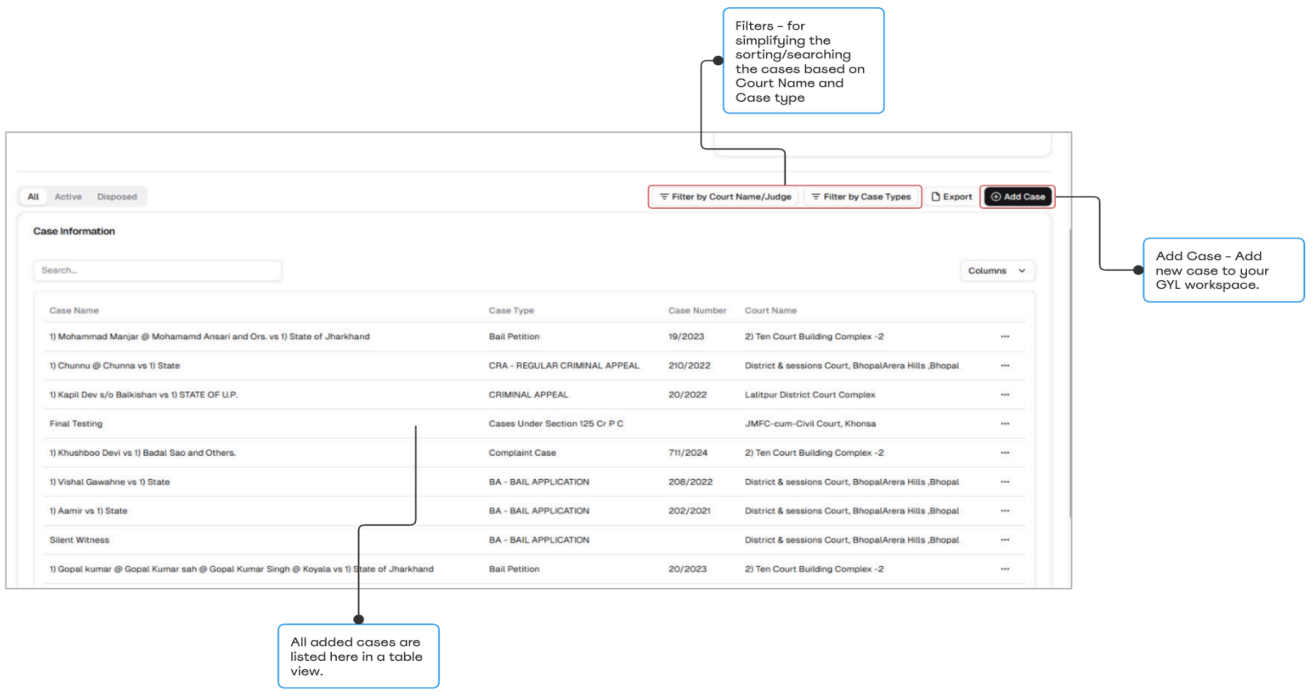
For all the methods, you need to enter a few basic case details like:

- Court Type
- State
- District
- Court Complex
- Case Year
- Case Number

This helps in organizing and tracking the case easily from the beginning.

1.4 Case View

Once a case is added, it will appear in the case list.



The screenshot shows a web interface for viewing a list of cases. At the top, there are tabs for 'All', 'Active', and 'Disposed'. Below these are filter options: 'Filter by Court Name/Judge', 'Filter by Case Types', 'Export', and 'Add Case'. A search bar is located above the table. The table itself has columns for Case Name, Case Type, Case Number, and Court Name. Several cases are listed, including 'Mohammad Manjar @ Mohamad Ansari and Ors. vs 1) State of Jharkhand' and 'Chunnu @ Chunna vs 1) State'. A callout box points to the filter options, stating: 'Filters - for simplifying the sorting/searching the cases based on Court Name and Case type'. Another callout box points to the 'Add Case' button, stating: 'Add Case - Add new case to your GYL workspace.' A third callout box points to the table, stating: 'All added cases are listed here in a table view.'

Case Name	Case Type	Case Number	Court Name
1) Mohammad Manjar @ Mohamad Ansari and Ors. vs 1) State of Jharkhand	Bail Petition	19/2023	2) Ten Court Building Complex -2
1) Chunnu @ Chunna vs 1) State	CRA - REGULAR CRIMINAL APPEAL	210/2022	District & sessions Court, Bhopal/Arera Hills ,Bhopal
1) Kapil Dev s/o Balkishan vs 1) STATE OF U.P.	CRIMINAL APPEAL	20/2022	Lalitpur District Court Complex
Final Testing	Cases Under Section 125 Cr. P. C		JMFC-cum-Civil Court, Khonsa
1) Khushboo Devi vs 1) Badal Sao and Others.	Complaint Case	711/2024	2) Ten Court Building Complex -2
1) Vishal Gawahne vs 1) State	BA - BAIL APPLICATION	208/2022	District & sessions Court, Bhopal/Arera Hills ,Bhopal
1) Aamir vs 1) State	BA - BAIL APPLICATION	202/2021	District & sessions Court, Bhopal/Arera Hills ,Bhopal
Silent Witness	BA - BAIL APPLICATION		District & sessions Court, Bhopal/Arera Hills ,Bhopal
1) Gopal kumar @ Gopal Kumar sah @ Gopal Kumar Singh @ Koyala vs 1) State of Jharkhand	Bail Petition	20/2023	2) Ten Court Building Complex -2

When you open a case, you will see all its details in one place — like:

- First hearing date
- CNR number
- Next hearing date
- A hearing timeline/graph


1) Khushboo Devi vs 1) Badal Sao and Others.

Case Status: ● Auto Sync On: ●

Next Hearing Date: **May 16th, 2025** | First Hearing Date: **June 12th, 2024** | CNR: **JHBK030036002024**

Filing Number: **3600/2024** | Registration No: **711/2024** | Case Type: **Complaint Case**

Case Stage Distribution
Showing data for 2024



Case Duration Analysis
Days between hearings

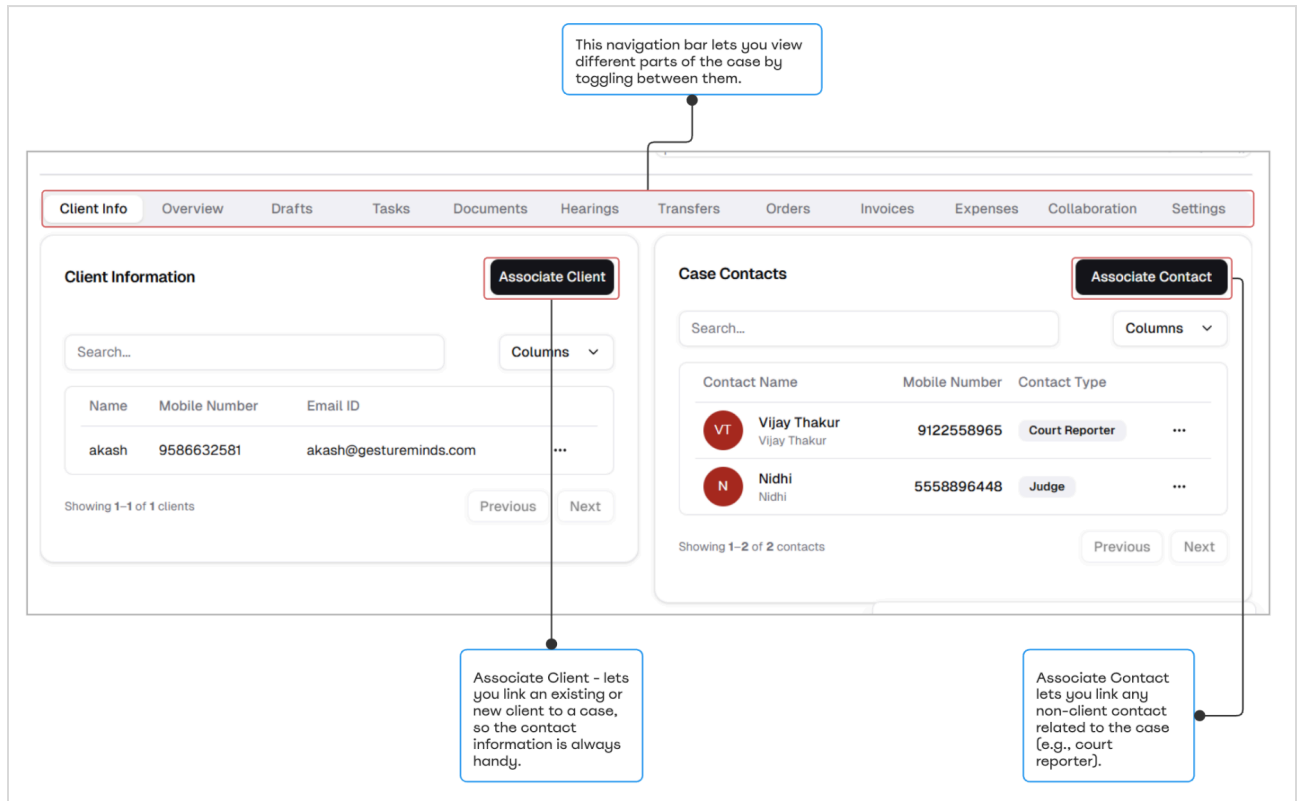
Case Stage	Days between hearings
1.1 Hearing	8
1.2 Hearing	26
1.3 Hearing	26
1.4 Hearing	27
1.5 Hearing	22
1.6 Hearing	22
1.7 Hearing	31
1.8 Hearing	27
1.9 Hearing	27
1.10 Hearing	24

Case Stage Distribution lets you view day-wise case stage data in a graphical format.

Case Duration Analysis - displays the no. of days between the subsequent hearings

You'll also see:

- The client linked to the case
- All contacts involved
- Tasks related to the case
- Uploaded documents
- Hearing history
- Transfer history
- Court orders
- Invoices
- Expenses



This navigation bar lets you view different parts of the case by toggling between them.

Client Info Overview Drafts Tasks Documents Hearings Transfers Orders Invoices Expenses Collaboration Settings

Client Information Associate Client

Search... Columns



Name	Mobile Number	Email ID	
akash	9586632581	akash@gestureminds.com	...

Showing 1-1 of 1 clients Previous Next

Associate Client - lets you link an existing or new client to a case, so the contact information is always handy.

Case Contacts Associate Contact

Search... Columns

Contact Name	Mobile Number	Contact Type	
 Vijay Thakur Vijay Thakur	9122558965	Court Reporter	...
 Nidhi Nidhi	5558896448	Judge	...

Showing 1-2 of 2 contacts Previous Next

Associate Contact lets you link any non-client contact related to the case (e.g., court reporter).

In client info, you can associate client and contact with this particular case. After association, you will be able to know all details like name, mobile number, email id etc.

Associate New Client to Case ×

Clients

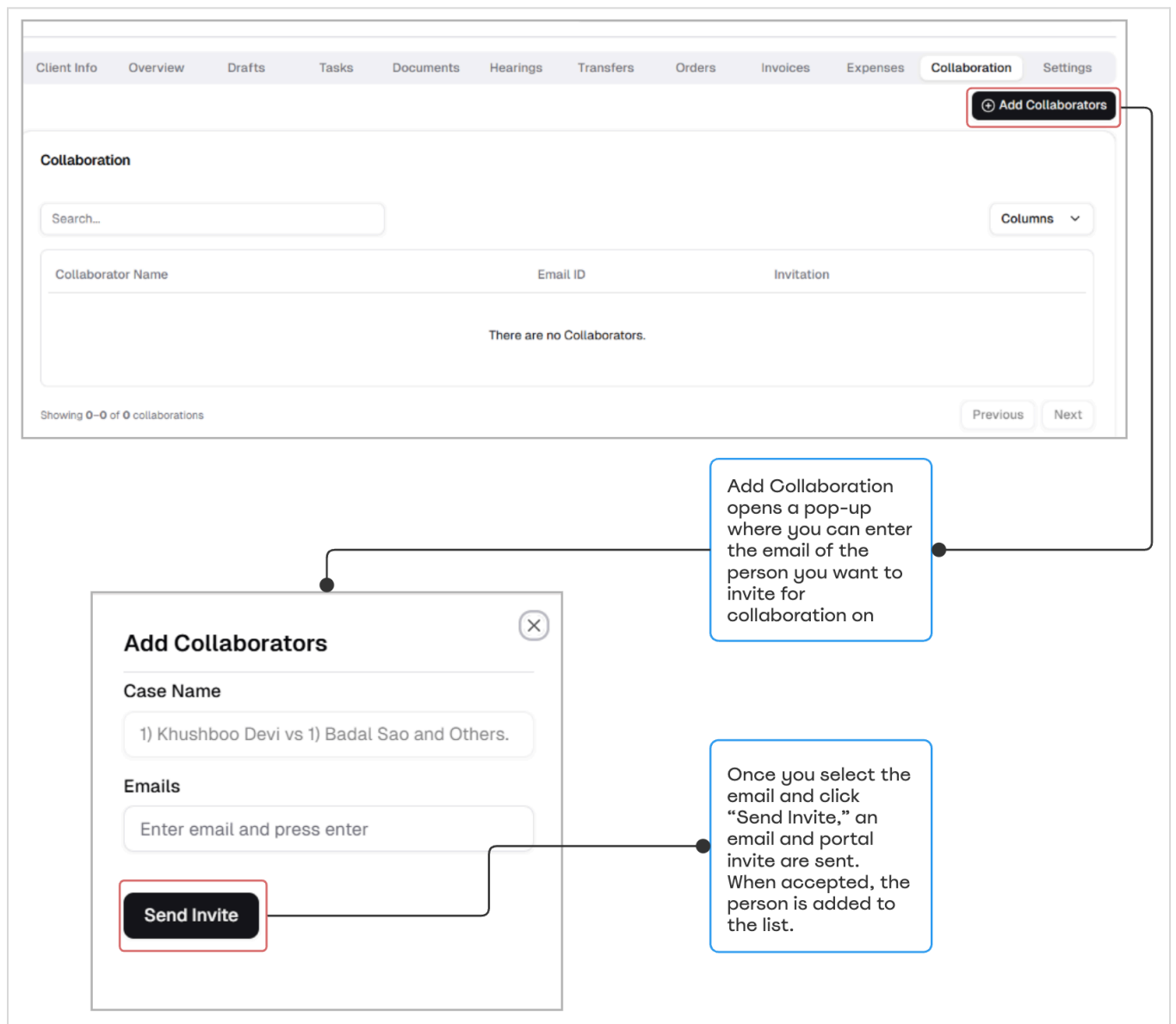
Select client ⌵

This is used to associate a client to the existing case.

Associate Client

One of the most useful features here is **collaboration**. If a lawyer wants to work with another lawyer on the same case, they can share access through collaboration. You can control what the other person can see or edit.

This way, both lawyers can work together smoothly, see real-time updates, and there's no need to keep calling or searching for documents. Everything stays organized and accessible.



The image shows a screenshot of a web application interface with a navigation bar at the top containing tabs for Client Info, Overview, Drafts, Tasks, Documents, Hearings, Transfers, Orders, Invoices, Expenses, Collaboration, and Settings. The 'Collaboration' tab is active. Below the navigation bar, there is a section titled 'Collaboration' with a search bar, a 'Columns' dropdown, and a table with headers 'Collaborator Name', 'Email ID', and 'Invitation'. The table is currently empty, displaying 'There are no Collaborators.' and 'Showing 0-0 of 0 collaborations' at the bottom. A red box highlights the '+ Add Collaborators' button in the top right corner. A line connects this button to a blue text box that reads: 'Add Collaboration opens a pop-up where you can enter the email of the person you want to invite for collaboration on'. Below the main interface, a pop-up window titled 'Add Collaborators' is shown. It has a close button (X) in the top right corner. The pop-up contains a 'Case Name' field with the text '1) Khushboo Devi vs 1) Badal Sao and Others.', an 'Emails' field with the placeholder 'Enter email and press enter', and a 'Send Invite' button. A red box highlights the 'Send Invite' button. A line connects this button to another blue text box that reads: 'Once you select the email and click "Send Invite," an email and portal invite are sent. When accepted, the person is added to the list.'

Client Info Overview Drafts Tasks Documents Hearings Transfers Orders Invoices Expenses **Collaboration** Settings

[Add Collaborators](#)

Collaboration

Search... Columns ▾

Collaborator Name	Email ID	Invitation	
rich Rajput	richa@getyourlawyers.com	pending	...

Showing 1-1 of 1 collaborations

Actions

- Manage Access
- Revoke All Access
- Delete Collaborator

This table displays all invitees for collaboration on the case.

Manage Access opens a comprehensive view where you can grant or review a collaborator's access to different parts of the case.

Manage Access

Case Name

1) Khushboo Devi vs 1) Badal Sao and Other

Case ID

6827165953c47e5b780766e7

Court Name

2) Ten Court Building Complex -2

Case Documents

View Add Edit Delete

Task

View Add Edit Delete

Expense

View Add Edit Delete

Case Contact

View Add Edit Delete

Case

View Edit

Invoice

View

Clients

View

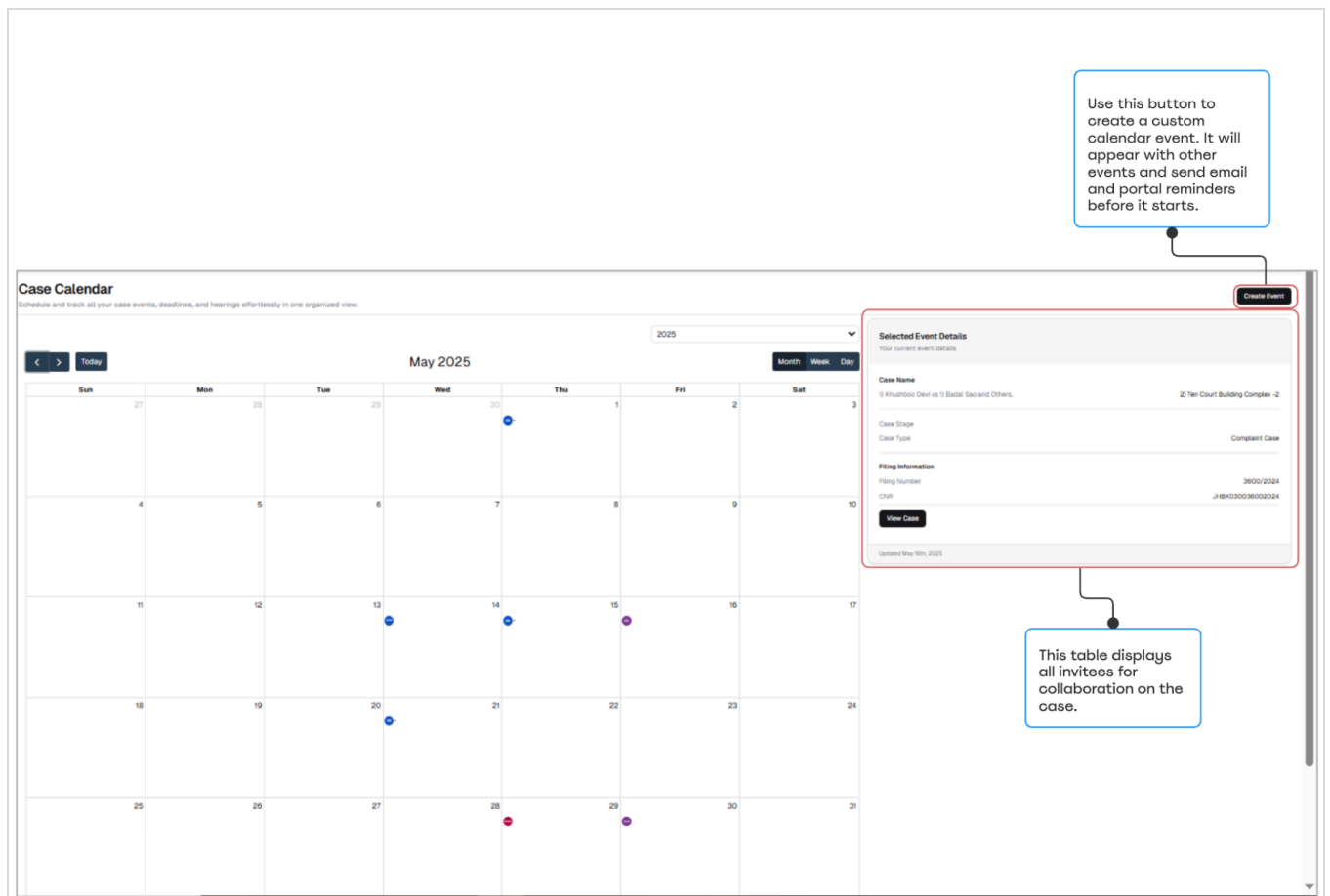
Save

1.5 Case Calendar

The Case Calendar shows all your important case dates in one easy view — including:

- Upcoming hearings
- Tasks with due dates
- Any important deadlines

Each item is color-coded, so you can quickly understand your day or week at a glance.



Case Calendar
Schedule and track all your case events, deadlines, and hearings effortlessly in one organized view.

2025

Today

May 2025

Month Week Day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Selected Event Details
Your current event details.

Case Name
@ Khushboo Devi vs @ Basile Sao and Others @ Ten Court Building Complex -2

Case Stage
Complaint Case

Filing Information
Filing Number: 3600/2024
Case ID: JH4030036002024

[View Case](#)

Updated May 16th, 2025

Use this button to create a custom calendar event. It will appear with other events and send email and portal reminders before it starts.

This table displays all invitees for collaboration on the case.



You can also create your own events — like meetings, reminders, or personal notes — and schedule them directly on the calendar.

It helps you plan your time better and stay fully updated without missing anything.

1.6 Tasks Tab

The Tasks tab helps you manage all your to-dos related to your legal work.

You can:

- Add tasks for any case
- Set deadlines and priorities
- Assign tasks to yourself or your team
- Get automatic reminders before due dates

Each task is linked to a case, so everything stays organized.

These graphs and cards provide a clear overview of tasks by status, due dates and priority.

Task Management
Create, prioritize, and track all your tasks with ease to stay on top of your legal workflow.

Task Status Distribution

Task Priority Distribution

Tasks Due Today: 0

Tasks Due This Month: 5

All Pending In Progress Completed

Filter Export Add Task

Task	Task Description	Due Date	Priority	Stage
Drafting Filing	Filing for 1 hearing	June 08th, 2025	Medium	Pending
Notice	Notice	June 08th, 2025	Medium	Pending
Draft Filing	Amendments	June 29th, 2025	High	Pending
Test Task Name	Test description	June 14th, 2025	High	Pending
Test Pending	Test pending	June 25th, 2025	Medium	Pending
Completed	Issue	May 22nd, 2025	Medium	Completed
Test Alan	Task	May 26th, 2025	Medium	Completed
Test	test	May 17th, 2025	Medium	Pending
Test By Chngng for issue 2	test by chngng for issue 2	May 08th, 2025	High	Pending
Test By Chngng for issue	test by chngng for issue	May 09th, 2025	High	Pending

Showing 10 of 10 items

Previous Next

Add Task opens a pop-up where you can enter the task, description, due date, priority, and more.

All tasks added from the pop-up are displayed in a table with filters like stage, priority, and more.

Add New Task

Task Name
Mandatory

Task Description
Mandatory

Task Priority
Select Task Priority

Stage
Select Stage

Due Date
Mandatory

Associate with Case
None

Add Task

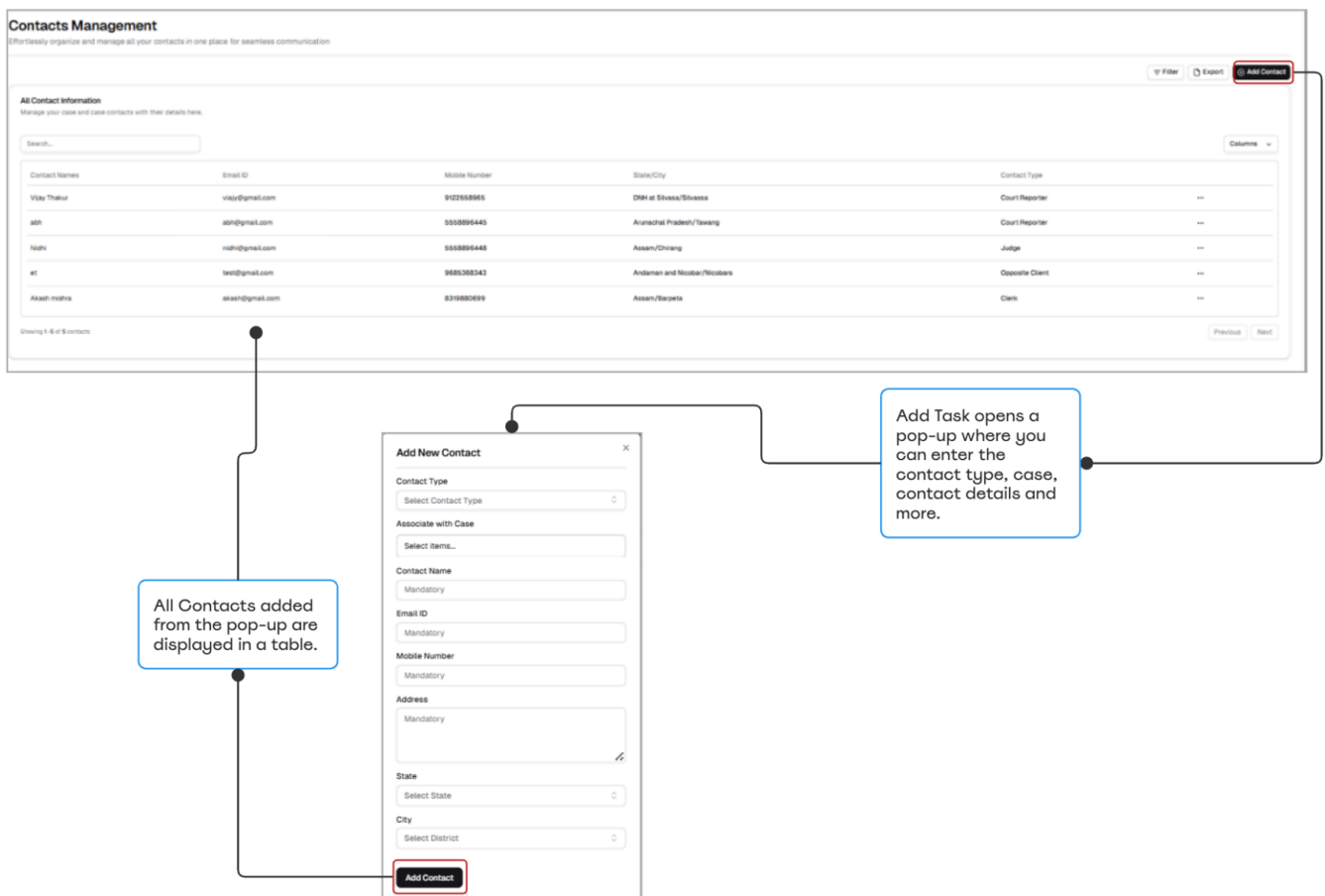
You'll never forget what needs to be done, and your entire workflow becomes smoother and more efficient.

1.7 Contacts Tab

The Contacts tab lets you save and manage all the important people connected to your cases — like:

- Opposing parties
- Lawyers
- Judges
- Police officers
- Witnesses

Any other relevant contacts



Contacts Management
Effortlessly organize and manage all your contacts in one place for seamless communication.

All Contact Information
Manage your case and case contacts with their details here.

Search: _____

Contact Names	Email ID	Mobile Number	State/City	Contact Type
Vijay Thakur	vijay@gmail.com	912558965	DHR at Shivas/Sivas	Court Reporter
ash	ash@gmail.com	555896445	Arundhraj Pradesh/Telang	Court Reporter
Nishi	nishi@gmail.com	555896448	Assam/Dimang	Judge
et	et@gmail.com	9683365343	Andaman and Nicobar/Nicobar	Opposite Client
Akash Mishra	akash@gmail.com	8319880699	Assam/Barpeta	Clerk

Showing 1-5 of 5 contacts

Add New Contact

Contact Type
Select Contact Type

Associate with Case
Select items...

Contact Name
Mandatory

Email ID
Mandatory

Mobile Number
Mandatory

Address
Mandatory

State
Select State

City
Select District

Add Contact

All Contacts added from the pop-up are displayed in a table.

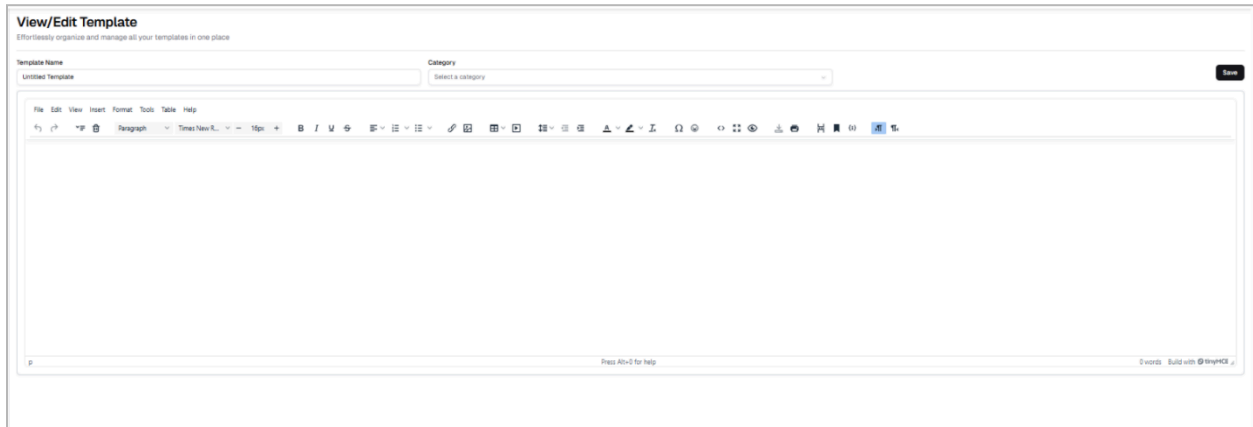
Add Task opens a pop-up where you can enter the contact type, case, contact details and more.



For each contact, you can add details like name, phone number, email, and their role in the case.

These contacts can also be linked to specific cases, so you always know who is involved and how to reach them – no more searching through notes or phone lists.

- 2. Draft Templates** – You can save your commonly used formats, like notices, agreements, petitions, etc., as templates. This saves time – you don't need to start from scratch every time.



It's like your personal legal library – always organized, reusable, and ready when you need it.

3. Drafting With Artificial Intelligence

You can also do **drafting with AI** in GYL platform allows lawyers to instantly generate any type of legal draft using simple prompts. Just type your instruction—for example, “**@vidhilekhai draft a writ petition,**” and the system will create a complete draft for you. The more detailed and specific your prompt is, the clearer and more accurate the generated draft will be.

1.9 Notary Management

The Notary Management section helps you keep a proper record of all your notary work.

Notary
Easily maintain and manage notary services with our comprehensive platform. Our tools streamline your workflow and ensure accuracy in all notarial tasks.

Notary Done Today: **0** | Notary Done This Month: **3** | Notary Done Till Date: **4**

Search: Columns: ▼

Client Name	Notary Number	Notary Date	Notary Amount	Notary State	
Test	Test	June 18th, 2025	₹ 9393999	Delhi	---
test 1	2235	June 10th, 2025	₹ 522	Chhattisgarh	---
Test	Test12345678	June 10th, 2025	₹ 250	Delhi	---
Deva	553	May 22nd, 2025	₹ 50	Delhi	---

Showing 1-4 of 8 entries | Previous | Next

All Notary added from the pop-up are displayed in a table.

Add New Notary

Client Name: (Mandatory)

Client Email: (Mandatory)

Client Phone: (Mandatory)

Client Address: (Optional)

Client State: (Select State)

Client City: (Select District)

Client Pincode: (Optional)

Amount Charged: (Mandatory)

Notary Date: (Mandatory)

Notary Type: (Mandatory)

Notary Number: (Mandatory)

Notary Description: (Optional)

Notary State: (Select State)

Upload Document: (Choose File No file chosen)

Remarks: (Optional)

Submit

Add Notary opens a pop-up where you can enter the Client details, Amount, notary details and more.

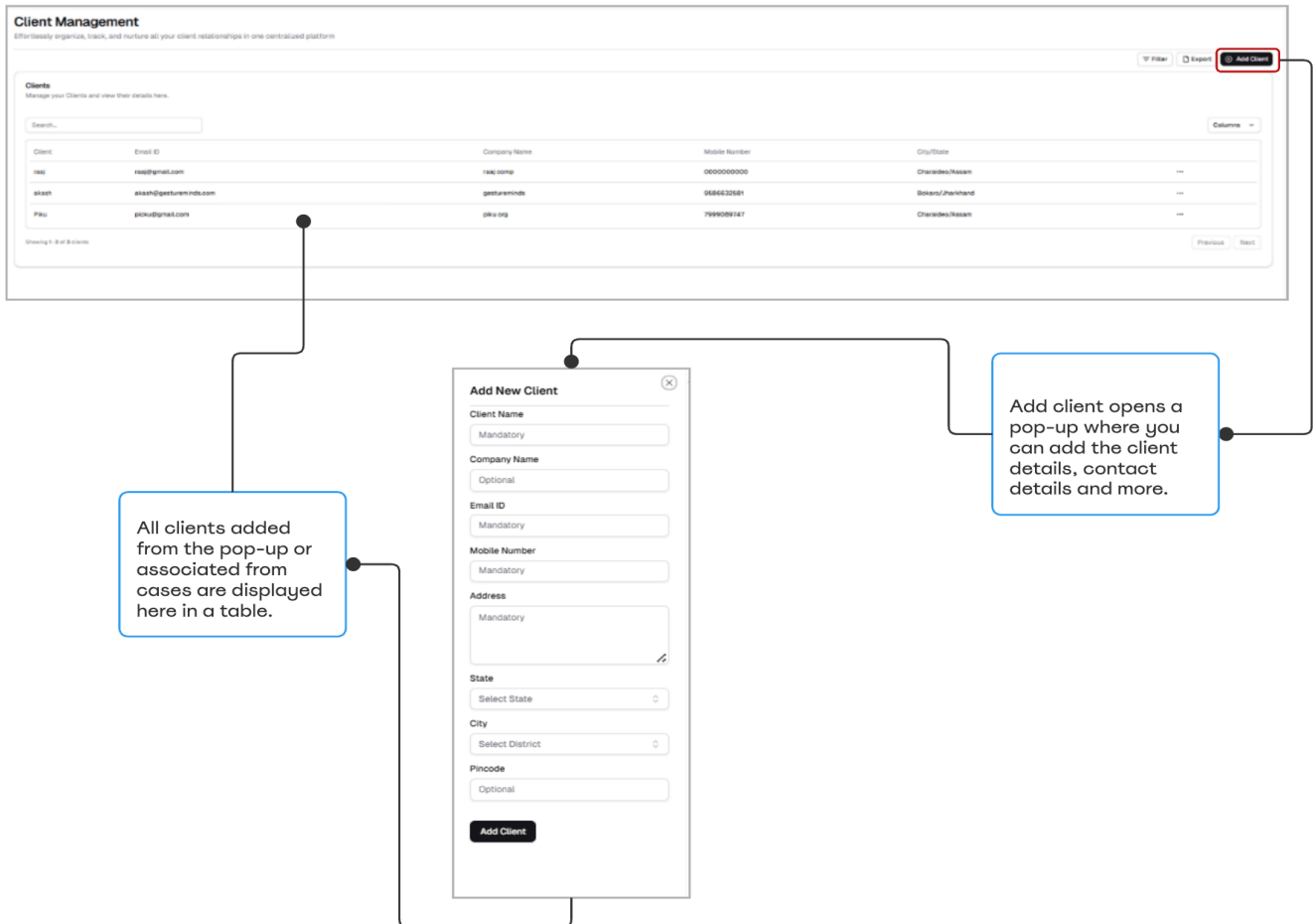
You can:

- Add and store notary details linked to specific cases
- Save notarized documents securely
- Track when and for which case the notary was done

This makes it easy to find and manage notarized papers without going through piles of files – everything stays safe and organized, all in one place.

1.10 Client Management

In Client Management, you can add all your clients and see all information client-wise. One client may have multiple cases – and each case, along with its tasks, documents, invoices, and expenses, is mapped to that client.



Client Management
Effortlessly organize, track, and nurture all your client relationships in one centralized platform.

Clients
Manage your Clients and view their details here.

Search: _____

Client	Email ID	Company Name	Mobile Number	City/State
raaj	raaj@gmail.com	raaj.com	0000000000	Chennai/Karnataka
akash	akash@gestureminds.com	gestureminds	9844432881	Bangalore/Karnataka
Piku	piku@gmail.com	piku.org	7995026147	Chennai/Karnataka

Showing 3 of 3 clients

Add New Client

Client Name
Mandatory

Company Name
Optional

Email ID
Mandatory

Mobile Number
Mandatory

Address
Mandatory

State
Select State

City
Select District

Pincode
Optional

Add Client

All clients added from the pop-up or associated from cases are displayed here in a table.

Add client opens a pop-up where you can add the client details, contact details and more.

You can add clients and can see in the list view.

So while in the Case List, data appears case-wise, in the Client section, you get a full view client-wise – showing all their cases and related activities in one place.

It helps in better tracking, smooth communication, and stronger client servicing.

Client Details - raaj
Upgrade

Pending Tasks
5

Active Cases
3

Hearings This Month
N.A

Contact Information Edit

Profile:

Name: raaj

Date of Birth: N/A

Address: kolar

City: Channarayana

Pincode: 552042

Contact Information: 0000000000

Email: raaj@gmail.com

Case Information

Search:

Case Number	Case Name	Court/Tribunal
22589	Test 2	Saif Court Complex
JHKO0002872023	ji Deep Kumar @ Deep Kumar son @ Deep Kumar Singh @ Koyala vs ji State of Jharkhand	ji Ten Court Building Complex -ii
UPLLO0002872022	ji Kapil Dev s/o Bakshar vs ji STATE OF UP.	Lalitpur District Court Complex

Showing 1 - 3 of 3 items Previous Next

Tasks Documents Invoices Expenses Settings

All In Progress Pending Completed Export

Tasks Information
Manage your task and view their details here.

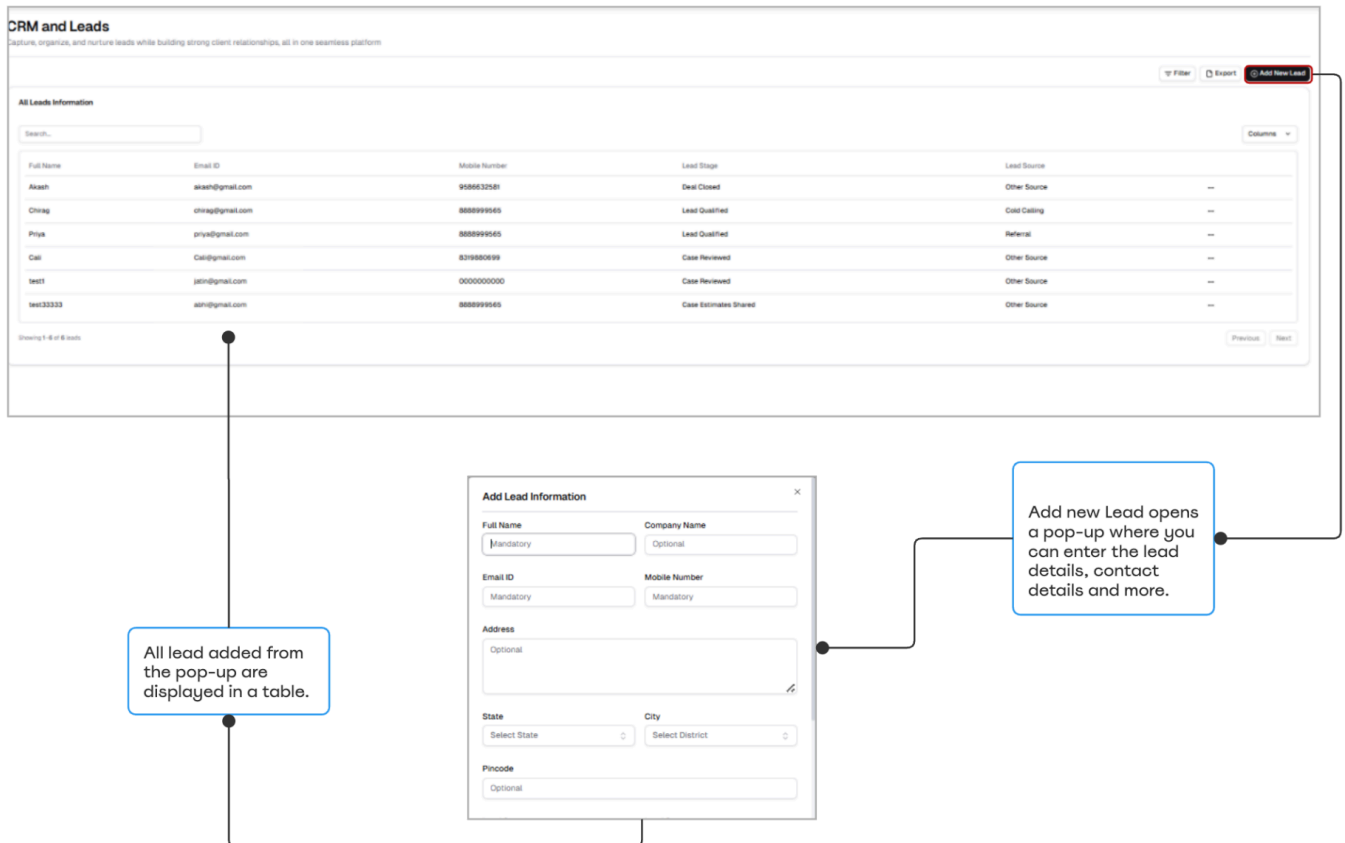
Search:

Task Name	Task Description	Due Date	Priority	Status
Test3	test3 description	May 17th, 2025	Medium	In Progress
Test	test	May 10th, 2025	Medium	Pending
Test By Ching For Issue	test by ching for issue	May 15th, 2025	High	Pending
Test Ahan	test	May 21st, 2025	Medium	Completed
Test 2 Cases	test 2 cases	May 30th, 2025	Medium	Pending
Test Task Name	test description	June 14th, 2025	High	Pending

Showing 1 - 6 of 6 items Previous Next

1.11 CRM & Lead Management

The CRM & Lead Management section helps you manage potential clients (leads) before they become actual clients.



CRM and Leads
Capture, organize, and nurture leads while building strong client relationships, all in one seamless platform.

Filter Export Add New Lead

All Leads Information

Search

Full Name	Email ID	Mobile Number	Lead Stage	Lead Source
Akash	akash@gmail.com	95863258	Deal Closed	Other Source
Chrag	chrag@gmail.com	888999565	Lead Qualified	Cold Calling
Priya	priya@gmail.com	888999565	Lead Qualified	Referral
Call	Call@gmail.com	839880699	Case Reviewed	Other Source
test1	test1@gmail.com	000000000	Case Reviewed	Other Source
test3333	test3@gmail.com	888999565	Case Estimates Shared	Other Source

Showing 1-6 of 6 leads

Previous Next

Add Lead Information

Full Name Company Name

Mandatory Optional

Email ID Mobile Number

Mandatory Mandatory

Address

Optional

State City

Select State Select District

Pincode

Optional

All lead added from the pop-up are displayed in a table.

Add new Lead opens a pop-up where you can enter the lead details, contact details and more.

You can:

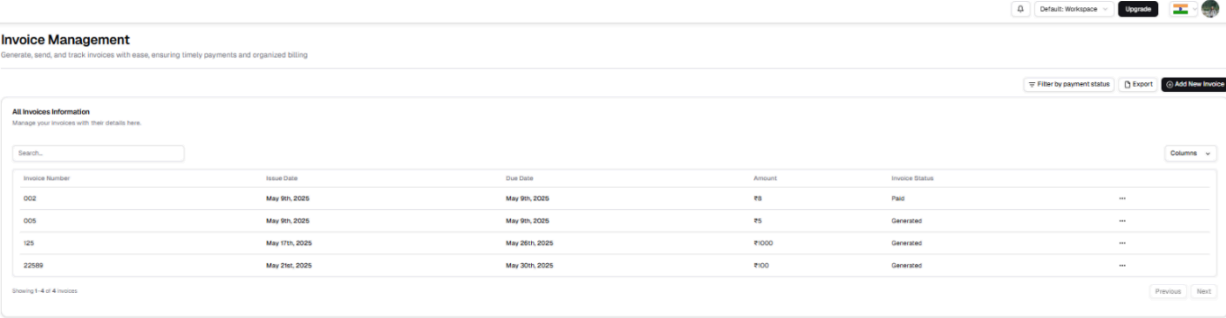
- Add lead details like name, phone, email, company name, lead source, and current stage
- Track their progress – from the first inquiry to conversion
- Assign follow-up tasks and reminders



It works like a mini CRM system that helps you grow your legal practice by keeping a close eye on new opportunities, and making sure no lead gets missed or dropped.

1.12 Invoice Management

The Invoice Management section helps you easily create, manage, and send invoices to your clients.



The screenshot displays the 'Invoice Management' section of a software interface. At the top, there's a header with 'Invoice Management' and a sub-header 'Generate, send, and track invoices with ease, ensuring timely payments and organized billing'. Below this, there are navigation options like 'Filter by payment status', 'Export', and 'Add New Invoice'. The main area is titled 'All Invoices Information' and contains a search bar and a table of invoices. The table has columns for 'Invoice Number', 'Issue Date', 'Due Date', 'Amount', and 'Invoice Status'. There are four rows of data, each with a 'More' button to its right. At the bottom left, it says 'Showing 1 - 4 of 4 Invoices', and at the bottom right, there are 'Previous' and 'Next' buttons.

Invoice Number	Issue Date	Due Date	Amount	Invoice Status	
002	May 9th, 2025	May 9th, 2025	₹5	Paid	More
005	May 9th, 2025	May 9th, 2025	₹5	Generated	More
125	May 17th, 2025	May 26th, 2025	₹1000	Generated	More
22589	May 2nd, 2025	May 30th, 2025	₹100	Generated	More

You can:

- Generate invoices for each case
- Add details like services provided, amount, and due date
- Download or email invoices directly from the platform
- Track which invoices are paid or pending

Each invoice is linked to a case, so your billing stays organized, and you can avoid any confusion during payments or follow-ups.

Invoice Management

Generate, send, and track invoices with ease, ensuring timely payments and organized billing

Filter by payment status | Export | **Add New Invoice**

All Invoices Information
Manage your invoices with their details here.

Search:

Invoice Number	Issue Date	Due Date	Amount	Invoice Status
002	May 9th, 2025	May 9th, 2025	₹5	Paid
005	May 9th, 2025	May 9th, 2025	₹5	Generated
125	May 17th, 2025	May 26th, 2025	₹1000	Generated
22589	May 21st, 2025	May 30th, 2025	₹100	Generated

Showing 1 - 4 of 4 invoices

Previous | Next

All invoices added from the pop-up are displayed in a table.

Add New Invoice

Effortlessly track and manage all your legal cases in one organized, AI-powered dashboard

Select Client Add Client

Select client

Select Case

None

Invoice Number

Mandatory

Issue Date

Pick a date

Due Date

Pick a date

#	Name	Quantity	Rate	Total	Actions
1	Item name	1	₹1		

Add bank account

Select Bank

Additional Notes

Additional Notes

Payment Terms

Payment Terms

Send this invoice on mail

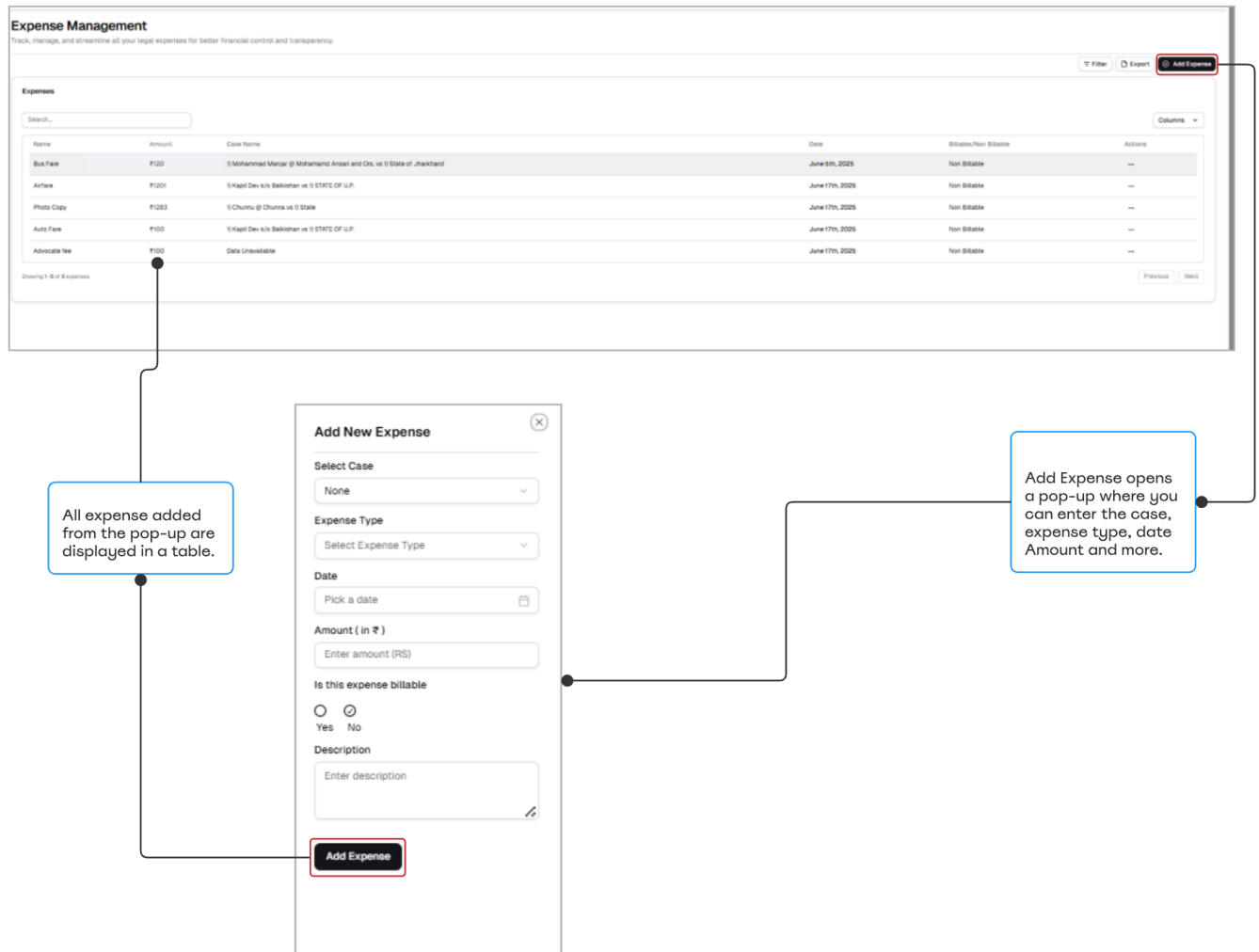
Yes No

Add New

Add new invoice opens a pop-up where you can enter the client details, items list, Email reminder and more.

1.13 Expense Management

The Expense Management section helps you track all the money you spend on each case.



Expense Management
Track, manage, and streamline all your legal expenses for better financial control and transparency.

Filter Export Add Expense

Search

Name	Amount	Case Name	Date	Billable/Non Billable	Actions
Bud Fare	₹120	S/ Muhammad Manjar @ Muhammad Anwar and Ors. vs U State of Jharkhand	June 5th, 2025	Non Billable	...
Air Fare	₹1201	S/ Kapil Dev s/o Balkrishan vs U STATE OF U.P.	June 17th, 2025	Non Billable	...
Photo Copy	₹1283	S/ Churnu @ Churnu vs U State	June 17th, 2025	Non Billable	...
Auto Fare	₹100	S/ Kapil Dev s/o Balkrishan vs U STATE OF U.P.	June 17th, 2025	Non Billable	...
Advocate fee	₹100	Data Unavailable	June 17th, 2025	Non Billable	...

Showing 1 - 6 of 6 expenses Previous Next

Add New Expense

Select Case
None

Expense Type
Select Expense Type

Date
Pick a date

Amount (in ₹)
Enter amount (RS)

Is this expense billable
 Yes No

Description
Enter description

Add Expense

All expense added from the pop-up are displayed in a table.

Add Expense opens a pop-up where you can enter the case, expense type, date Amount and more.

You can:

- Add expenses like travel, court fees, printing, or any other cost
- Tag each expense to a specific case

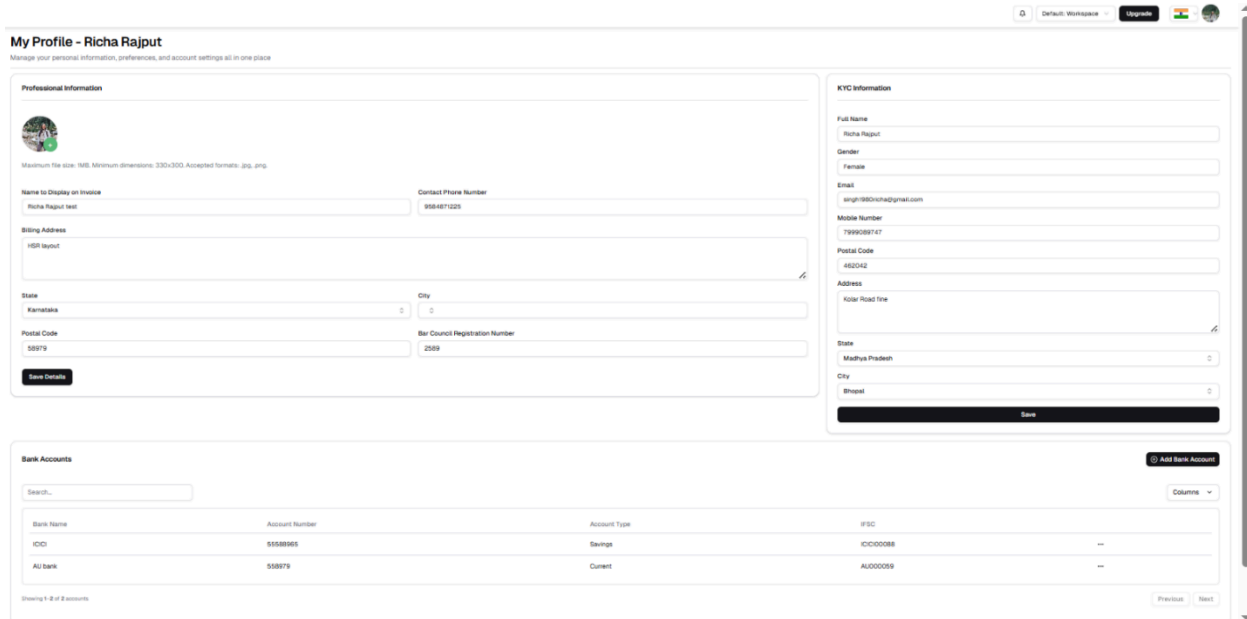
- View a full list of expenses case-wise or overall
- Use it for budget planning and accurate client billing

It keeps your finances clear, helps in calculating profit/loss, and ensures no cost is missed during invoice generation.

1.14 Profile Settings

The Profile Settings section is where you manage your personal and professional details.

You can:



My Profile - Richa Rajput
Manage your personal information, preferences, and account settings all in one place.

Professional Information

Maximum file size: 10MB. Minimum dimensions: 320x320. Accepted formats: .jpg, .png

Name to Display on Invoice: Richa Rajput test | Contact Phone Number: 9584871225

Billing Address: HSR Layout

State: Karnataka | City: | Postal Code: 560079 | Bar Council Registration Number: 2589

KYC Information

Full Name: Richa Rajput | Gender: Female | Email: singh180inshad@gmail.com | Mobile Number: 7999089747 | Postal Code: 462042 | Address: Kolar Road Trine | State: Madhya Pradesh | City: Bhopal

Bank Accounts

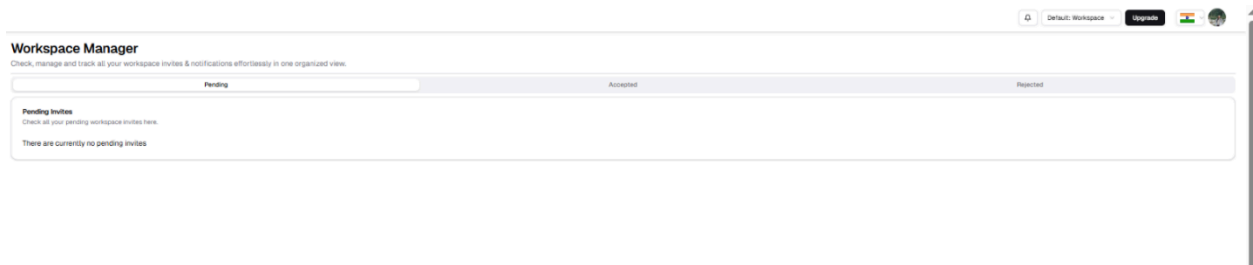
Bank Name	Account Number	Account Type	IFSC
ICICI	55588965	Savings	ICIC00088
All bank	558979	Current	AI000059

- Update your name, phone number, email, and profile photo
- Add and manage your KYC details (like PAN, Aadhaar, etc.)
- Enter your bank account details for receiving payments
- Set up and manage your workspace identity

This section helps you keep your account verified, secure, and ready for professional use.

1.15 Workspace Manager

The Workspace Manager helps you keep track of collaboration invites.



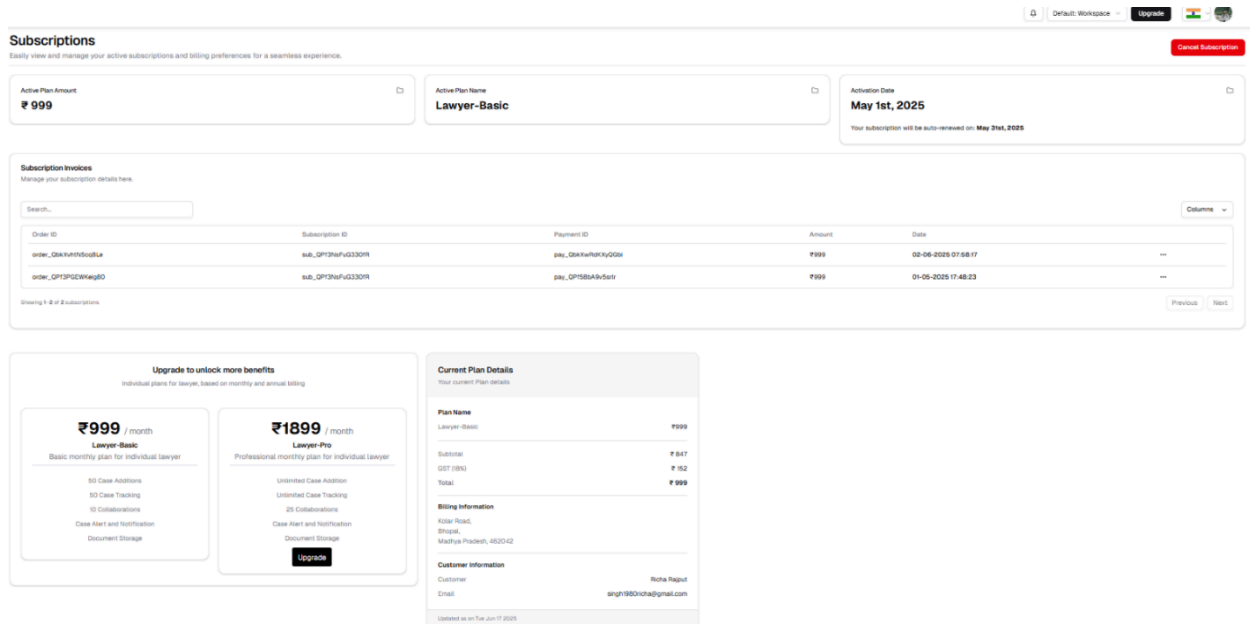
You can:

- See who has sent you a collaboration request
- Check which invites you've accepted
- View which ones are still pending

It gives you a clear view of your working network — so you always know who you're collaborating with and who is waiting for access.

1.16 Subscriptions

The Subscriptions section shows all details about your GYL plan.



Subscriptions
Easily view and manage your active subscriptions and billing preferences for a seamless experience.

Active Plan Amount: ₹ 999 | Active Plan Name: Lawyer-Basic | Activation Date: May 1st, 2025
Your subscription will be auto-renewed on: May 31st, 2025

Subscription Invoices
Manage your subscription details here.

Order ID	Subscription ID	Payment ID	Amount	Date
order_QskKwRkkyGGa	sub_QP13nFUG330R	pay_QskKwRkkyGGa	₹999	02-06-2025 07:58:17
order_QP13nFUG330R	sub_QP13nFUG330R	pay_QP13nFUG330R	₹999	01-05-2025 17:48:23

Showing 1 of 2 Subscriptions

Upgrade to unlock more benefits
Individual plans for lawyer, based on monthly and annual billing.

₹999 / month

Lawyer-Basic

Basic monthly plan for individual lawyer

- 80 Case Additions
- 80 Case Tracking
- 10 Collaborations
- Case Alert and Notification
- Document Storage

₹1899 / month

Lawyer-Pro

Professional monthly plan for individual lawyer

- Unlimited Case Addition
- Unlimited Case Tracking
- 25 Collaborations
- Case Alert and Notification
- Document Storage

Upgrade

Current Plan Details
Your current Plan details

Plan Name	Amount
Lawyer-Basic	₹999
Subtotal	₹ 847
GST (18%)	₹ 152
Total	₹ 999

Billing Information
Gola Road,
Bhopal,
Madhya Pradesh, 462042

Customer Information
Customer: Richa Rajput
Email: srgh1880richa@gmail.com

Updated as on Tue Jun 17 2025

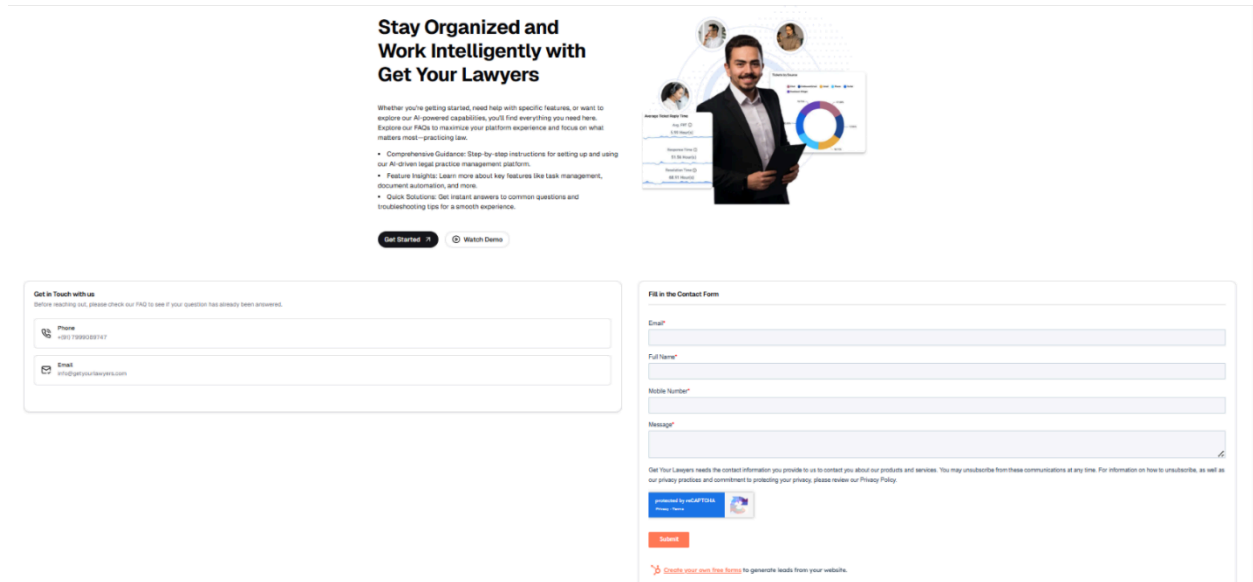
You can:

- View your current subscription plan
- Check the validity and renewal date
- See your billing history
- Download invoices for your payments

It helps you stay informed about your account status and manage your plan easily.

1.17 Help & Support

The Help & Support section is where you go when you need assistance.



Stay Organized and Work Intelligently with Get Your Lawyers

Whether you're getting started, need help with specific features, or want to explore our AI-powered capabilities, you'll find everything you need here. Explore our FAQs to maximize your platform experience and focus on what matters most - practicing law.

- **Comprehensive Guidance:** Step-by-step instructions for setting up and using our AI-driven legal practice management platform.
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- **Quick Solutions:** Get instant answers to common questions and troubleshooting tips for a smooth experience.

[Get Started](#) [Watch Demo](#)

Get in Touch with us
Before reaching out, please check our FAQ to see if your question has already been answered.

Phone
+312 7996289717

Email
info@yourlawyers.com

Fill in the Contact Form


Email*

Full Name*

Middle Name*

Message*

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