

BUSINESS SERVICE GUIDE

ABOUT CASEMINDERS

Caseminders provides dependable back-office and litigation support for civil litigation law firms. We streamline your workflow, maintain precision in document handling, and help your firm stay organized, on time, and client-ready.

OUR CORE SERVICES

Case File Organization & Management

- * Chronological and topical case file structuring
- * Digital and physical file indexing
- * Evidence tracking and document labeling
- * Audit-ready folder maintenance

Legal Document Preparation

- * Drafting pleadings, motions, and discovery
- * Document formatting in compliance with local rules
- * Redlining and revision management
- * Signature-ready document production

Proofreading & Quality Review

- * Error-free editing of contracts and court filings
- * Style, grammar, and citation consistency checks
- * Bluebook and local formatting compliance

Deadline & Calendar Control

- * Court deadline tracking and alerts
- * Deposition, hearing, and meeting scheduling
- * Statutes of limitations and milestones dashboards
- * Shared calendar syncing with firm systems

Transcription & Dictation Services

- * Fast turnaround transcription of legal dictations
- * Transcript of meeting notes or depositions
- * Formatting into ready-to-file drafts

Administrative Support

- * Contact database management
- * Billing prep and time entry review
- * Email and call follow-up with clients or vendors

WHY LAW FIRMS CHOOSE CASEMINDERS

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| * Civil Litigation Focus | We understand the procedural demands of litigation. |
| * Confidential & Compliant | Tasks handled with strict adherence to confidentiality and ethical guidelines. |
| * US Based Reliability | Communicate in real time with responsive, English speaking professionals. |
| * Scalable Support | Delegate tasks as needed. We adapt to caseloads big or small. |

GETTING STARTED IS SIMPLE

- Schedule a 15-Minute Intro Call**
We'll assess your workflow pain points and priorities.
- Receive a Customized Support Plan**
Tailored services based on your docket and practice style.
- Start Delegating with Confidence**
We begin onboarding immediately- no long contracts required.

Contact Us
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