

Pro-File

Lasting Power of Attorney

Improving efficiency in the process of creating and applying for a Lasting Power of Attorney.

The lengthy and tedious process of completing the forms required during the production and registration of a Lasting Power of Attorney is reduced and simplified when using the LPA module of Pro-File, our case management system. The details of each party to the LPA are entered once, and then used to automatically populate each of the forms as required, together with accompanying covering letters.

The main benefits of Pro-File's LPA module include:

- Completes the following forms with ease and consistency:
 - ◇ LPA001 - Notice of intention to apply for registration
(one for each person to be notified)
 - ◇ LPA002 - Application to register a LPA
 - ◇ LPA117 - Property & Financial Affairs
 - ◇ LPA114 - Health & Welfare
 - ◇ LPA120A - Application for fee exemption
 - ◇ Continuation sheets for the above
- Information is entered once and replicated across all forms, reducing typing errors and ensuring consistency.
- Covering letters for all forms can be produced automatically in Microsoft Word® without re-entering any information.
- Both Property & Financial Affairs and Health & Welfare forms can be completed for a matter using the same parties.
- A wizard guides you through the gathering of the data for the LPA.
- Automatic forms and software updates are available via the Internet.
- Pro-File is charged per matter, with quantity discounts available.

For further details contact: 0843 289 8443, or info@Pro-File.co.uk

The use of Pro-File for the production of the forms and letters for a Lasting Power of Attorney both significantly reduces the time taken to complete the forms, and also improves the consistency of information between the forms.

The clearly designed Pro-File interface allows the busy Fee Earner or secretary to become effective immediately. The New LPA Wizard guides you through the gathering of all the information needed to start a matter.

- The basic details of the LPA are first collected. This allows Pro-File to prompt for only those items required for the individual LPA being produced.
- After selecting the initial details, names and addresses of the various parties are entered.
- Address re-use is an important aspect, allowing previously entered addresses to be re-used, or altered and saved as new addresses.
- The final screen allows any narrative needed for the LPA to be entered. Commonly used paragraphs can be selected from the relevant drop-down list.

Once the information has been saved, form production is simply a matter of selecting the form and clicking the Print button. Covering letters for the forms are produced in a similar way. The forms and letters for any Lasting Power of Attorney can be printed as often as required.

The details entered against a LPA can be altered at any time using the details maintenance screen. Additional information such as the date the documents were signed, the date the notice of the intention to apply was given, and details of the application can also be entered using this screen.

Since the details are only entered into Pro-File once, you can be confident that there will be no discrepancy in the details entered into the various forms. Checks carried out automatically reduce the possibility of providing data that will be rejected by the Office of the Public Guardian.

Pro-File is charged on a per-matter basis, offering a low start-up cost and no ongoing maintenance fee or other hidden charges.