



PRODUCTS AND SERVICES GUIDE

Smarter solutions for Australian law firms

Delivering practical solutions that help law firms work smarter –
from practice management and software transitions to training
and integrated legal technology.

lapm.com.au

1300 808 935

[Ask us for a demo](#)

How it fits together

LAPM builds software for Australian law firms and runs the practice management behind it. Four products, two service lines, one team — twenty years inside law firms rather than around them.

Everything runs alongside your existing **Microsoft 365** or **Google Workspace**.

01 **Precedents**

Word and Outlook native document automation

02 **Bundles**

Court-ready briefs in under five minutes

03 **Accounting**

Live GL, per-line GST, three-way reconciliation, optional Payroll

04 **LAPM OS**

The whole firm on one connected platform

05 **LAPM AI**

Agentic, task-driven AI, integrated across every function and accurate on your firm's own data

06 **Data migrations**

Project management, implementation, training, hypercare

07 **Practice management**

We run the office, you bill the work

See the whole firm on one platform

Book a live demonstration of LAPM OS and see matters, documents, billing, trust, accounting, payroll and task-driven AI working together in one connected platform. **1300 808 935**.

ABOUT

Built on trust, backed by experience

That is not a strapline we wrote for a conference. It is why firms hand us the parts of their practice they cannot afford to get wrong.

Lana Lake CEO and Managing Director

A law firm management consultant with two decades in legal practice management and SaaS, Lana has held senior roles in leading multinationals overseeing operations, systems and technology integrations. As a business owner she is dedicated to helping firms streamline their processes — which is where every product in this guide came from.

The team behind it

Paddy Hawkins, CFO, came from data science and runs both financial performance and data transitions. Behind Lana and Paddy sit a general manager, a practice management team, legal operations, software engineers, implementation consultants and document specialists.

Our team are located throughout Australia and frequently attend on site for go-live, walking the floor with your team rather than dialling in. We operate every business day, including through the holiday period, and are always contactable for urgent matters.

“

I have been very happy with the support and service provided by LAPM throughout our Actionstep implementation. The project management was well organised and responsive, and Cat was always approachable and responsive when I needed help.

Having the LAPM team available to guide us through the transition and address questions as they arose gave us confidence during what could otherwise have been a challenging period.

I have been very pleased with LAPM's professionalism, knowledge and ongoing support, and I would be happy to recommend their services to other firms undertaking an Actionstep implementation.

Nerys Lloyd, Principal Solicitor, Karratha Legal

Precedents

Document and email generation that lives where the work lives.

Open any
browser

>

Pick a
template

>

Answer the
questions

>

Finished .docx

Use the LAPM library or your firm's own templates. In Word and Outlook the same form opens beside your document.

\$125 per user / month

lapmprecedents.com.au

PRECEDENTS

Why firms move

Portable. Your precedent bank sits alongside your PMS, not inside it. Change systems and the templates, workflows and automation stay put.

Maintained. A subscription AU and NZ catalogue — wills, court forms, retainers, leases — kept current by legal document specialists.

Version pinned. Every generated file records the template version that produced it. Re-render in two years and get the same bytes.



Ask us for a demo

Send us one of your own templates and we will run it through, so you see it work on your material rather than ours. **1300 808 935.**

Precedents — the detail

Word task pane. Windows, Mac and Web. No macros, no template files to distribute.

Outlook task pane. Letters of demand, settlement confirmations and engagement emails, drafted in seconds.

Matter workflows. Answer client and matter details once; every document and email in the bundle generates, versions and files.

Smart forms. Insert a field, the question is created automatically. The form always matches the template.

Field library. Reusable data points shared across templates, emails and workflows. AU and NZ legal fields built in.

Conditional clauses. Show a paragraph only when it applies. Repeat a block for every beneficiary, child, exhibit or property.

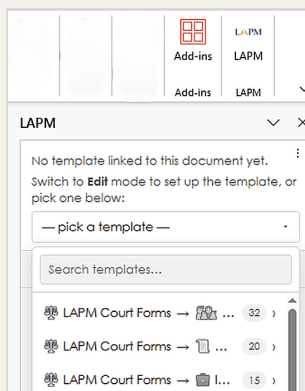
Auto-calculated values. Age from date of birth. Settlement from contract plus 42 days. Computed at render time.

PMS integrations. Client and matter data flows straight into the form — no re-keying, and your templates stay yours when you switch systems.

Firm-private templates. Build your own alongside the catalogue, isolation enforced at the server.

Full audit trail. Every output saved with its answer set, organised by client matter.

Role-based access. Administrator, lawyer, paralegal — permissions enforced server side.



Choose a template directly from Word or Outlook, or save to a matter using the LAPM Add-in.

“

The simplicity of Precedents is what really stood out to us. Our staff can select a template, answer the questions and generate a completed document in seconds. There's no complicated template management and no need to be a technical expert. The huge library of precedents across our areas of law and court forms is also a big plus!

Jane Hogan, Practice Manager, Fourtree Lawyers

Bundles

Court-ready briefs in under five minutes, not five hours.

Open any
browser

Drop
documents in

Bundles builds
it

PDF ready to
file

Cover page, hyperlinked contents, document index, dividers, Bates numbering and bookmarks — generated, not assembled. No install, no IT setup, runs in any browser.

\$25 per user / month

lapmbundles.com.au

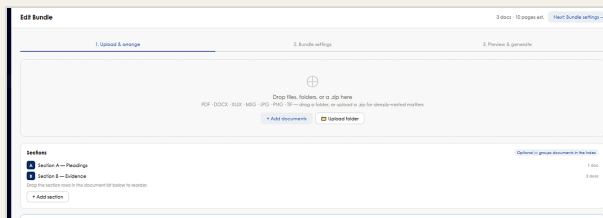
BUNDLES

Built for the bench

Court formats. Federal Court eBrief out of the box, plus NSW Supreme, District and Local.

Searchable. OCR runs automatically on scans, so every word is findable on the bench.

Volume splitting. Automatic Vol 1, Vol 2 when a bundle exceeds court limits.



Ask us for a demo

Send us a folder of documents and we will build the bundle for you to look at — your matter, not a sample one. **1300 808 935.**

Bundles — the detail

Multi-format upload. PDF, Word, Excel and RTF to 50 MB. Office files convert in the background.

Drag to reorder. Arrange documents in any sequence in one motion. Bulk upload dozens at once.

Document re-use. Pull documents from prior bundles into a new one without re-uploading.

Divider pages. A full-page divider before each document with a reference pill — SC-1, Exhibit A, JW-3 — and a one-line cross-reference.

Bates numbering. Continuous across every page including dividers, with your firm's prefix.

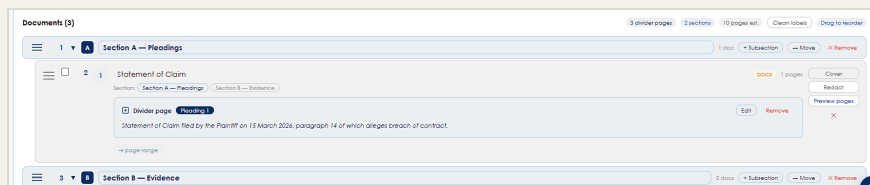
True redaction. Redacted content is flattened to pixels — genuinely unrecoverable, not a rectangle that copy-paste defeats.

Secure sharing. One-click download links with expiry dates and download tracking, delivered by branded email.

Firm branding. Your logo watermarked on bundle pages; firm-wide defaults for court, matter format and styling.

API and webhooks. Full REST access and push notifications to your DMS or PMS when bundles are created or downloaded.

Audit log. Every upload, edit, generate, share and download recorded. Firm data walled off from other firms.



“

There is virtually no learning curve. You don't need to install anything or involve IT — you simply open Bundles in a browser, upload your documents and build the bundle. It is incredibly straightforward and doesn't break the budget.

Jennifer Eather, Director, Higgins Lawyers

Accounting

Accounting that moves as fast as your firm does.

Set up your chart of accounts or bring it across from Xero, historical transactions included. GST is handled at the line level, built around law firm disbursements and cost recovery. Every invoice posts straight to the general ledger and every report regenerates the moment the numbers underneath it change.

\$75 per user / month, Payroll optional lapmaccounting.com.au

ACCOUNTING

The fundamentals, done properly

Live GL balances. Post a journal and the account balance changes in the same transaction. The number on screen is the number in the database.

An audit trail that holds. Draft, posted, voided. You cannot delete a posted journal – voiding leaves a reversal, so the ledger is never broken.

Three-way reconciliation. Statement, journal and GL account balance, reconciled to the cent with variance drill-down.

The screenshot displays the LAPMA Accounting software interface. At the top, there's a navigation bar with tabs: DASHBOARD, SALES, PURCHASES, ACCOUNTING, REPORTS, and PAYROLL. The 'ACCOUNTING' tab is active. Below the navigation bar, the 'Bank Accounts' section is visible, showing a list of accounts. The 'Trust Account' is selected, displaying its details: 123-456 1234 567. To the right, there are two boxes for 'Statement Balance' (117,888.12) and 'Reconciling Balance' (117,888.12). Below these, there's a search bar and a 'Filter' button. The main area shows a table of transactions with columns: Date, Description, Spent, Received, Balance, Source, Status, Type, and Name. The table lists several transactions, including payments from Mr. Gerald Berkovics, ANZ Internet Banking, and payments from Denise Rickard and Sober Pty Ltd.

Date	Description	Spent	Received	Balance	Source	Status	Type	Name
06-09-2026	PAYMENT FROM MR GERALD BERKOVICS TL CWN 250181		10,000.00	117,888.12	Bank Feed	reconciled	Revenue	Client Fees
05-09-2026	ANZ INTERNET BANKING PAYMENT 269504 TO Evan Donation	8,910.00		107,888.12	Bank Feed	reconciled	Expenses	Cleaning Costs
05-09-2026	ANZ INTERNET BANKING PAYMENT 269142 TO Russell Outback	5,000.00		116,798.12	Bank Feed	reconciled	Expenses	Bank Charges - Firm Related
05-09-2026	ANZ INTERNET BANKING PAYMENT 270331 TO Evan Donation	1,061.88		121,798.12	Bank Feed	unreconciled	unassigned	unassigned
04-09-2026	PAYMENT FROM DENISE RICKARD TL CWN 250184		3,300.00	122,850.00	Bank Feed	unreconciled	unassigned	unassigned
04-09-2026	PAYMENT FROM SOBER PTY LTD Ref TL CWN 250182		2,200.00	119,550.00	Bank Feed	unreconciled	unassigned	unassigned
03-09-2026	PAYMENT FROM Jennifer A White TL CWN 250185		5,500.00	117,350.00	Bank Feed	unreconciled	unassigned	unassigned

Ask us for a demo

Send us one of your own statements and we will reconcile it in front of you – three ways, to the cent. **1300 808 935.**

Accounting and Payroll — the detail

Per-line GST. On income, on expenses, GST-free, tax-exempt or no tax, with the GST clearing account tracked from every posting.

Tracking categories. Report the P&L by fee earner, branch, area of law, marketing source, seniority and billing type.

Four core reports. P&L, balance sheet, activity statement and bank reconciliation — date filtered, drill-down to source, PDF export.

Live dashboard. Cash position, invoice aging and reconciliation status, updating without a refresh.



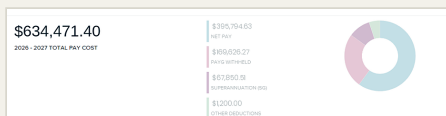
The flexibility of the tracking categories has given us a much clearer understanding of where our income is coming from. We can analyse our P&L by fee earner, branch, area of law, marketing source, seniority, billing type and more. It gives us the visibility to understand what's driving the performance of our firm and make better business decisions.

Russell Sparke, Principal, Sparke Legal

Payroll, optional alongside it

Built on the Legal Services

Award: payday super, awards, STP Phase 2 and pay runs in one system, timesheet through to payday.



Pay runs and payslips. Wages, bonuses and expenses calculated automatically, with reports and payslips generated as part of the run.

Compliance and time. Kept current with the award and STP Phase 2, with timesheets, leave requests and a diary feeding straight into the run.



Payroll used to be a time-consuming task with spreadsheets, calculations and constant checking. Now it's all handled in one place, from timesheets and leave through to payday. It saves us time, reduces errors and gives us confidence that everything is calculated correctly and kept compliant.

Jane Darby, Practice Manager, Ken Cush & Associates

LAPM OS

A better system, a better solution. Everything your firm needs, in one connected platform.

Matters, documents, client intake, precedents, tasks, calendars, time recording, billing, trust and office accounting, GL financials, payroll, compliance, reporting and bundling – without switching between systems. Powered by native, task-driven AI, with approvals, notifications and a full audit trail.

Full OS: \$250 per user / month

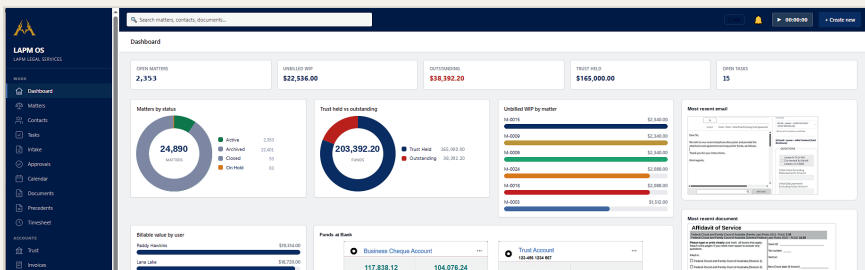
lapmos.com.au

LAPM OS

Why one platform

One record. The matter, its documents, its money and its deadlines are the same object, not four systems agreeing to disagree.

Works with your stack. Microsoft 365 or Google Workspace – Outlook or Gmail, SharePoint and OneDrive or Google Drive. Email and documents file to the matter either way.



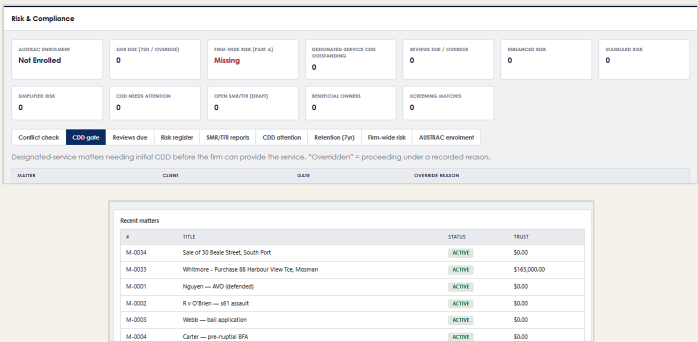
Ask us for a demo

Book a live demonstration, or request access at lapmos.com.au. We will run it on the way your firm actually works. 1300 808 935.

What is inside LAPM OS

Fifteen functions that most firms currently buy from four vendors and glue together with integrations.

Matters	Documents	Client intake
Precedents	Tasks	Calendars
Time recording	Billing	Trust accounting
Office accounting	GL financials	Payroll
Compliance	Reporting	Bundling



And running underneath it

Task-driven AI. Native to the platform rather than bolted on, working on the task in front of you instead of a chat window beside it.

Approvals and audit trail. Work routes to the person who signs it off, and every action is recorded across every function.

One login, one bill. No integration to maintain, and no vendor pointing at another vendor when something breaks.

“

Having our matters, documents, billing, accounting and compliance all connected in one system has made a huge difference. We're spending less time moving information between systems, more time actually getting work done at a fraction of the cost of our previous software.

Douglas McClelland, Principal Practice Legal Director, Platinum Law

LAPM AI

Task-driven AI that does the work — not a chatbot that talks about it.

Included with LAPM OS

lapmai.com.au

LAPM AI

Tell LAPM AI what you need in plain English. It builds the task from your firm's own data — matter, rate, units and amount, filled in and calculated for you. Change anything, confirm, and it is written to the matter, the ledger and the audit trail as if you had keyed it yourself. Answers are read-only; anything that changes data waits for your confirmation.

One instruction, one completed time entry.

What you can ask it to do

Matters and workflow. Open a matter with parties, dates and tasks, move it on, run a conflict check.

Time and billing. Record time and disbursements, invoice unbilled work, record payments.

Trust and money. Trust balances by matter or client, unbilled WIP, what is owed, aged debtors.

Documents. Draft a letter or email from a precedent, summarise a document or a file.

Dates and compliance. Court, limitation and key dates, AML and client verification status.

Your day. What is on my plate today, and time entries drafted from a description of it.

“

Really enjoying the task-driven AI, as it's not just a chatbot, it's a game-changer. It helps us complete real tasks across the system, while keeping us in control and asking for approval before anything is changed.

Adam Canceri, Principal Solicitor, Aussie Lawyers

Data migrations

Project management, implementation, training and support.

Moving a firm is not a data exercise, it is an operations exercise. We scope it, run the extraction and import, configure the new system, train your people and stay with you through go-live. Because we work across every platform rather than selling one, what will and will not come across is discussed up front.

Scoped and quoted per firm

lapm.com.au

What the team does

Project management. A project manager from kick-off to sign-off, keeping you informed and holding the training and the go-live together.

Transitions. Data migration and workflow mapping, installation, training and post-transition support, end to end.

Implementation. Matter types, accounting configuration, templates, workflows and integrations, set up to suit your firm.

Training. On site or remote, before go-live rather than after it.

Where other providers say no

We are the only team in APAC able to extract and migrate from certain practice management systems, at short notice — plus legacy and cloud systems worldwide.

Thinking about moving?

Looking to move software? Talk to us today. **1300 808 935.**

How a transition runs

Minimum lead time is two to four weeks, depending on data size and your availability. We estimate up front once we can see your data and file storage.

- 1 • Kick-off.** A project manager is assigned, captures configuration requirements, confirms the go-live date and books training.
- 2 • Extraction.** Documents and archived files first — the longest part.
- 3 • Trial collection.** A trial import before go-live, so you can test your data.
- 4 • Training.** Delivered remotely by Teams before go-live, at times that suit you to minimise disruption.
- 5 • Readiness.** Out of the old system by 6pm, with your final reports run.
- 6 • Go-live.** Financial and matter data imported and complete by 8am.
- 7 • Approval report.** You validate the data has landed and return it to us.
- 8 • Hypercare.** We stay on it after go-live until the firm is running properly.

Out of the old system Friday 6pm • Migration over the weekend • Live Monday 8am

The gap period, explained

Matter and financial data can take a day or two to import, so we schedule around a weekend where possible — usually nothing to re-key.

“

Working with LAPM throughout our change of Practice Management System has been a really positive experience.

The training was clear and practical, and left me feeling comfortable using a new practice management system. The migration process was also much smoother than I expected. While there were some bugs along the way, LAPM were quick to respond, remedy issues and work with us to make sure we had what we needed.

Overall, moving practice management systems was nowhere near as stressful as I thought it would be, largely because of the support and guidance we received from LAPM.

Bree Forse, Office Coordinator, AJ & Co

Practice management

We run the office. You bill the work.

Twenty years of running law firms from the inside. Anything to do with money, administration or software platforms we can take off your desk — accounting to client invoices, HR to payroll, managed IT to Law Society renewals. Billed in units for time actually spent.

Task list and cost outline on request

lapm.com.au

98%

client retention

Firms that hand us their practice management stay with us.

Practice management

Office account management
Trust account management
Tax compliance
Payroll
Billing and debtors
Matter management
Management reports

Training and setup

Installation and training
Bookkeeper training
LAPM Accounting, MYOB and Xero
Workflow creation
Precedent customisation
AI prompt customisation
Level 1 support and hypercare

“

For the last 5 years, LAPM continues to do a wonderful job taking care of our billing, trust accounting, bookkeeping, payroll and compliance. It gives us more time to focus on our clients and the actual legal work.

Vanessa Gibson, Managing Partner, Gordon Garling Moffitt

PRACTICE MANAGEMENT

Start with some tasks

Ask for the task list, and start with some tasks — no lock-in contract, and we will show you exactly what comes off your desk. **1300 808 935.**

Find the piece you need

LAPM OS

\$250

One platform — includes Precedents, Accounting and Bundles

Precedents

\$125

Word and Outlook automation

Accounting

\$75

with optional Payroll

Bundles

\$25

Court-ready briefs

Data migrations

Scoped

Project management, implementation, training, hypercare

Practice management

Task list

Billed in units of time

Per user, per month. Free trials of Bundles and Precedents on request.

We migrate to and from

LEAP · Clio · Smokeball · Actionstep · Practice Evolve · Yao · Logic Firm ·
OneLaw · NetDocuments · Affinity · FilePro · Infinity · LawMaster ·
Open Practice · Clasp

Plus legacy and cloud systems worldwide — Canada, the USA, the UK, Singapore and across Asia.



lapm.com.au · 1300 808 935

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