



International Training
Center Paris

TRAINING SCHEDULE



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Strategic Legal Case Management: Methods and Practices

Overview:

In today's legal environment, effective case management is a strategic skill essential to legal professionals, whether working in law firms, corporations, or public institutions. This 5-day training program is designed to equip participants with the knowledge, tools, and best practices needed to handle legal matters from opening to closure.

Through a practical, step-by-step approach, the training covers the structuring of legal files, administrative and legal tracking, strategic analysis, and post-case evaluation. Emphasis is placed on organization, efficiency, legal reasoning, and risk anticipation — all crucial elements to ensure quality legal service delivery and compliance.

Whether managing litigation, advisory files, or regulatory matters, participants will develop a comprehensive method to enhance the accuracy, traceability, and strategic handling of legal affairs.

Objectives:

By the end of this training, participants will be able to:

1. **Understand** the full lifecycle of legal cases and the strategic role of legal file management.
2. **Organize and structure** legal files in a clear, efficient, and compliant manner.
3. **Track and monitor** deadlines, communications, and legal procedures with rigor.
4. **Analyze case content** to identify key issues and guide legal decision-making.
5. **Support legal strategy** by preparing relevant documentation and anticipating risks.
6. **Evaluate and close** legal cases effectively, ensuring knowledge capitalization and performance review.
7. **Use digital tools** and dashboards to improve traceability and reporting.

The training program will combine lectures, case studies, group discussions, and hands-on practical exercises. Participants will have the opportunity to apply the methodologies and tools presented throughout the program to real-world legal case scenarios. By the end of the training, they will have strengthened their ability to manage legal files with precision, developed analytical and organizational skills essential for legal practice, and gained

confidence in handling legal matters from initiation to closure. This comprehensive approach will empower participants to contribute more effectively to legal operations and strategic decision-making within their organizations.

Targeted Groups:

- Legal Professionals:
 - Junior and Senior Legal Advisors
 - Corporate Legal Officers
 - In-house Counsel
 - Legal Consultants
 - Legal Project Managers
- Support and Administrative Staff in Legal Departments
- Law Firm Professionals
- Public and Institutional Actors
- Legal Trainees and Graduates

Planning:

Day 1: Introduction to Legal Case Management

Objectives: Understand the fundamentals of legal case handling.

Topics:

- Types of legal matters (litigation, advisory, arbitration, etc.)
- Lifecycle of a legal case
- Roles and responsibilities in case management
- Tools and software for document management
- Ethics, confidentiality, and professional secrecy

Day 2: Organizing and Structuring a Legal File

Objectives: Master the creation and organization of a legal case file.

Topics:

- Opening, coding, and indexing a case file
- Chronological and thematic document filing
- Drafting summary sheets
- Managing originals vs. copies
- Intermediate vs. permanent archiving

Day 3: Legal and Administrative Case Monitoring

Objectives: Ensure accurate tracking of deadlines, actions, and communications.

Topics:

- Managing legal deadlines and statutes of limitations
- Procedural calendar and legal scheduling
- Drafting and handling legal correspondence (formal notices, reminders, notifications)
- Monitoring interactions with courts, lawyers, and experts
- Using dashboards for efficient case tracking

Day 4: Strategic Analysis and Legal Action Preparation

Objectives: Analyze case files to guide legal strategy.

Topics:

- Critical reading of documents (contracts, acts, correspondence)
- Identifying legal and factual issues
- Preparing documents for attorneys or hearings
- Writing internal analysis notes and reports
- Anticipating legal risks and potential outcomes

Day 5: Closing the Case and Performance Review

Objectives: Conclude a case properly and evaluate the process.

Topics:

- Conditions and procedures for case closure
- Final case report and permanent archiving
- Lessons learned, success and failure analysis
- Leveraging jurisprudence and knowledge capitalization
- Evaluating case management effectiveness