MY LEGAL SPACE

What is My Legal Space (MLS)?

MLS is our unique online case-management system that allows you to manage your transaction when it is most convenient for you. Nearly all documentation can be completed online and with milestone notifications and new action-log features, you'll know exactly what is happening with your matter at the touch of a button.

The chat facility allows you to comment on the information received and raise questions without ever having to leave the MLS platform. You can access the system on your laptop, tablet and smartphone via the app - **DPS SafeChat** - available on both Apple and Android devices.

Who can access the system?

As our client, you will have access to both MLS and DPS SafeChat **24 hours a day 7 days a week**. Giving you the freedom to manage your matters with us whenever you want, wherever you are.

The system is fully encrypted meaning you can securely send documents, confident that they cannot be accessed, copied or edited by anyone unless they have the correct permissions assigned by your case handler.

Why should you use it?

This improved communication increases efficiency by reducing the number of emails and telephone calls usually involved in a transaction, allowing us to progress your matters more quickly.

Documents and correspondence are produced and sent to My Legal Space for your attention.

You can approve, amend or reject documents if required.

If there is a task for you to complete, you will be notified by email.

You will receive an email update every time a **key milestone** is achieved which can be reviewed anytime you access your matter.

You will also be able to check the **next steps** and the **review dates** so you are fully aware of how matters are progressing.

You will have the option to contact us through My Legal Space with any questions or queries you may have during the process.

You will be able to review your matters with Pardoes at any time of the day – morning noon or night – on any device giving you full control of your transaction.