

Easy Law Firm — User Manual

Module: `easy_law_firm` · **Version:** 19.0.2.0.0 · **For:** Odoo 19 Community or Enterprise

This manual walks you through the module in the order you will actually use it: set it up once, open a matter, then get your land documents read, checked and billed. Every instruction names the exact menu, tab and button you will see on screen.

Please read first. This module is a records-management and text-extraction tool. Text produced by OCR is a machine's reading of a scan — it is **not a certified copy**, not legal advice and not a substitute for a search at the competent registry. Always verify against the original instrument.

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1. Before you start

1.1 Who can do what

The module ships two access levels. Set them per user under **Settings ► Users & Companies ► Users**, in the **Law Firm** section.

Level	Sees	Typical holder
User	Matters they are responsible for or a team member of; their own time entries	Fee earner, junior lawyer, clerk
Manager	Every matter and every time entry in the firm; the whole Configuration menu	Partner, practice manager

A user with **no** Law Firm level does not see the app at all. Clients you give portal access to see only their own matters, hearings and documents.

1.2 Finding your way around

The menu follows the working day rather than the data model:

Menu	What it answers
Dashboard	What needs attention across the firm
My Work	What is mine — my matters, my hearings, my outstanding items, my time
Matters	Show me the file (all matters, by practice area, conflict check, parties)
Court Diary	Where must we be, and what is still outstanding (cause list, hearings)
Land & Property	The land specialist's tools — parcels, chain of title, encumbrances
Documents	The scan vault, the review queue and the batch reader
Billing	Time entries and disbursements
Directory	Courts, registries and legal contacts
Configuration	Manager-only setup

Most fee earners live in **My Work** and **Court Diary**. Everything in *My Work* is the ordinary list with a filter applied, so you can widen it to the whole firm by clearing the facet in the search bar — there is no separate screen to hunt for.

1.3 What OCR needs

The module reads two kinds of file, and only the second needs OCR software:

- **A PDF that already contains text** (exported from a computer, not scanned) is read directly from its own text layer. This is instant, lossless and works in any language. Nothing extra to install.
- **A scanned PDF or a photo** must be read by OCR. This needs, on the Odoo server:
 - system packages `tesseract-ocr` and `poppler-utils`
 - a Tesseract language pack per language you scan, e.g. `tesseract-ocr-ben` for Bengali, `tesseract-ocr-ara` for Arabic
 - Python packages `pytesseract` , `pdf2image` , `Pillow` , `python-docx`

You do not have to guess whether these are installed. Go to **Law Firm ► Configuration ► Settings** and look at the **Engine Status** panel. It lists exactly what is present, what is missing and which Tesseract languages your server has. If something is missing, the module keeps working for text-layer PDFs and tells you precisely what to install rather than failing silently.

2. First-time setup

Do this once, as a **Manager**. Everything here is under **Law Firm ► Configuration**.

Step 1 — Settings

Law Firm ► Configuration ► Settings

Setting	What it does	Suggested start
OCR Language	Default language for reading scans. A dropdown, built from the language packs actually installed on this server — so anything you can pick will work. Bilingual pairings with English are offered too	English (enq) , or Bengali + English (ben+eng) for Bangladeshi deeds
OCR DPI	Resolution the PDF pages are rasterised at before OCR	300
Page Segmentation Mode	Tesseract's layout assumption. 3 (automatic) is shipped because a deed page is a frame with artwork, marginalia and photos, not one block of text	3
Max Pages	Safety cap so one 400-page bundle cannot tie up the server	50
Text Layer Min. Characters	Below this many characters, a PDF's text layer is treated as junk and OCR runs instead	leave as shipped
Pre-process Images	Clean up the image before OCR; helps grey, low-contrast scans	On
Auto-generate Word File	Build the <code>.docx</code> automatically after every successful read	On
Default Service Product	The product billed time is charged against	pick or create a service product

Read the **Engine Status** panel on the same page before you go further.

Step 2 — Practice areas, matter types, checklists and stages

- **Practice Areas** — your fields of work. Thirteen ship ready to use; deactivate the ones you do not practise in. See [section 3](#).
- **Matter Types** — the shape of the file, and what drives the limitation deadline, the usual forum and the checklist.
- **Checklist Templates** — the papers each kind of matter needs. See [section 5](#).
- **Stages** — the columns of your kanban pipeline. One stage must be ticked **Closing Stage**; this is the stage a matter moves to when someone presses **Close Matter**. If none is ticked, closing a matter raises an error telling you to set one.

Before you go live, walk the limitation periods. Open **Matter Types**, read each **Limitation Basis** against the statute that

governs where you practise, correct the period if it is wrong, and tick **Period Verified Locally**. Nothing ships verified, on purpose.

Step 3 — Courts and registries

Law Firm ▶ Directory ▶ Courts & Registries — add the courts you appear before and the sub-registry / land offices you deal with. A record's **type** matters: only records typed *Sub-Registry* or *Land Office* can be selected as the registry on a land document.

Step 4 — Document types

Law Firm ▶ Configuration ▶ Document Types — over twenty types ship ready to use, covering deeds (Saf Kabala, Heba, Bantan Nama), khatians (C.S., S.A., R.S., B.S./City), mutation orders, porchas, rent receipts (dakhila), mouza maps and court documents. A document type can carry its own default OCR language, which overrides the company default.

Step 5 — Land area units

Law Firm ▶ Configuration ▶ Land Area Units

Read this before you rely on an area conversion. Acre, hectare, square foot and decimal are exact by definition and are shipped as exact. Katha, bigha and kani are **not nationally standardised** — the ratio differs by district. Those units ship marked *not exact*, with a note telling you to verify locally, and **kani ships disabled**. Check every non-exact ratio against your own registry's practice before trusting a converted figure.

Step 6 — Extraction rules

Law Firm ▶ Configuration ▶ Extraction Rules — these are the patterns that pull deed numbers, dates, mouza, khatian, dag and party names out of the text. English/transliterated rules and a Bengali set ship enabled. You do not need to touch them to get started; [section 18](#) shows how to add your own.

3. Practice areas and matter types

Law Firm ▶ Configuration ▶ Practice Areas and **▶ Matter Types**

The module ships with the sections a general practice runs, each with its own matter types, usual forum and limitation defaults:

Area	Typical matter types
Real Property & Land	title search, conveyancing, mutation, partition, declaration, possession, acquisition, lease
Civil Litigation	money suit, specific performance, injunction, appeal, revision, execution, tort
Criminal	FIR/GD, bail, private complaint, appeal, quashment
Writ & Constitutional	certiorari, mandamus, habeas corpus, PIL, contempt
Family & Succession	divorce, dower, maintenance, custody, succession certificate
Corporate & Commercial	formation, secretarial, share transfer, contracts, winding up
Banking & Loan Recovery	Artha Rin suit, mortgage enforcement, bankruptcy, cheque dishonour
Labour & Employment	labour court case, termination, wages, workplace injury
Tax & Revenue	income tax appeal, VAT appeal, customs
Intellectual Property	trademark registration/opposition/renewal, patent, design, copyright
Arbitration & ADR	domestic, international, mediation, enforcement of award
Admiralty & Shipping	admiralty suit, ship arrest, charterparty, marine insurance
Immigration, NGO & Regulatory	NGO registration, BIDA permission, work permit, licensing

You are expected to prune this list. Deactivate the areas you do not practise in and the clutter goes away for everyone.

What a matter type controls

A matter type is not just a label. Choosing one on a matter sets four things:

It sets	Taken from
The practice area	the type's own area
The limitation deadline	the type's default period, counted from the cause of action date
The usual forum	the type's <i>Usual Forum</i> , which narrows the court list
The checklist	the type's template — see section 5

Limitation defaults

A matter type can carry a default limitation period in months *and* days — days matter, because a 90-day appeal window is not three months, and rounding it can lose the appeal.

Every period shipped with this module is marked unverified. Each one names the provision it came from in **Limitation Basis**, and the matter type shows a warning until someone ticks **Period Verified Locally**. The defaults are drawn from Bangladeshi statute; if you practise elsewhere they are wrong. Check each one against the law that governs, then tick it.

Where a deadline runs from an event only the file can supply — service of an order, a dishonour slip, publication in a journal — no default is set at all. A plausible wrong date is more dangerous than an empty one.

4. Open your first matter

Law Firm ► Matters ► All Matters, then **New**.

1. **Name** the matter as you would label the physical file, e.g. *Rahman vs. Alam — Title Suit*. The reference code is generated for you.
2. Pick the **Client**. Add the client's own file reference in **Client Reference** if they use one.
3. Set **Responsible** (the fee earner who owns the file) and add anyone else to **Team Members**. This drives who can see the matter.
4. Under **Classification**, choose the **Matter Type** and **Practice Area**. Choosing the type does three things at once: it sets the practice area, it pre-fills the limitation deadline from the type's default period, and it builds the **Checklist** tab from that type's template. Tick **Real Property** if the matter concerns land — this reveals the **Properties** tab and puts the matter into *Land Matters*.
5. Under **Court / Forum**, record the court, the **Case / Suit Number**, the filing date and the judge if known.
6. Under **Dates**, set **Cause of Action Date** and, critically, **Limitation Date** — the last day on which the claim can be brought. The module counts down to this date and warns you as it approaches.
7. Under **Billing**, choose the **Billing Mode** (hourly, fixed fee, etc.), the **Hourly Rate** or **Fixed Fee**, and the **Amount Claimed**.
8. Write the **Brief / Summary** on the *Brief* tab. Anything you never want a client to see goes in **Internal Notes** instead.
9. **Save**.

Law Firm ► Matters ► By Practice Area gives the same list grouped by area, which is the quickest way to see the shape of the firm's caseload.

The kanban view (**Matters ► All Matters**, kanban icon) is your pipeline. Drag a card between stages as the file progresses. Ready-made filters include *My Matters*, *My Team's Matters*, *Urgent*, *Limitation Critical*, *Hearing Within 7 Days*, *Has Unbilled Work* and *Conflict Check Missing*.

5. The matter checklist

Every matter type carries a list of the papers and steps that kind of matter normally needs. When you choose the type, those become the **Checklist** tab on the matter.

Each row has a status: **Outstanding**, **Done**, **Waived** or **Not Applicable**. *Waived* and *Not Applicable* both close a row and both stop it counting against you — they are kept apart because *waived* is a decision someone made and *not applicable* is a fact about the file. Whoever settles a row is stamped on it, with the date.

A progress bar sits at the top, and outstanding **mandatory** items are counted in an amber banner. **Nothing is blocked**. A lawyer may have good reason to file without a paper, and the module does not presume to stop them — it only makes sure the gap is visible now rather than discovered at the counter.

Two things worth knowing:

- **Reload from Matter Type** adds items the template has gained since the matter was opened. It never removes a row, resets a tick, or discards a row you added by hand for this file alone.
- Editing a template does **not** rewrite matters that already exist. A matter opened last year keeps the checklist it was opened with.

To change what a type asks for, edit it at **Law Firm ► Configuration ► Checklist Templates** — no developer needed.

To see what the whole firm is still missing, use **Law Firm ► Court Diary ► Outstanding Items**.

6. My Work and the Court Diary

These two menus are where most fee earners spend the day.

My Work

Screen	Shows
My Matters	Open matters where you are the responsible lawyer
My Hearings	Your upcoming hearings and deadlines, calendar first
My Outstanding Items	Checklist items still to be settled on your matters
My Time	Time you have recorded this month

Each of these is the ordinary list with a search filter already applied — not a separate screen. To widen any of them to the whole firm, clear the facet in the search bar. Nothing is hidden from you that you could otherwise see.

Court Diary

Screen	Answers
Cause List	Where must we be in the next seven days? Grouped by court
Hearings & Deadlines	Everything listed against every matter
Outstanding Items	What papers is the firm still missing, across all matters?

The **Cause List** answers a different question from *Hearings & Deadlines*: not "what is listed against this file" but "who must be in which court tomorrow morning". Read it off the screen at the start of the day.

7. Run a conflict check

Do this **before** you accept instructions.

1. **Law Firm ► Matters ► Conflict Check** (or the **Conflict Check** button on a matter).
2. Enter the names to search in **Names to Search** — one per line. Include the prospective client, the other side, and anyone connected such as directors or guarantors.
3. Optionally tick **Include Documents** to search the text of every land document you have read, not just matters and parties.
4. **Minimum Name Length** guards against a two-letter fragment matching half the database. Leave the default unless you have a genuinely short name.
5. Press **Run Check**.
6. Read the **Findings**. Press **Search Again** to adjust and re-run.

The wizard reports "**nothing found**", never "no conflict". It has searched the records in this database and told you what it saw; clearing a conflict is a professional judgement that remains yours.

When the check is done from a matter, the matter is stamped with the date, and the *Conflict Check Missing* filter stops listing it.

8. Hearings, court dates and deadlines

Add a hearing

Open the matter, go to the **Hearings** tab, and add a line — or use **Law Firm ► Court Diary ► Hearings & Deadlines ► New**.

1. **Subject** — what the listing is for.
2. **Type** — hearing, mention, judgment, deadline, and so on.
3. **Date & Time**, and **Ends** or **Duration**. Tick **All Day** for a date-only entry.
4. **Court / Venue**, **Courtroom** and **Judge**.
5. **Responsible** — who is attending — and any **Attendees**.
6. **Reminder (days)** — how many days ahead you want the activity to appear.
7. **Save**.

Work a hearing

Button	Use it when
Confirm	The date is fixed and in the diary
Mark Held	It happened — then record the Outcome
Adjourn	It was put off; the module creates the follow-up hearing and links the two
Cancel	It came out of the list

Switch to the **calendar** view for a court diary, or use the list grouped by week. The dashboard shows what is listed in the next 7 and 30 days.

The limitation watchdog

Every matter with a **Limitation Date** is monitored daily. As the date nears, the matter is flagged *Limitation Approaching*, then *Limitation Critical*, and it surfaces on the dashboard under **Deadlines**. A matter whose limitation date has passed is shown as

Limitation passed — the loudest tile on the screen.

9. Record a land parcel

Law Firm ▶ Land & Property ▶ Properties ▶ New.

1. **Name** the parcel the way your file refers to it.
2. Set the **Property Type** (agricultural, homestead, commercial...) and the **Tenure**.
3. On the **Survey & Area** tab, fill in what identifies the land in the record of rights:
 - **Mouza / Locality** and **JL No.**
 - **Survey Type** — C.S., S.A., R.S., B.S./City — and the **Khatian No., Dag / Plot No.** and **Map Sheet No.**
 - **Area** and its **Unit**. The module converts to square metres for you.
 - **Area per Deed** — the area the instrument claims. If it disagrees with the measured area, the parcel is flagged with an **area discrepancy**, which is exactly the kind of thing you want to catch before completion.
 - **Boundaries** north, south, east and west.
4. On the **Location** tab, record the address down to thana/upazila and district, the **Sub-Registry Office**, and latitude/longitude if you have them.
5. **Save.**

Link the parcel to a matter from the matter's **Properties** tab (the tab appears once **Real Property** is ticked).

10. Build the chain of title

The chain is the ordered list of who owned the land and how it passed to the next owner. Open the property and use the **Chain of Title** tab, or work the firm's whole chain from **Law Firm ▶ Land & Property ▶ Chain of Title**.

For each link, add a line and set:

1. **Owner** — the person or entity who held the land.
2. **Predecessor** — who they took it from. This is what makes it a *chain* rather than a list, so fill it in.
3. **Acquisition Mode** — sale, gift, inheritance, decree, and so on.
4. **Owned From** and, if they no longer hold it, **Owned To**. Leave *Owned To* empty for the current owner.
5. **Share** — numerator and denominator for an undivided share.
6. **Deed Document** — link the stored land document that evidences this link (section 12 puts it there), plus the **Deed No.**, **Deed Date** and **Consideration**.
7. **Mutation Done** — tick when the transfer has been mutated in the record of rights, and record the **Mutation Case No.** and date.

What the module checks for you:

- **Gaps** — a link whose predecessor does not match the previous owner is flagged, and the gap appears on the dashboard under *Chain-of-title gaps*.
 - **Unmutated transfers** — a completed transfer never mutated is counted on the dashboard. These are the ones that bite years later.
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11. Record encumbrances

Open the property and go to the **Encumbrances** tab — or list every encumbrance the firm has recorded at **Law Firm ▶ Land & Property ▶ Encumbrances**. Add a line:

1. **Description** and **Type** — mortgage, lien, lis pendens, easement, lease...
2. **Holder** — the bank or person with the benefit of it.
3. **Amount** where money is secured.
4. **Registered On, Expires On**, and the **Registration / Case No.**
5. **Severity** — how much it actually threatens the transaction.
6. Link the **Matter** and the **Document** it arises from.

When it is discharged, press **Mark Released** and record the **Release Deed / Order No.** An encumbrance past its expiry date is closed automatically by a nightly job (see section 23).

12. Read a land document with OCR

This is the heart of the module. You put in a scan; you get out searchable text, filled-in fields and a Word file.

Step 1 — Create the document record

Law Firm > Documents > Land Documents > New, or use the **Documents** tab on a property or a matter so it is filed against the right record from the start.

- 1. **Name** the document, e.g. *Sale Deed 1247/2019 — Mouza Kadamtali*.
- 2. Choose the **Document Type**.
- 3. Link the **Property** and/or the **Matter**.
- 4. Upload the scan into **Source File** — a PDF or an image.
- 5. Under **Custody**, set what you physically hold: **Original**, **Certified Copy**, **Photocopy** or **Scan Only**, plus the **Physical Location** (which cabinet, which file, or "returned to client"). An original in the strong room and a photocopy of unknown provenance carry very different weight, and this is where you say which it is.
- 6. Set an **Expiry Date** for anything that lapses — a rent receipt, a lease, a power of attorney.
- 7. **Save**.

Step 2 — Choose reading options (optional)

Open the **Reading Options** tab if this document needs different treatment:

- **OCR Language** — a Tesseract code such as `ben`, `eng`, or `ben+eng` for a bilingual deed. Leave empty to inherit the document type's language, then the company default.
- **Force OCR** — tick this only when a PDF carries a **bad** text layer from somebody else's OCR and you want it re-read from the image instead.

Step 3 — Press Read Document

The button sits at the top of the form. Reading happens immediately and the **Reading Status** moves through:

Status	Meaning
Not Read	The file is stored, nothing has been extracted
Queued	Waiting for the background reader
Reading	In progress
Read	Done — text and fields are available
Failed	Could not be read; the reason is shown on the form

For a large file, press **Queue** instead. The document is picked up by the background reader (which runs every few minutes) and you can carry on working.

Step 4 — Check how it was read

After a successful read, the form shows:

- **Read By** — either **PDF Text Layer** (the PDF's own text; nothing was guessed) or **Tesseract OCR** (the image was interpreted).
- **Confidence** — for OCR, the mean of Tesseract's own per-word confidences, weighted by how many words each page had. For a text layer this is 100%, because nothing was guessed.
- **Read Quality** — a plain-language band derived from that confidence:

Band	Confidence	What to do
High	90% and above	Spot-check the key figures
Medium	75% - 89%	Read the extracted text against the scan
Low — Check Carefully	below 75%	Treat every extracted value as unverified

The form also records **Pages**, **Words**, **Read On** and **Read Time**.

Confidence measures how sure the OCR engine was about the *characters* it saw. It says nothing about whether the document says what you hoped it says.

What OCR cannot do: handwriting

Tesseract reads print. It does not read handwriting — not in Bengali, not in any language. Its models are trained on typeset text, and a handwritten deed is outside what they can do.

This matters in Bangladesh, where older *bia* deeds and mutation papers are written out by hand on stamp paper. On such a document you should expect:

- the **printed** parts to be read — the stamp-paper heading, a typeset affidavit paragraph, the printed footer
- the **handwritten** body to come back as noise
- an overall confidence in the **25-40%** band, correctly banded as **Low — Check Carefully**

That is the tool working as designed and telling you the truth, not a fault to be configured away. For these documents the module still earns its keep as a **vault**: the scan is stored, filed against the property and the matter, given a custody status, previewed side by side, and its fields typed in once by a person and then searchable forever. Use the **Preview** tab with the scan on the left and type the deed number, mouza, khatian, dag and parties into the fields on the right.

A rough guide to what to expect:

Document	Typical confidence
PDF exported from a computer (has a text layer)	100% — nothing is guessed
Clean laser print or good 300 dpi scan	85-95%
Photocopied or faxed print	50-75%
Handwritten deed	25-40% — printed parts only

13. The preview screen

The **Preview** tab is the first tab on a land document, and it is where you verify a reading without leaving Odoo.

The scan is on the left. The extracted text is on the right.

Control	What it does
Page navigation (PDF)	Move through the scanned pages
Zoom / rotate / fit (images)	Read faint or sideways scans
Search box (right pane)	Find a word in the extracted text and highlight every hit
Recognised-value chips	Click a value — e.g. a deed number — and it lights up in the text so you can check it against the image
Page marks	Show where each scanned page begins in the text

Chip colours: **green** means the value was written into a field on the record; **grey** means it was recognised and recorded but not written (usually because you had already filled that field in by hand).

This is the fastest way to answer the only question that matters: *does the extracted text actually match the paper?*

14. Check the recognised fields

The **Recognised Fields** tab lists every value the extraction rules found, with the rule that found it, the confidence, and — where a value was **not** written to a field — the reason why.

The golden rule: a rule never overwrites something you typed. If you entered the deed number yourself, the rule records what it found and leaves your value alone.

To re-run the rules — after you have edited a rule, or added a new one — press **Re-apply Rules**. This re-reads the *stored text*; it does not re-read the scan, so it is instant.

Values recognised for the document (deed number, dates, volume/page/serial, consideration, seller, buyer, witnesses, sub-registry) land on the document. Values recognised for the land (mouza, khatian, dag, area) can be written to the linked property.

15. Export to Word (.docx)

1. Press **Build Word File** (or leave **Auto-generate Word File** on in Settings and it is built for you after every successful read).
2. Press **Download Word File**.

The **.docx** contains the full transcript in a monospaced font, so the column alignment of a khatian survives, and a provenance header recording which file it came from, which engine read it, when, and at what confidence.

Every exported file carries a disclaimer stating that it is a machine-generated transcript and not a certified copy.

Leave it there — it is what makes the file safe to hand to a colleague.

16. Review and accept a document

A machine read it. A person still has to sign it off. The **Verification State** is deliberately separate from the reading status:

State	Meaning
Not Reviewed	Nobody has checked it yet
Reviewed & Accepted	A human compared it with the scan and accepted it
Questioned	Something does not add up; do not rely on it yet
Rejected	The reading, or the document, is not usable

To accept a document: open it, verify the values against the scan using the **Preview** tab, then press **Mark Reviewed**. Your name and the date are stamped on the record.

Law Firm ► Documents ► Review Queue lists everything still waiting. Work it down to empty. The dashboard shows the same count under *Awaiting review*.

17. Read many documents at once

Law Firm ▶ **Documents** ▶ **Batch Reader**

To digitise a stack of new scans:

1. Leave **Mode** on **Upload New Documents**.
2. Drop in as many PDFs and images as you like under **Files**. Each becomes its own land document.
3. Set **File Against Property** / **File Against Matter** and the **Document Type** — these are applied to every file in the batch.
4. Set the **Custody** type for the batch.
5. Choose **Run Now** to read them immediately, or leave it off to queue them for the background reader (better for a large stack).
6. Press **Read Documents**.

To re-read documents you already have — for example after installing a new Tesseract language pack — set **Mode** to **Re-read Selected Documents**, pick them, optionally tick **Force OCR**, and press **Read Documents**.

The wizard shows the **Engine Status** before you commit, so you find out that a language pack is missing *before* you queue two hundred files.

18. Write your own extraction rule

Extraction is data, not code. If your registry words its documents differently, you can teach the module without touching Python.

Law Firm ▶ **Configuration** ▶ **Extraction Rules** ▶ **New**

1. **Name** the rule so a colleague can tell what it is for.
2. **Document Types** — restrict it to the types it applies to, or leave empty for all.
3. **Pattern** — a regular expression with a capture group around the value you want. Use `[ \t]*` rather than `\s*` between a label and its value: `\s` matches newlines too, so a heading will otherwise swallow the line below it.
4. **Group Index** — which capture group holds the value (usually `1`).
5. Options: **Case Insensitive**, **Multiline**, **Dot Matches Newline**.
6. **Target** — choose the model (document or property) and then the field, from a fixed list. You cannot point a rule at an arbitrary field.
7. **Value Type** — text, number, date, or money — plus **Day First** for `dd/mm/yyyy` dates and **Strip Characters** for punctuation to discard.
8. **Normalise Local Digits** — converts Bengali, Devanagari, Arabic-Indic and Persian numerals to 0–9. Leave this **on** for any document with local numerals, otherwise `১২৪৭` is not read as `1247`.
9. **Confidence** — how much you trust this rule.
10. **Overwrite Existing** — leave **off** so the rule never overwrites a value a person entered.

Test it before you rely on it

Paste a sample into **Test Text** and press **Test Rule**. **Test Result** shows exactly what the rule captures. Iterate here — not on live files.

A real trap, worth knowing. In Bengali, বিক্রেতা (*seller*) literally contains ক্রেতা (*buyer*). A naive buyer rule therefore captures the seller's name. The shipped rule uses a negative lookbehind to prevent this. If you write rules for a language with compound terms, test for this class of mistake.

19. Record time and disbursements

Time

From the matter's **Time** tab, or **Law Firm** ▶ **Billing** ▶ **Time Entries** ▶ **New**:

1. **Date**, **Matter**, **Fee Earner**.
2. **Description** — this is what the client reads on the fee note, so write it for them.
3. **Hours** and the **Rate** (defaulted from the matter).
4. **Billable** — untick for time you are writing off.

Disbursements

From the matter's **Disbursements** tab, or **Law Firm** ▶ **Billing** ▶ **Disbursements** ▶ **New**:

1. **Date**, **Matter**, **Description**, **Amount**.
2. **Rechargeable** — tick if the client is to bear it.
3. Press **Confirm**.

A disbursement must be confirmed before it can be recharged. A draft disbursement is invisible to the billing wizard. This is the single most common reason a fee note comes out lighter than expected.

20. Bill a matter

1. Open the matter and press **Bill Matter**.
2. Check the preview: **Unbilled Hours, Fees, Disbursements, Total**.
3. Set the **Invoice Date** and, if you are billing to a cut-off, **Include Work Up To**.
4. Choose what to include: **Bill Time, Recharge Disbursements**.
5. Choose the **Time Detail** the client will see:
 - **One line per time entry** — full transparency
 - **One line per fee earner** — grouped, with a correct effective rate
 - **A single summary line** — one line for the lot
6. Pick the **Service Product** if the default is not right.
7. Add a **Covering Narrative** to head the invoice if you want one.
8. Press **Create Draft Invoice**.

The invoice is created in draft, always. Billing a client is a decision, not a side effect of pressing a button, and a fee note usually needs a human edit before it goes out. Review it, then post it in Accounting as normal.

Every billed time entry and disbursement is linked to the invoice line that billed it, so nothing can be billed twice.

21. The dashboard

Law Firm ► Dashboard — the practice at a glance. Read it top to bottom; it is ordered by what hurts most.

1. **Deadlines** — limitation passed, limitation critical, hearings in the next 7 and 30 days, and the next hearings listed by date.
2. **Needs attention** — the problems worth your morning: failed reads, chain-of-title gaps, unmutated transfers, low-confidence documents, area discrepancies, missing conflict checks.
3. **Caseload** — open matters, mine, opened this month, land matters, with charts by stage and practice area.
4. **Document vault** — documents stored, awaiting review, mean read confidence, and charts by reading status, type, engine and month.
5. **Real property** — parcels, encumbered, unmutated transfers, and charts by title status and mouza.
6. **Unbilled work** — unbilled hours and fees, and disbursements to recharge.

Every tile is clickable and opens exactly the records it counted. The **Refresh** button re-reads the figures. You only ever see numbers for records you have permission to open, so a fee earner's dashboard is their own caseload.

22. Printed reports

Open a record, then use the **Print** menu.

Report	Print it from	What you get
Matter File	A matter	The file summary — parties, court, hearings, deadlines, time and disbursements
Property Dossier	A property	The parcel: survey identifiers, area, boundaries, chain of title, encumbrances, documents
Document Register	Land documents	A register of stored documents with type, date, custody, reading status and verification state

23. What runs automatically

Five scheduled jobs do the routine work. A Manager can review them under **Settings ► Technical ► Scheduled Actions**.

Job	What it does
Read Queued Land Documents	Reads everything queued for OCR
Limitation Deadline Watchdog	Raises activities as limitation dates approach
Hearing Reminders	Raises an activity ahead of each hearing, per its reminder days
Document Expiry Reminders	Warns before a document with an expiry date lapses
Expire Lapsed Encumbrances	Closes encumbrances past their expiry date

24. Troubleshooting

"Read Document" gives an error about Tesseract or poppler. The OCR software is not installed on the server. Open **Law Firm ► Configuration ► Settings** and read the **Engine Status** panel — it names exactly what is missing. Text-layer PDFs keep working meanwhile.

A Bengali (or Arabic, or Chinese) scan comes out as gibberish. The language pack is missing, or the wrong language was used. Check Engine Status for the languages your server has, install the pack you need (e.g. `tesseract-ocr-ben`), then set **OCR Language** on the document — or on the document type, so it applies to every future document of that kind — and re-read.

The language I want is not in the Settings dropdown. That dropdown lists only the Tesseract packs installed on this server, so a missing entry means a missing pack. Install it (e.g. `tesseract-ocr-ara`), then reload the page — no Odoo restart or upgrade is needed for it to appear.

A handwritten deed reads as gibberish, around 30% confidence. This is expected. Tesseract recognises printed text only; handwriting is outside what it can do. The printed parts of the page are read and the handwritten body is not. Store the scan, use the **Preview** tab and enter the key fields by hand — see *What OCR cannot do: handwriting* in section 12. Raising the DPI, changing the page mode or pre-processing the image will not change this.

The scan is low resolution. Check the resolution the pages were actually scanned at, not the DPI setting in Odoo. Rasterising a 150 dpi scan at 300 dpi does not add detail that was never captured — it only makes the file bigger. Re-scan at 300 dpi or more if you can.

Confidence is high but the text is wrong. Confidence measures certainty about *characters*, not correctness. Long conjunct clusters in Bengali prose are a known weak spot. Use the **Preview** tab to compare against the scan, and correct the fields by hand — your values will not be overwritten.

Numbers are missing from a document with local numerals. Open the rule under **Configuration ► Extraction Rules** and turn on **Normalise Local Digits**, then press **Re-apply Rules** on the document.

A rule captured the wrong thing — the label above the value. The pattern almost certainly uses `\s*`, which crosses line breaks. Change it to `[\t]*` and test in **Test Text**.

"Re-apply Rules" changes nothing. That is the safety net working: the fields already hold values entered by a person. Clear the field first, or tick **Overwrite Existing** on the rule if you really mean it.

The fee note is missing disbursements. They are still in draft. Open each and press **Confirm** — only confirmed, rechargeable disbursements are billed.

"There is nothing to bill on this matter." Either everything is already invoiced, or the time is marked non-billable, or the disbursements are unconfirmed.

Closing a matter raises an error about a closing stage. No stage is ticked **Closing Stage**. Fix it under **Law Firm ► Configuration ► Stages**.

A fee earner cannot see a matter. Users see matters they are responsible for or a team member of. Add them to **Team Members**, or give them the **Manager** level.

An area conversion looks wrong. Katha, bigha and kani are not nationally standardised and ship marked *not exact*. Check the ratio under **Configuration ► Land Area Units** against your local practice.

25. Glossary

Term	Meaning
Matter	One case or file — the central record of the module
Limitation date	The last day on which a claim can be brought
Conflict check	A search for connections that would prevent you acting
Mouza	Revenue village; the basic unit of land records
JL number	Jurisdiction List number identifying a mouza
Khatian	Record of rights — who holds what in a mouza
C.S. / S.A. / R.S. / B.S.	Successive cadastral surveys; each has its own khatian series
Dag	Plot number within a mouza
Porcha	A certified extract of the record of rights
Mutation (namjari)	Updating the record of rights after a transfer
Dakhila	Land rent receipt
Saf Kabala	Absolute sale deed
Heba	Gift deed
Bainanama	Agreement for sale
Encumbrance	A charge on land — mortgage, lien, lis pendens, easement
Lis pendens	Notice that litigation over the land is pending
Chain of title	The ordered succession of owners and the deeds linking them
Text layer	Real text embedded in a PDF, as opposed to a picture of text
OCR	Optical Character Recognition — reading text out of an image

Easy Law Firm · Odoo 19 Community · This manual describes the module as shipped. Your firm's configuration may differ.

Appendix — What changed in 19.0.2.0.0

Area	Change
Practice areas	7 → 13. Added Banking & Loan Recovery, Writ & Constitutional, Intellectual Property, Arbitration & ADR, Admiralty & Shipping, and Immigration/NGO & Regulatory. Matter types 12 → 73
Matter checklist	New. Each matter type carries a template of required papers and steps, copied onto every new matter
Limitation	Periods can now be set in days as well as months, each carries the provision it came from, and each must be verified locally before it is trusted
Menus	Reorganised around the working day: My Work and Court Diary added, <i>Real Property</i> renamed <i>Land & Property</i>
Dashboard	New practice overview with drill-down from every tile
Document preview	New side-by-side scan and extracted text, with search and clickable recognised values
OCR language	Now a dropdown built from the language packs actually installed on the server, instead of a free-text code
OCR page mode	Default changed from 6 to 3 . Measured on real registry scans, mode 6 made Tesseract invent text over stamp-paper artwork
Handwriting	Documented honestly: Tesseract reads print, not handwriting. See section 12
Module name	Renamed <code>easy_law_management</code> → <code>easy_law_firm</code> ; the menu is now Law Firm

Upgrading adds the new practice areas, matter types and checklist templates without overwriting anything you have edited — the shipped records are marked *no-update*, so your changes to them survive.

Matters opened before the upgrade are **not** touched: they keep their limitation dates, and they start with no checklist, because a checklist is built when a matter is opened. To give an existing matter its checklist, open it and press **Reload from Matter Type** on the *Checklist* tab.