

DAVID CHAMBERS

Legal Practitioners & Estate Consultants

Client Portal Quick Guide

Your Secure Case Tracking Dashboard

Login Credentials

Email	your.email@example.com
Password	Provided in your Engagement Letter

Change your password immediately after first login

Welcome to Your Client Portal

Your Client Portal gives you 24/7 secure access to your legal case. You can check your case progress, read messages from your lawyers, view your documents and track your invoices — all in one place, at any time.



Access your portal at: <https://davidchambers.ng/pages/portal.html>

1. How to Log In

1. **Open your browser** — Go to the portal URL above (bookmark it for easy access)
2. **Enter your email** — Use the email address you registered with the firm
3. **Enter your password** — Use the password provided in your engagement letter
4. **Click Secure Login** — Your dashboard will load with your case information



Your session is saved in your browser. You can close and reopen the tab without logging in again during the same session.

2. Your Dashboard — 5 Tabs Explained



Overview Tab

The first thing you see when you log in. Shows:

- Your case status (Active, Pending, Closed)
- Your overall case progress percentage (e.g. 60% Complete)
- Current step your case is on
- Number of unread messages from your legal team
- Your next court date or appointment



My Case Tab

Full details about your case including the complete progress tree:

- Case reference number, type, lead counsel and court
- Filed date and next hearing date
- Full timeline showing every step — green (done), gold pulsing (current), grey (upcoming)
- Progress bar showing percentage completion



Documents Tab

All documents your legal team has uploaded for your case:

- Court filings, engagement letters, statements of claim
- Court summons and hearing notices
- Any other documents related to your matter

Documents are added by your lawyer — you will see them here as soon as they are uploaded.

 Messages Tab

Secure communication with your legal team:

- Read messages sent by your lawyers — unread messages are highlighted
- Send messages to your legal team using the compose box at the bottom
- All communications are protected by attorney-client privilege

 Invoices Tab

Track all your fees and payments:

- View each invoice with reference number, description and amount
- See payment status — Paid (green) or Due (red)
- Bank transfer details shown at the bottom for outstanding payments

3. Understanding Your Case Progress Tree

The timeline on the My Case tab shows every step in your case journey. Here is how to read it:

Feature	Access	Notes
Green circle with tick 	Completed	This step is done
Gold pulsing circle 	Current	Happening now — your active step
Grey empty circle 	Upcoming	Step not yet started
Progress bar at top	Overall	Shows % of case completed

 When your lawyer moves a step forward, you will see it updated in your portal on your next login — no refresh needed.

4. Sending a Message to Your Legal Team

5. Click the Messages tab —

6. **Scroll to the bottom** — You will see a text box labelled "Send Message to Your Legal Team"
7. **Type your message** — Ask questions, request updates, or share information
8. **Click Send Secure Message** — Your lawyer will see it in the admin portal and respond



For urgent matters — especially criminal cases — always call or WhatsApp directly: 08037098327. Portal messages are for non-urgent communications.

5. Frequently Asked Questions

I forgot my password — what do I do?

Contact the firm directly: call 08037098327 or email davidchambers542@yahoo.com. Your password will be reset and shared with you securely.

My portal shows "No case on file" — why?

Your case has not yet been set up in the system. Please contact the firm to confirm your case reference and portal access.

Can I download my documents?

Currently documents can be viewed in the portal. To get a copy, contact your lawyer via the Messages tab or call the firm directly.

How often is the portal updated?

The portal is updated in real time by your legal team. Every time your lawyer adds a timeline step, sends a message or uploads a document, it appears immediately the next time you load your portal.

6. Contact the Firm

Phone / WhatsApp: 08037098327

Email: davidchambers542@yahoo.com

Office Hours: Monday – Friday: 9:00 AM – 5:00 PM WAT

Location: Abuja FCT, Nigeria

For emergencies outside office hours, WhatsApp is the fastest way to reach us.