

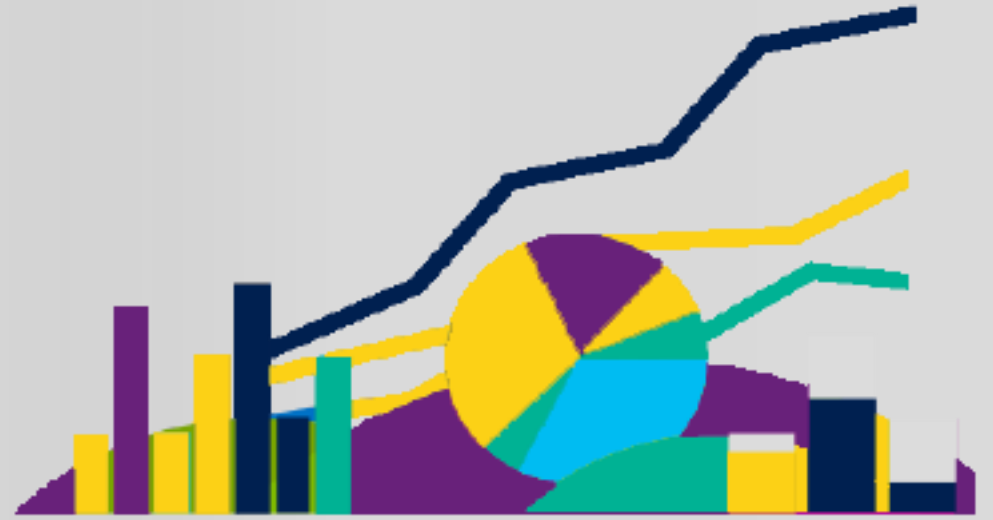
# LawToolBox365

Matter-Based Deadlines Inside Outlook

LawToolBox  .com

Deadlines. Anywhere. Anytime.

# Market Dynamics



“Missed deadlines account for almost 40% of malpractice claims against litigation attorneys.”

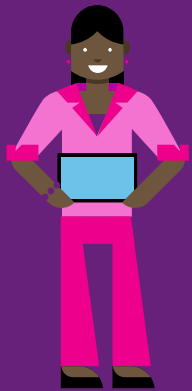
–ABA Lawyers Professional Liability Committee (2000-2007)

70% of law firms rely on Microsoft Outlook to manage case deadlines.

Most law firms research and calculate deadlines by hand, adding deadlines to Outlook calendars one at a time.

# Customer Challenges

## Paralegal

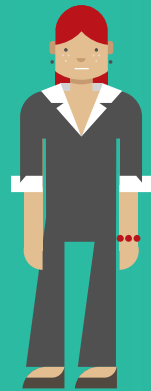


Needs reliable tools to calculate and manage deadlines.

Needs to share deadlines internally and externally.

Needs to manage court rules changes.

## Lawyer



Wants to minimize error and risk of manually inputting deadlines.

Wants to manage email and calendar from mobile devices.

Needs links to resources for complex deadlines .

## Office Manager

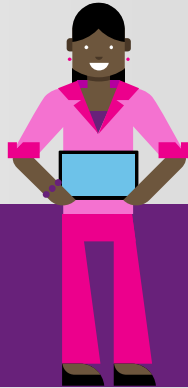


Needs to implement an easy-to-learn and familiar solution.

Wants to manage real-time reports.

Needs to implement an affordable, customizable solution.

# Solution



## Paralegal

Instantly calculate and re-calculate deadlines as emails arrive without having to leave Outlook.

Share deadlines and updates internally with all team members involved and externally with co-counsel, experts, and clients without installation requirements.

When rules change LawToolBox365 notifies users so they can instantly update calendars to reflect rule changes.

## Lawyer

Deadlines are managed in a systematic and methodical way to reduce risk with concise deadline descriptions in Outlook.

View deadlines anytime and anywhere using Microsoft Office for iPhone, iOS and Android.

Use authority links to analyze complex deadlines.



## Office Manager

No training necessary with this Office 365 add-in. Users can learn how to use it in minutes!

Manage real-time reports by attorney, paralegal or firm-wide where attorneys spend their day, in their Outlook inbox.

Reduce cost through efficient deadline and calendar management, reduced risk and maximizing malpractice insurance discounts.



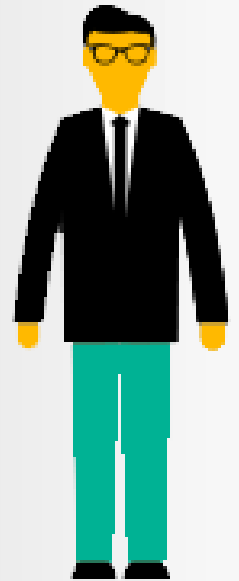
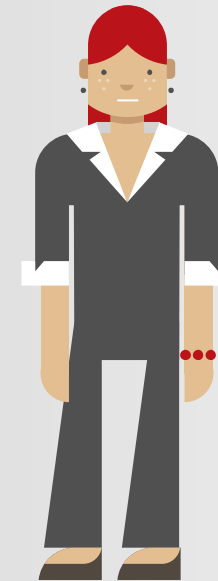
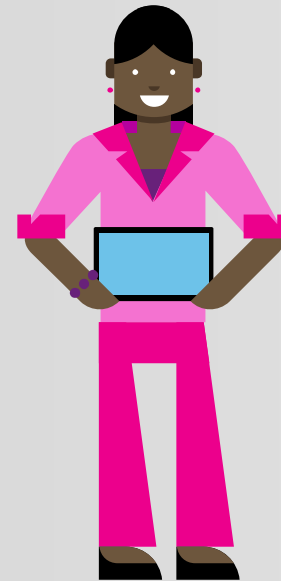
# Solution Overview

Get work done from anywhere and anytime.

Calculate, access, and share deadlines securely from anywhere.

Manage risk and avoid missed deadlines

Migration to cloud on your own terms.



# Key Features

Rule changes  
automatically  
reflected

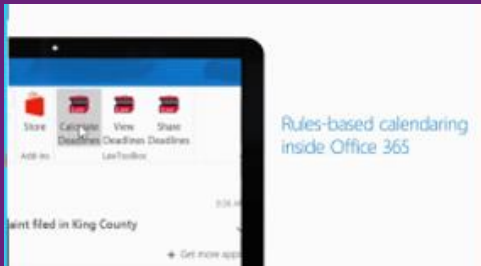
Robust docketing  
system

Do it all inside  
Outlook

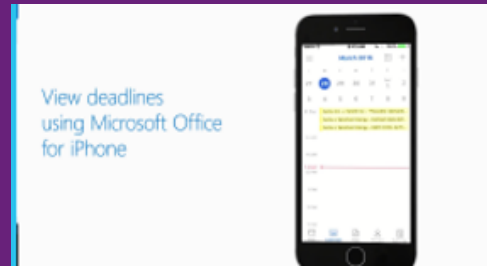
Automatically  
update calendars



# Key Benefits



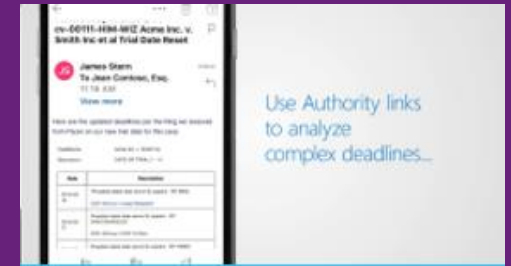
Deploys easily with simple administration and rock-solid security.



Exists entirely inside Office 365 on a secure enterprise-grade cloud-based platform.



Merges email management and rules-based calendaring together.



Integrates court rule-sets for each state and federal court.



# Microsoft Technology Integration



Office 365



Microsoft Outlook



Matter Center for Office



Microsoft SharePoint





# Proof Points

“With a few clicks, all my litigation deadlines are integrated into my Outlook calendar. Rather than worrying about deadlines, I can focus on my legal work.”

— John Browning, Attorney, Browning Law Group

“This tool will provide great opportunity for modern lawyers as they look to optimize their businesses in our increasingly digital world.”

— Cindy Bates, VP of Microsoft US SMB

# Case Studies

Donald L. Davis, Deputy General Counsel,  
Los Angeles Unified School District

"LawToolBox is THE solution to our firm-wide calendaring and deadline management challenge! Seamlessly integrates with Time Matters."

Geoffrey Blue, Attorney

"We love the new LawToolBox app! It allows me to closely track my deadlines with the click of a button. It's very convenient and helps me stay on top of my workload, which is especially important for a lawyer in a small firm like ours."

# Next Steps

Learn more about  
LawToolBox365 today.

Website:

[LawToolBox.com/Office365](http://LawToolBox.com/Office365)

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