

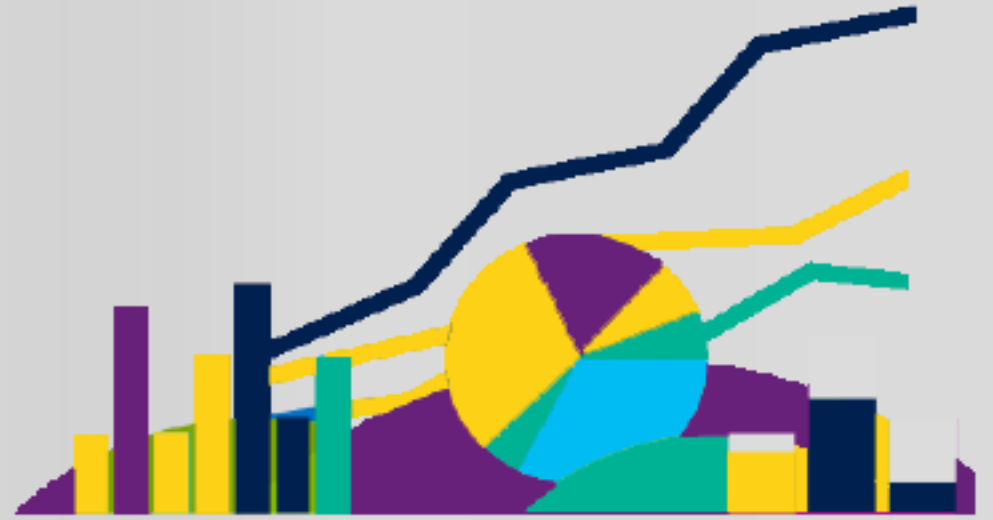
LawToolBox365

Office For Legal With Deadlines

LawToolBox  .com

Deadlines. Anywhere. Anytime.

Market Dynamics



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

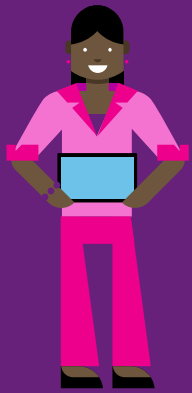
–ABA Lawyers Professional Liability Committee (2000-2007)

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

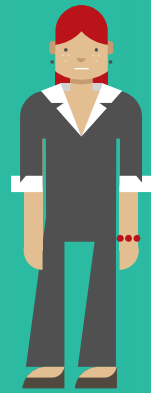


Needs reliable tools to calculate and manage deadlines internally and externally

Needs to manage court rules changes.

Needs matter-based document folder, notes, inbox and calendar

Lawyer



Wants to minimize risk of manually inputting deadlines.

Wants to manage key info by matter including email, docs, notes and calendar from mobile devices.

Needs links to resources for complex deadlines.

Office Manager

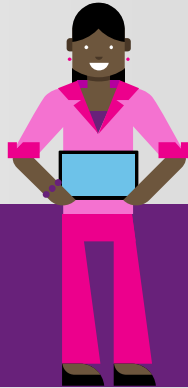


Needs to implement an easy-to-learn and familiar solution – without making attorneys learn new software program.

Wants to manage real-time reports.

Needs to implement a secure, familiar, affordable, flexible 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

When rules change user notified and can instantly update calendars to reflect rule changes.

Tools in Inbox to manage email, docs, notes and calendar by matter



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.

Quick access to matter-based document folders, inbox, notes and calendar.



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 from Outlook inbox.

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

Matter management tools built on secure and familiar Office 365 and SharePoint platform

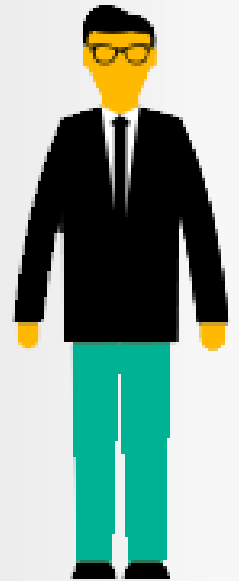
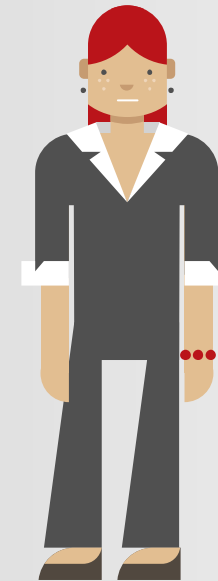
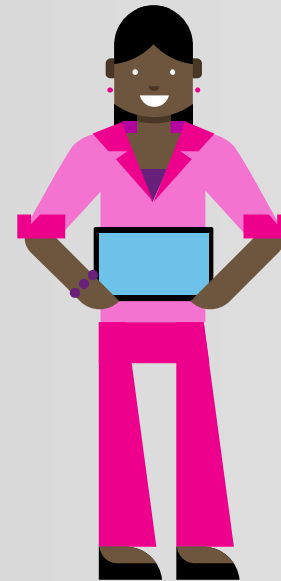
Solution Overview

Get work done from anywhere and anytime.

Calculate, access, and share deadlines securely from anywhere.

Manage risk and avoid missed deadlines

Leverage Office 365 and SharePoint to manage email, docs, notes and calendar for each matter



Key Features

Rule changes
automatically
reflected

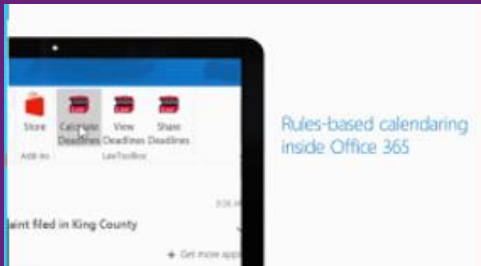
Robust docketing
system

Do it all inside
Outlook

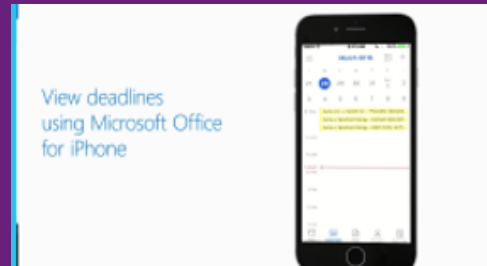
Matter-based
deadlines, email,
calendar, docs,
and notes



Key Benefits



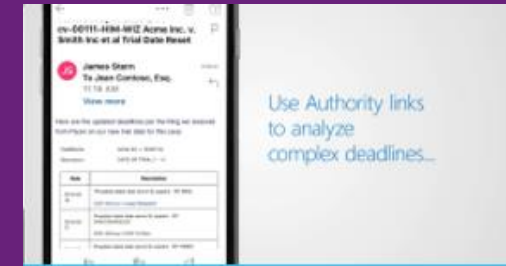
Deploys easily with simple administration on a secure enterprise-grade cloud-based platform.



Leverages security and provides matter-based email, docs, notes and calendar inside Office 365 and SharePoint with software firms are already paying for.



Merges rules-based deadline calculators and calendar management.



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

Microsoft Technology Integration

Based on
Office 365
Groups
enabled for
Teams,



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.

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