

# LawToolBox365

Office for Legal with Deadlines

LawToolBox365 merges rules-based calendaring, email, docs, notes and calendar together inside Microsoft Office.

**Deadlines. Anywhere. Anytime.**

Integration capabilities:



## Target Customers

Law Firms  
Legal Departments  
Insurance  
Professional Services  
Government Agencies

## Key Features

Court Deadlines inside Outlook  
Rules-based calendaring  
Custom deadline & email templates  
Matter-based document folders, notes, calendar, inbox, chat

[\(more\)](#)

## Microsoft Products

Office 365  
Microsoft Outlook & Exchange  
SharePoint & OneNote  
Office 365 Groups & Teams  
Skype for Business  
Matter Center for Office 365



Is your staff manually calculating deadlines? Are they entering deadline into calendars one-at-a-time? What happens when any attorney leaves or cases get re-assigned? Are attorney calendars cluttered with deadlines that don't apply? How do you track rule changes? What systems does your firm have in place avoid missing deadlines, which account of almost 40% of malpractice claims\* against litigation attorneys.

LawToolBox365 provides a centralized deadline management solution that automates rules-based calendaring for 50 states. When a new matter is set up LawToolBox365 will also automatically create for that matter a shared inbox, a document folder, calendar, and notebook inside Microsoft Office.

Legal professionals can docket their deadlines as emails arrive from STATE courts, PACER federal courts, opposing counsel, and clients. After calculating deadlines, users can also update internal Outlook calendars or external team member Google, iCal, Lotus Notes calendars, and case management calendars that two-way sync with Outlook.

LawToolBox365 offers extensive system-wide and personal deadline management and "build-your-own" deadline templates, automatic rules-based calendaring, real-time reporting, and internal and external sharing capabilities to maximize efficiency and minimize risk for your organization.

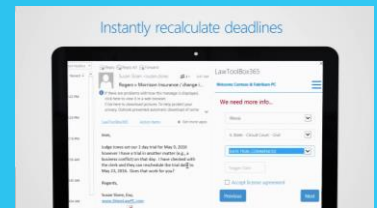
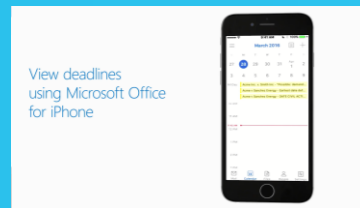
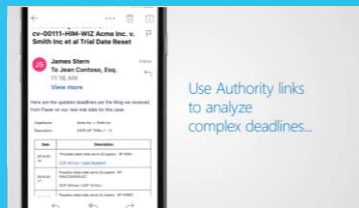
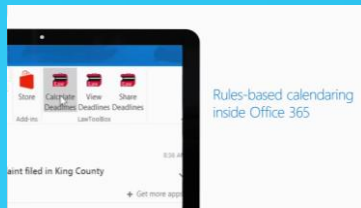
\*ABA Lawyers Professional Liability Committee 2000-2007

Grow Efficiently

 Microsoft

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## Key Benefits

### **CALCULATE DEADLINES – Entirely inside Office 365 on a secure enterprise-grade cloud-based platform.**

With integration into applications used every day, such as Microsoft Outlook, users are quick to learn and utilize LawToolBox365. Legal professionals are empowered to calculate and update deadlines based on US state and federal court rules (e.g., select “California Superior Court — LA County”, select a trigger date such as “Date Trial Commences” and in this example calculate 50+ deadlines in minutes).

When drafting emails, legal professionals can insert templates, legal clauses, and matter deadlines directly into emails without changing screens maximizing efficiency and minimizing risk of error.

Concise deadline descriptions make it possible for litigators to easily know deadlines due on any given day without opening each item. LawToolBox365 is so intuitive and simple to use, anyone can start using it minutes.

LawToolBox365 gives legal professional another set of eyes watching for court rule changes, and when rules change, it notifies them and updates their calendar.

### **SHARE & MANGE DEADLINES – Connects all necessary participants with internal and external sharing capabilities.**

Users can share case deadlines internally to team member Outlook calendars and externally to a client’s Google calendar, a witness’s Outlook calendar, an expert’s iCal calendar, or an insurance adjuster’s Lotus Notes calendar (with no software downloads required on recipient end). And, if a law firm is using a legal matter management system that two-way syncs with Outlook, they can also see LawToolBox case deadlines in their system’s calendar.

Deadlines, team members, and court rules change all the time, and manually entering deadlines is risky. Missed deadlines are the number one cause of attorney malpractice claims\*. When an email notice from a court for a new trial date arrives, for example, a legal professional can instantly recalculate deadlines inside Office 365, in one step, in everyone’s calendar, all at the same time.

Users can also automatically “update” deadlines as events change and “remove” deadlines as users get re-assigned and case resolve.

### **MATTER-BASED EMAIL, DOCS, NOTES & CALENDAR – Leverage features of Office 365 you are already paying for.**

When a user sets up a new matter in LawToolBox365, they have the option to automatically create for that matter a shared inbox, a document folder, calendar, and notebook inside Microsoft Office.

More specifically, each case can have its own matter-specific: (i) shared Inbox for aggregating case emails, (ii) document folder enabled through SharePoint to store files in a secure platform with advanced sharing options and version control, (iii) calendar in Office 365 that adds deadlines to user calendars, and (iv) notebook for case notes leveraging OneNote’s powerful and secure organizational tools.

Deadlines, emails, docs, notes, calendar can all be accessed anywhere anytime on mobile devices using Microsoft Office for iPhone, iOS and Android.

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[www.lawtoolbox.com/office365](http://www.lawtoolbox.com/office365)

### **Proof Points**

“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.

—Jeff Blue, Attorney

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

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

“LawToolBox is practice critical; knowing that I’m not missing any litigation deadlines brings peace of mind and save times. With LawToolBox365 case deadlines in Outlook, tracking deadlines is smooth and quick. I always know when case deadlines are looming, which means I won’t miss any. 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. Thank you LawToolBox!”

—John Browning, Esq., Browning Law Group

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