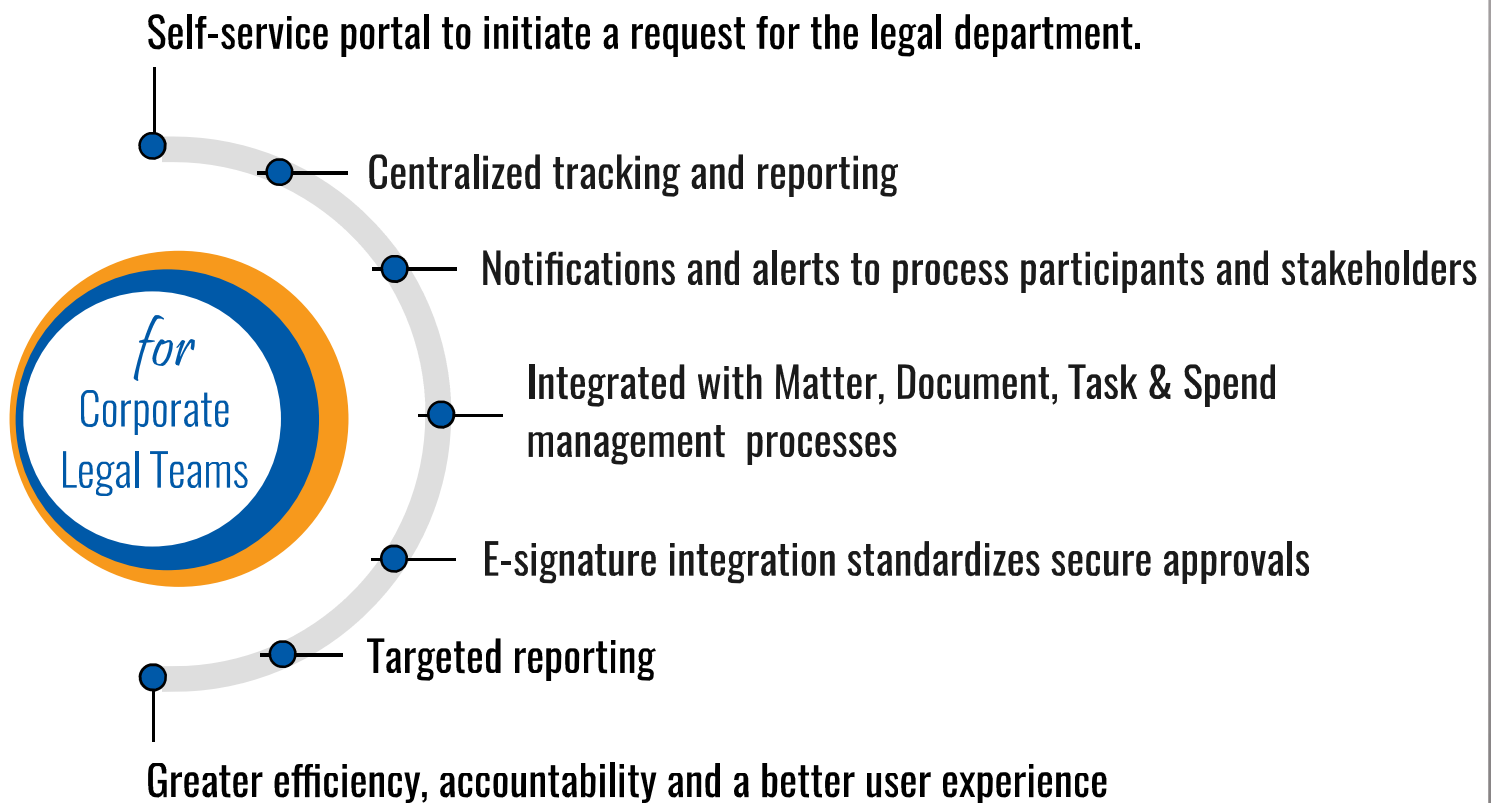


Cloud Based

Request & Matter Management Platform for Corporate Legal Teams

A single unified platform which gets requests, matters, people, clients, documents, communication, dates and external counsel together in one place.



Request Management

- Self Service Customized Forms
- Evaluate Requests
- Single Dashboard
- Uniform and consistent Reporting
- Notifications & Alerts
- Centralized Tracking & Management
- Assign tasks to appropriate staff and improve productivity
- Integrated with Matter Management

Matter Management

- Matter List
- Dashboard
- Central Repository of open & Archival Cases
- Time Entry
- Manage Outside Counsel
- Calendar Management
- Rights Management
- Reports
- Conflict Check
- Global Search

Document Management

- Centralised Repository of Documents
 - Check in/Check Out
 - Versioning of Documents & Audit Trail
 - Mark documents as Confidential
 - Share files securely
 - Restricted user Rights
 - Collaborative Working
 - Quick Search & Retrieval
- Integrated with Dropbox, One Drive, Google Drive

Task Management

- Assign/Accept/Reject Task
- Dashboard to monitor and track
- Email Alerts & Notifications
- Calendar Time Entry
- Avoid Conflicts & Plan Optimally

Litigation Tracking

- Track cases across all Courts & Tribunals in India
- Automated Case Alerts
- Personalized Cause List
- Litigation Search
- Litigation Verification Check
- Orders, Judgments and Timeline

Tools

- Digital Signature
- Bundling of PDF
- Compare Document
- Email Sync
- Global Search
- OCR
- Translator
- Integration – Drop Box, One Drive, Google Drive
- Calendar / Google Calendar
- Manupatra Integration - Legal Research

Expense Management

- Record Expenses
 - ::Client wise
 - ::Matter-wise
 - ::User wise
 - ::Billable/Non-billable
- Save supporting receipts
- Time Entry tracking
- Report generation
- Quick search and retrieval
- Reduce frauds and manipulation.
- Analyse expenses and monitor spending

Team Collaboration & Communication

- File share and Sync
- Co-editing / Collaboration
- Communication Tab
- Knowledge sharing
- Chat
- Collaborative task management

