THE SOFTWARE FOR EVERYONE IN YOUR OFFICE.™

IT   General Counsel   Department Manager   Attorney   Finance   Administrative

AND WHY THAT'S IMPORTANT TODAY.

Today more than ever, corporate legal departments need to run leaner and run smarter. Everyone must be on the same page, using the best information, and delivering more value to your organization on a limited budget.

That's why ProLaw® software that truly integrates your entire office is so vital to efficient workflow, so you can do more with fewer resources.

Imagine entering data just once and having it propagate for other areas to share … managing your department in one place, aided by integration with Microsoft® Outlook®, Word, and Excel® … coordinating all functions from matters and contacts to time and expense tracking … even accessing Westlaw® or WestlawNext™* for legal research or dockets without leaving ProLaw. And, having enhanced reporting that shows you business metrics and performance against them.

That's the kind of efficiency you need today to automate processes, reuse knowledge, eliminate rework, and reduce administrative overhead.

So you can spend more time providing high-quality legal counsel to your company.

PROLAW. WHERE IT ALL COMES TOGETHER.

FRONT OFFICE

Document Assembly

Email and Electronic File Management

Appointment, Task, and Deadline Management

Matter Management

Rules-based Court Docketing and Calendaring

Westlaw® Legal Calendaring Rules™

In-Context Westlaw and WestlawNext* Research

BACK OFFICE

Document Management

Contact Relationship Management

Time and Expense Tracking

Budgeting

Department-wide Reporting

Practice Area Modules

Records Management

ONE OFFICE

What are the marks of truly integrated software for your legal department? Best of breed applications that all work together: Microsoft Outlook, Word, Excel, and Adobe® Acrobat®. Accessibility from your email, calendar, or documents. Easy searching in Westlaw and WestlawNext.* Department-wide reporting. And the security you expect from the industry leader.

INTEGRATION. EFFICIENCY. PRODUCTIVITY.

MATTER MANAGEMENT

A little organization and automation goes a long way toward helping your department manage legal matters more productively, while reducing the risk of inaccuracies.

- Manage all legal matter information in one place; enter information only once
- Get key information anytime, anywhere, via your Windows® desktop or Web browser

CONTACT RELATIONSHIP MANAGEMENT

ProLaw* streamlines your contact essentials so you won't miss one communication.

- View company and law firm contact details all in one place
- Stay current with time, expense, budget, and matter information for the matters your department is managing

DOCUMENT MANAGEMENT

ProLaw's centralized system allows all of your users to conveniently access critical information.

- Retrieve documents quickly from any workstation
- Enhance the organization and confidentiality of your vital corporate records
- Utilize document management capabilities such as searching, retrieval, and organization
- Protect confidential information and prevent unauthorized access

DOCUMENT ASSEMBLY

Simplify document production, reduce data input errors, and build a repository of critical documents.

- Work smarter with our built-in document management and assembly system

EMAIL AND ELECTRONIC FILE MANAGEMENT

ProLaw integration with Microsoft Outlook lets you easily save and retrieve email and files within the context of relevant matters. You can drag and drop emails directly to ProLaw matter folders shown in Outlook. Plus, you can:

- View real-time ProLaw matter information from within Outlook
- Share information department-wide to keep everyone on the same page
- Save both received and sent emails to ProLaw with a single click

APPOINTMENT, TASK, AND DEADLINE MANAGEMENT

ProLaw helps you manage deadlines for yourself and your entire department, so nobody misses important deadlines.

- Manage all dates, events, and documents related to a matter – in one place
- Stay organized with automatic synchronization between ProLaw and Outlook tasks and appointments
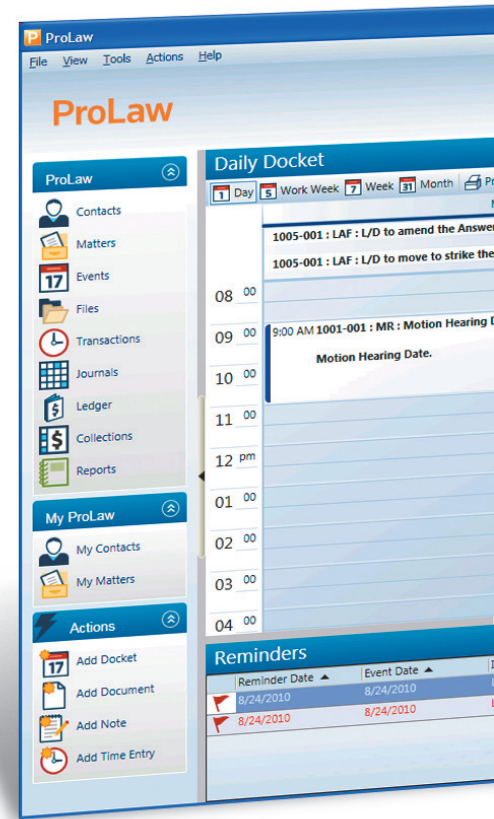
When you're in charge of IT for your corporate legal department, you want best-of-breed applications that work together and use proven technology like Microsoft SQL. ProLaw delivers on the .NET platform – the standard for interoperability of Microsoft applications.

PROLAW ADVANTAGES FOR IT SPECIALISTS

- *Integrate ProLaw with the rest of your applications*
- *Be assured by a proven track record of stability and support*
- *Run efficiently with industry-standard technology like Microsoft SQL database*
- *Know that everyone in the department can get up to speed quickly on ProLaw, since it fits seamlessly with the Microsoft applications they use throughout the day*
- *Rest easy by applying ProLaw's advanced security options*
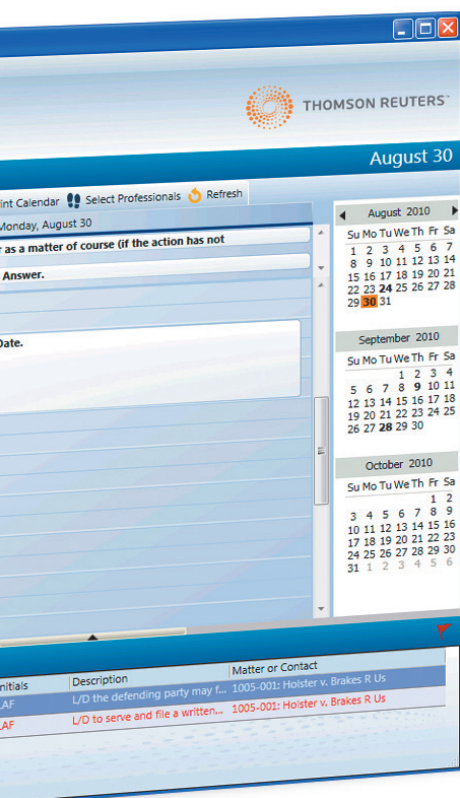
THE PROLAW DASHBOARD

A key feature in ProLaw's industry-leading approach, it provides a single access point to each key function that everyone in your office needs.

RULES-BASED COURT DOCKETING AND CALENDARING

Deadlines are deadlines. ProLaw rules-based docketing tools reduce the risk of missing required filings, responses, or appearances on behalf of your company.

- Manage all dates, events, and documents related to a matter – in one place
- Create your own custom rules or import the applicable court rules for your district

WESTLAW LEGAL CALENDARING RULES

ProLaw combines the most current rules sets from West with docketing and case management for a comprehensive legal calendaring solution that's integrated with Westlaw and WestlawNext.*

- Eliminate the need to key thousands of individual calendar entries manually – saving significant staff time
- Avoid missing critical court deadlines
- Manage statute-of-limitations requirements effectively with reliable rules

IN-CONTEXT LEGAL RESEARCH USING WESTLAW – OR WESTLAWNEXT*

It's never been easier to perform legal research from within the matter you're working on in ProLaw, which works with Westlaw and its next-generation platform, WestlawNext.*

- Search Westlaw or WestlawNext* databases related to your matter with one right click
- Save time by automating steps in your searches

RECORDS MANAGEMENT

Safeguard your physical files efficiently with ProLaw. You can easily manage your files through the ProLaw database, ensuring their proper storage, retrieval, and disposition.

- Mitigate legal, regulatory, and compliance risks
- Enable easy access to records whether stored onsite or offsite
- Manage your physical-file inventory efficiently
- Automate record keeping

For a complete list of ProLaw features, visit prolaw.com.

As general counsel, you expect technology to help you better run your legal department. Only ProLaw integrates Microsoft Outlook, Word, and optionally Westlaw or WestlawNext* to help you organize information flow and manage your in-house operations in cost-efficient ways never possible before.

PROLAW ADVANTAGES FOR GENERAL COUNSEL

- *Manage your department from a complete, integrated suite*
- *Understand how well the department is doing on key metrics*
- *Adapt to changing needs as a long-term investment with measurable ROI*
- *Configure ProLaw to work the way you do*
- *Run your department on the legal industry-standard Microsoft .NET platform that extends your investment well into the future*

INTEGRATION. **EFFICIENCY.** PRODUCTIVITY.

TIME AND EXPENSE TRACKING

Companies like yours have always wanted to improve tracking of the time and expenses against legal matters. ProLaw comes through for you with built-in Time and Expense Tracking.

• Enter time more easily from a pop-up screen as attorneys work on activities you want to track

• Capture time automatically from key applications like Outlook, Word, Excel, Adobe Acrobat, and Reader® and within ProLaw
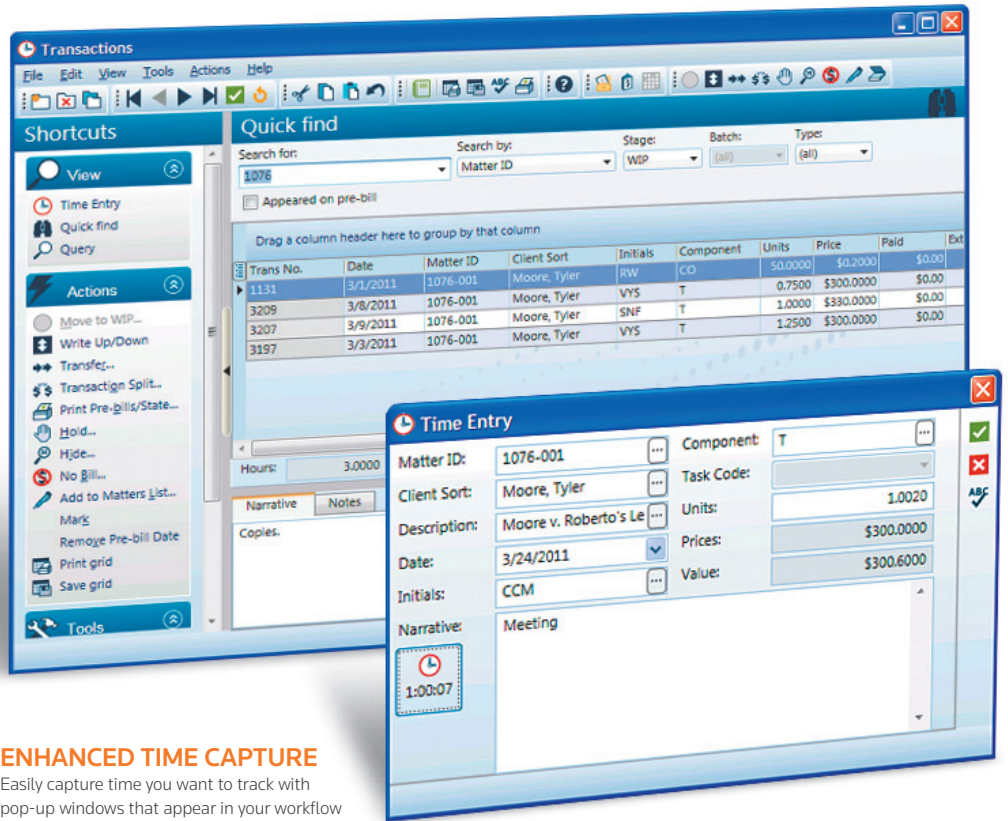
ENHANCED TIME CAPTURE
Easily capture time you want to track with pop-up windows that appear in your workflow relating to matters and documents.

As legal department manager, data integrity and trouble-free performance are key to your matter management system. ProLaw helps your attorneys and staff meet their biggest challenge – the stream of electronic communications and documents to their desktops.

PROLAW ADVANTAGES FOR DEPARTMENT MANAGERS

• *Rely on proven software stability for fewer tech support issues*

• *Enable your attorneys to use ProLaw properly without help from you*

• *Keep everything organized to manage information flow – and your budget*

• *Enjoy seamless integration with other software your legal department is using*

Budgets

Month	Year	Initials	Hours	Amount
January	2011		0.00	17,000.00
January	2011	KWB	0.00	1,500.00
February	2011		0.00	17,000.00
March	2011		0.00	17,000.00
April	2011		0.00	17,000.00
May	2011		0.00	17,000.00
June	2011		0.00	17,000.00
July	2011		0.00	17,000.00

Drag a column header here to group by that column

Use this budget profile

BUDGETING

ProLaw provides options for viewing a matter's entire budget or viewing it by month, quarter, or year.

BUDGETING

With ProLaw, you gain the budgeting tools you need to align your business activities with your business goals.

- Stay informed about fees budgeted per matter and keep within goals

- Improve client relationships by continually monitoring fees and spending

- Simplify the budget process and keep a close eye on your company's financial health

For a complete list of ProLaw features, visit prolaw.com.

You're a corporate attorney managing dozens of matters in different stages, each with deadlines and documents. With ProLaw, you can do whatever you need to do from common desktop applications such as email, calendar, or documents. And, tap into Westlaw or WestlawNext* for legal research and dockets.

PROLAW ADVANTAGES FOR CORPORATE ATTORNEYS

- *Know the deadlines and deliverables for your entire workload*

- *Find or file documents from within your Microsoft Office applications*

- *Enter and track your time easily with pop-ups that prompt you to submit time right from Outlook, Word, Excel, Adobe Acrobat, and Reader and within ProLaw*

- *Access legal research from the context of your matters*

- *Save and retrieve email and documents, capture time, and view real-time ProLaw matter information from within Outlook*

INTEGRATION. EFFICIENCY. **PRODUCTIVITY.**

SINGLE INTEGRATED DATABASE

It's one of the key ways ProLaw helps you simplify your corporate legal practice and enhance productivity department-wide. From your Web browser, you can automate matter, relationship, and document management as well as time entry – which frees your attorneys and staff to operate more efficiently.

• Access real-time matter status

• Eliminate redundant data entry

• Simplify administration by your IT staff

DEPARTMENT-WIDE REPORTING

Knowing what is happening in all corners of the department is vital to managing expenses and productivity. ProLaw's reporting tools capture information on all activities so you can analyze data quickly in standard and customized reports.

• See exactly what's going on in staff efficiency, deadline management, and cash flow

• Drill down to details in interactive reports

• Interpret and present information using charts and graphs

• Customize reports for desired content and format, or use an array of standard reports

• Create and edit reports with the ability to drag and drop information from all areas of ProLaw

REMOTE ACCESS AND MOBILITY

Imagine being able to manage all aspects of your department from any location. Now matter, relationship, and document management and time tracking are available anytime, anywhere.

• Bring all staff online remotely with ProLaw from any Windows® desktop or Web browser (optionally available with implementation of ProLaw Portal)

• Stay current with events, tasks, and deadlines in ProLaw that all automatically appear in Outlook

• Keep key players informed by providing access to online matter-status checking

SEARCH AND QUERY OPTIONS

Information is power, but only if you can find it. ProLaw is designed to meet the search needs for everyone in your department, from attorneys who need information quickly, to advanced users performing a deeper analysis of data.

• Filter results to just what you need

• Accomplish more each day with easy desktop search tools

• Group your search results automatically for faster browsing
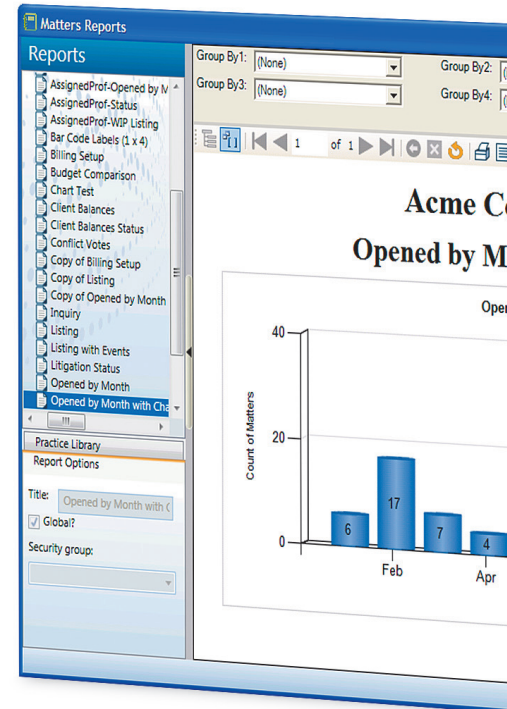
In managing finances for the department, you're always under the spotlight. You'll appreciate ProLaw's accuracy, efficiency, and adherence to standard accounting practices to keep your system running smoothly – with no surprises.

PROLAW ADVANTAGES FOR FINANCE PROFESSIONALS

• *Keep track of budgets and performance against them*

• *Show important metrics and easily provide "what-if" analyses to aid decisions*

• *View financial performance and business status through a clear window – complete with charts and graphs*
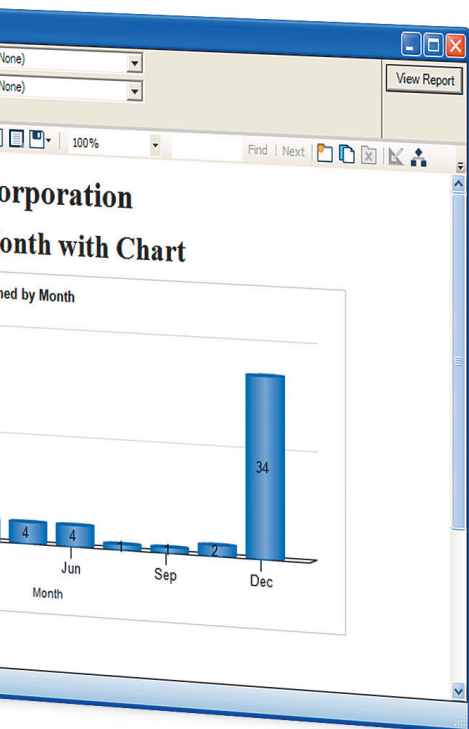
EASILY INTERPRET PERFORMANCE METRICS

Learn how well the department is doing on key metrics aided by easy-to-view charts and graphs.

MICROSOFT INTEGRATION

Because ProLaw is optimized to work with Microsoft technologies, including .NET, SQL Server and SQL Server Reporting Services, Exchange and Windows Servers, Windows, Outlook, Word, and Excel, you get the full power, reliability, and stability of best-of-breed applications designed to work together in your organization.

• Experience more time-saving integration with the applications you work in every day, such as Outlook, Word, and Excel, because ProLaw is built entirely on the legal industry-standard Microsoft .NET platform

• Streamline reporting and report editing with integration of Microsoft's premier SQL platform and Report Builder

• Extend your ProLaw investment well into the future with .NET, which is less costly and more reliable by leveraging Microsoft's foundation for inter-operability between applications, plus the reporting tools built into Microsoft SQL

SECURITY AND CONFIDENTIALITY

Built-in controls ensure your data is secure. And, you can easily manage information access to satisfy regulatory requirements.

• Mitigate risk by enforcing confidentiality as a business practice

• Ensure data integrity and still work productively

• Provide better information for decision making

PRACTICE AREA MODULES

Specific modules offer you practice-specific custom tabs, reports, and example forms to fast-track your implementation or enhance your current use of ProLaw.

• Contracts

• Corporate Secretary

• Insurance Defense

• Intellectual Property

• Labor

• Legal Opinion

• Legal Services Matter Intake

• Licensing

• Litigation

• Personal Injury

• Real Property

For a complete list of ProLaw features, visit prolaw.com.

You've got a tough job with all of your administrative responsibilities. ProLaw makes it easier. Start with automated, streamlined data entry so everyone shares the same accurate information. Then, directly pull up what you need to satisfy the myriad of requests.

PROLAW ADVANTAGES FOR ADMINISTRATORS

• *Rely on smooth-working software when everyone depends on you*

• *Track numerous documents, deadlines, scheduling, and filings*

• *Access the information you need quickly – all in one place*

• *Enjoy easy, automated data entry for matter entry, docketing, and document production*

• *Manage email, attachments, and appointments for corporate legal team members*

BUILDING A LONG-TERM PARTNERSHIP FOR SUCCESS

Whether your corporate legal department consists of a few people getting started with an integrated practice management solution, or many users and locations that require a more flexible approach, our team will get you up and running quickly on ProLaw.

- Enjoy convenient online, onsite, and offsite training

- Receive cost-efficient support, maintenance, and updates packages

- Access a 24/7 self-support online knowledge base for quick answers

- Add new capabilities as your needs change and your department grows from an expanding selection of optional modules

Our on-staff team of professional legal technology consultants is dedicated to helping your office make the transition to ProLaw, and they will partner with you to ensure your department continues to run efficiently – all day, every day.

A MODEL FOR WORLD-CLASS SERVICE

ProLaw has developed a proven method for implementation success so your entire organization is able to use it successfully.

PLANNING

ProLaw-trained consultants work with you to develop a clearly defined framework for installation, including scheduling, cost-control strategies, testing, and training options.

IMPLEMENTATION

Our ProLaw consultants work closely with you to ensure that implementation is completed on time and on budget.

TRAINING AND ADOPTION

Flexible training options are available for everyone in your office, including attorneys, administrators, legal assistants, and IT professionals. We offer a variety of instructor-led and online training program options.

- Partake in online programs that include prerecorded Web-based sessions, or request personalized training

- Take advantage of instructor-led training in which ProLaw training staff members travel to your office, or attend onsite classroom training at selected ProLaw offices

ONGOING SUPPORT

Highly trained and experienced support professionals are available to you via phone, email, or over the Web. Other resources include user groups, online client forums, and user conferences.

You also can access customer Web resources that deliver immediate access to software updates, product support, an online knowledge base, documentation, education courses, and technical notes.

PLAN

IMPLEMENT

TRAIN

SUPPORT

PRACTICE MANAGEMENT

FINANCIAL MANAGEMENT

INTEGRATE WITH YOUR EXISTING SOFTWARE

ProLaw provides extensive built-in integration with the following applications:

Contact, Calendar, and Email Management
Microsoft Outlook/Exchange

Word Processing
Microsoft Word

Document Assembly
Adobe Acrobat

SYSTEM REQUIREMENTS

ProLaw can scale to meet your corporate legal department's needs and harnesses the power of Microsoft SQL to automate your office. For current requirements, visit prolaw.com.

THE PROLAW ADVANTAGE

ProLaw consolidates industry best practices into the leading solution for corporate legal departments like yours:

- Complete integrated solution to organize and automate your department, built entirely on the Microsoft .NET platform to extend your investment into the future

- Easy to learn and use

- Consulting and ongoing support for a smooth, timely transition

- Integration of Microsoft's premier SQL Server Reporting Services and Report Builder – the key to streamlined reporting and report editing

- In-context legal research with Westlaw and WestlawNext*

- Full integration with Microsoft Outlook, Word, Excel, and other applications so you can easily store, find, and share matter information in your workflow

- Streamlined docketing with rules-based calendaring and integrated court rules

- Easier matter intake with ProLaw Practice Libraries

- Conflicts searching to protect your company

- Scalable and adaptable with multi-office capabilities and add-on modules

- Robust security

YOUR PARTNER FOR SUCCESS

Thomson Reuters Elite offers an end-to-end enterprise business management solution that allows law firms and professional services organizations to run all operational aspects of their firms, including business development, risk management, client and matter management, and financial management. As an industry leader for organizations across the globe, we understand the business and financial aspects of firm operations, and we have the tools to streamline processes, improve efficiencies, and provide the flexibility you need to change and grow your business.

For more details on ProLaw features to integrate your corporate legal department, visit prolaw.com.

WANT TO SEE HOW PROLAW WORKS FOR YOUR ENTIRE DEPARTMENT?
Call 1-800-977-6529 or visit prolaw.com

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*Some exclusions apply. Subject to availability of the Westlaw® functionality that directs
users to WestlawNext™. Additionally, certain content may be accessible only on
Westlaw. Content subject to change.

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