



When Matter Management Meets Legal Automation

A use case of how to minimize the burden of routine legal work



Introduction – session hosted by



- **Walter Henrard**
- CTO at Transform Data
- Based in Maastricht
- Expertise in Legal Technology



- **Shaz Aziz**
- Director of Customer Engagement at Neota Logic
- Based in London
- Private practice & in-house legal experience



Agenda for today

Who are Transform Data?

- Modern matter management
- From Matter Management to Process Automation

Who are Neota Logic?

- What is Automation? What can be automated?
- What digital transformation looks like

How do we combine these fields?

- When Matter Management meets legal automation

Questions

Who's Transform Data



Founded 2014 in
Maastricht (NL)



Focus on the Legal
market



Expertise in modern Matter
Management systems and
automating expertise and
processes



Active in Benelux –
Nordics & DACH



Repstor



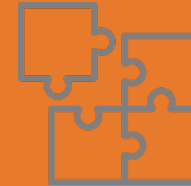
Neota Logic



Transform Data Background & Focus



Founded by a team of professionals with a strong background in Legal Matter Management implementations.



Our solutions are designed to fit perfectly with modern IT-strategy instead of introducing custom systems for legal.



Maximum comfort and user adoption by using the familiar Outlook interface and a step by step implementation.



Allowing legal teams to serve their clients and departments in a pro-active way and prevent errors instead of fixing them.

Modern Matter Management





Custodian for Legal

Functionalities

- Matter information offline accessible in Outlook
- E-mails and Documents can instantly be previewed
- Instant Document Management capabilities
- Fully integrates with entire Office suite
- Secure External sharing for large files
- Data rooms and external collaboration
- Advanced searching
- Matter Lifecycle Management

The screenshot displays the TDI Platform interface within a SharePoint environment. A modal window titled "Share 'TDI Platform Overview.pptx'" is open at the top, showing a "Send Link" button and the file name "TDI Platform ...view.pptx". The main window shows the "Product Liability Faulty Brake (00246)" matter detail. The interface includes tabs for "DETAILS", "NARRATIVE", "SECURITY", "PROPERTIES", and "STRUCTURE". The "DETAILS" tab is active, showing fields for Title, Code, Entity, Created Date, Status, and Note. The Title field contains "Product Liability Faulty Brake" with a "Rename" button. The Code field contains "00246". The Entity field contains "SABMiller UK Limited". The Created Date field contains "31 Oct 2019". The Status field has three buttons: "Open" (selected), "Closed", and "Archived". The Note field is empty with an "Add to Narrative" button below it. An orange callout bubble points to the Status buttons, containing the text "Manage the matter lifecycle with statuses and notes".

Share "TDI Platform Overview.pptx" X

Send Link ...

TDI Platform ...view.pptx

Product Liability Faulty Brake (00246) [Share Icon]

DETAILS NARRATIVE SECURITY PROPERTIES STRUCTURE

Title Product Liability Faulty Brake Rename

Code 00246

Entity SABMiller UK Limited

Created Date 31 Oct 2019

Status Open Closed Archived

Note

Add to Narrative

Manage the matter lifecycle with statuses and notes



Neota Logic

- **Market Leader, founded in 2010**
- **Only platform that combines:**
 - Expertise Automation
 - Process Automation
 - Document Automation
- **Global Reach**
 - 100 customers around the globe
 - Offices in NYC, London & Melbourne
- **3,000+ apps deployed**
- **10,000 active users**



Challenges

The demand for expertise is deeper and broader than it has ever been.

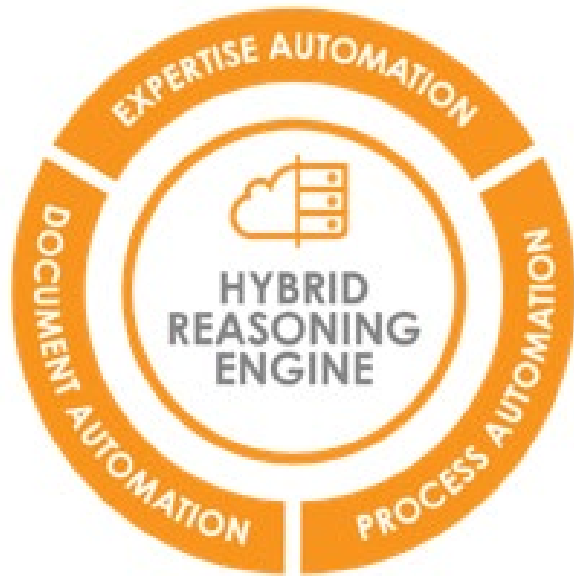
Every year professionals are asked to do more with less.



Automation

**Automating services so you
can focus on higher value
work.**

Imagine getting back 60% of your
day.



Core Capabilities

Expertise Automation

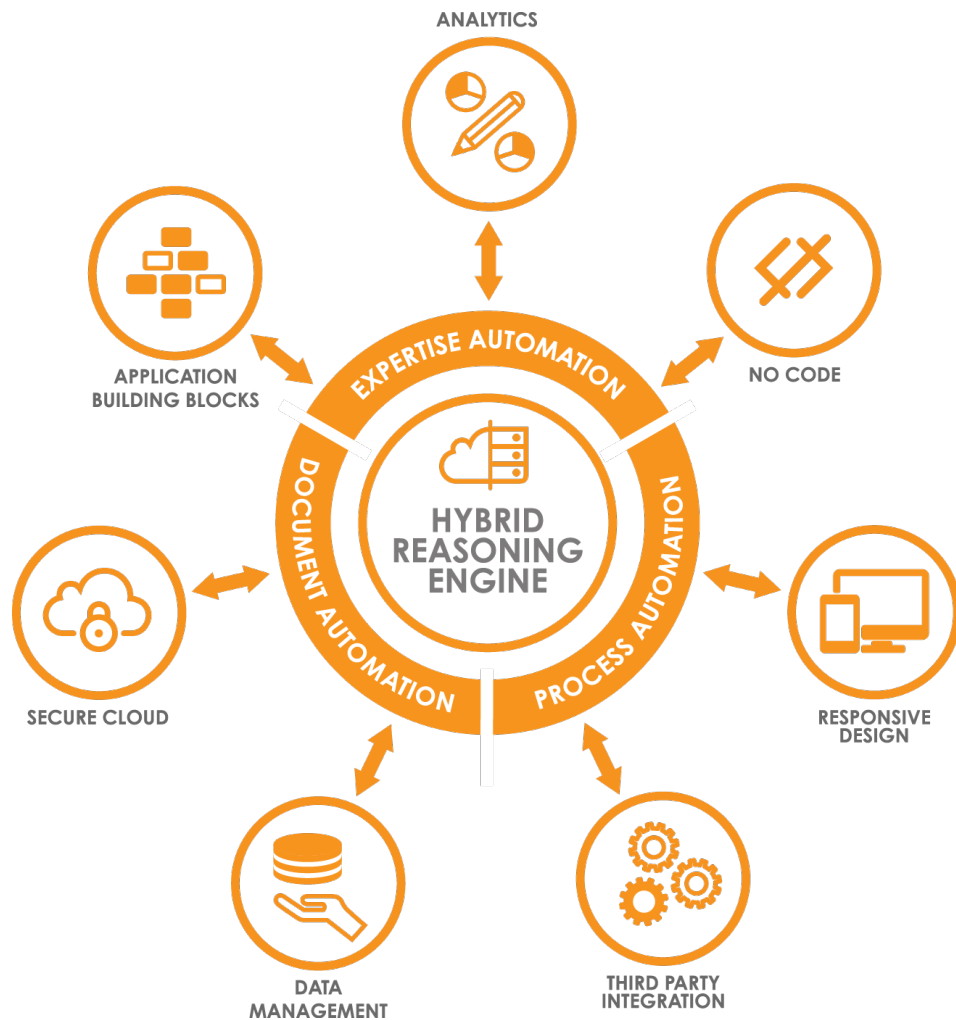
Scale expertise by automating advice

Process Automation

Streamline business operations

Document Automation

Automate documents of any kind – takeaways on advice given, actions recommended, reports etc.



The Neota Platform

Increases productivity

Get more of your time back.

Always running

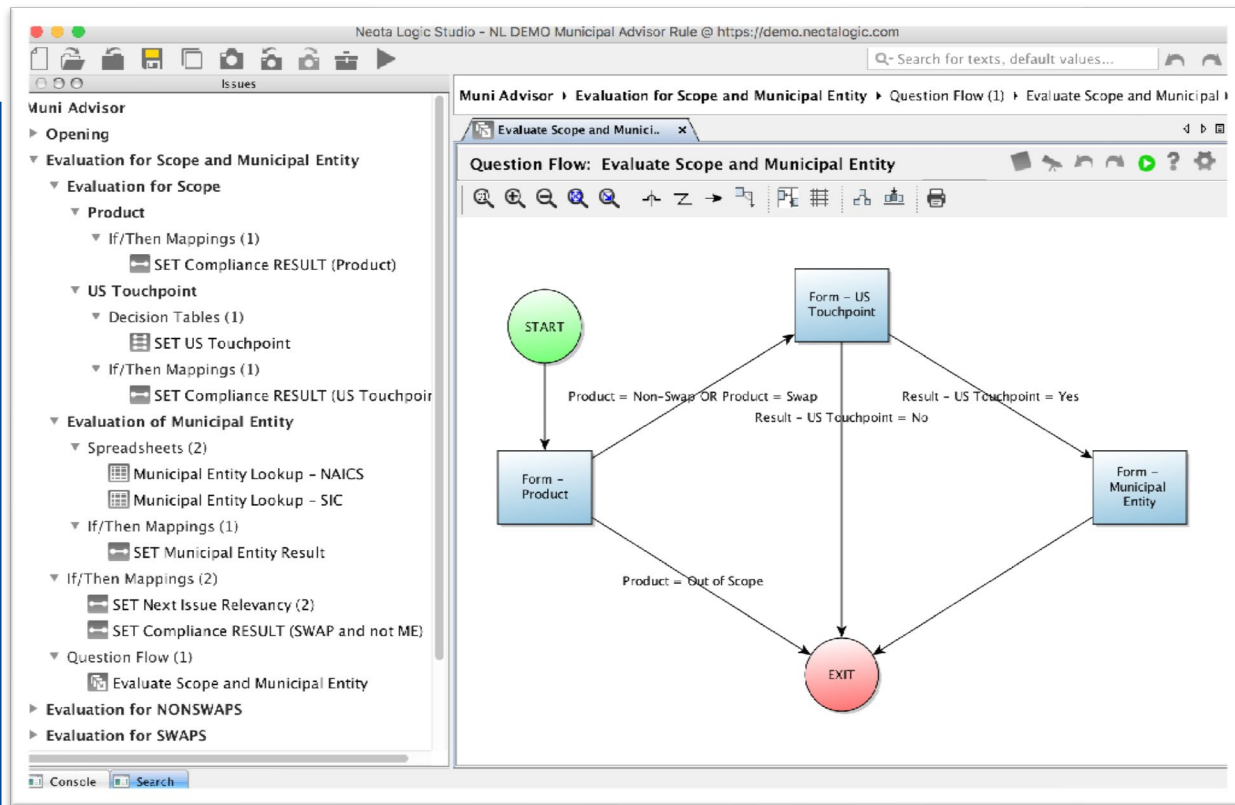
Serve your business 24/7.

No mistakes

Increase the accuracy & consistency of legal advice, and ensure your business remains compliant.

Structure the Unstructured

Capture data that could not be captured before.



IFtest-Template.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW NEOTA LOGIC

Variable Conditional - Merge Field Switch Windows Word Merge Field

Neota Logic

Name: «Person_Name»

Phone: «Phone_Number»

- The terms of this Section shall survive the expiration or termination of this Agreement for any reason. {IF expense reimbursement agreed::
- Expenses. Company will reimburse Employee for business expenses, consistent with past practices pursuant to Company policy. Any reimbursement that would constitute nonqualified deferred compensation shall be paid pursuant to Section 409A.END IF}
- Employment Benefit Plans. {IF employee participates in benefit plans::Employee may participate in employee welfare benefit plans in which other similarly situated employees may participate{IF benefits detailed in guide::, according to the terms of applicable policies and as stated in the Employee GuideEND IF}. Employee acknowledges receipt of the Employee GuideEND IF}. The Employee Guide is available on the intercompany website and will review and abide by its terms.

Our Technology



DocTitle



Ask



Rule



Formula



Document



Message



Email

☐ Start

Short description can
go here



100%



Ask



Rule



Formula



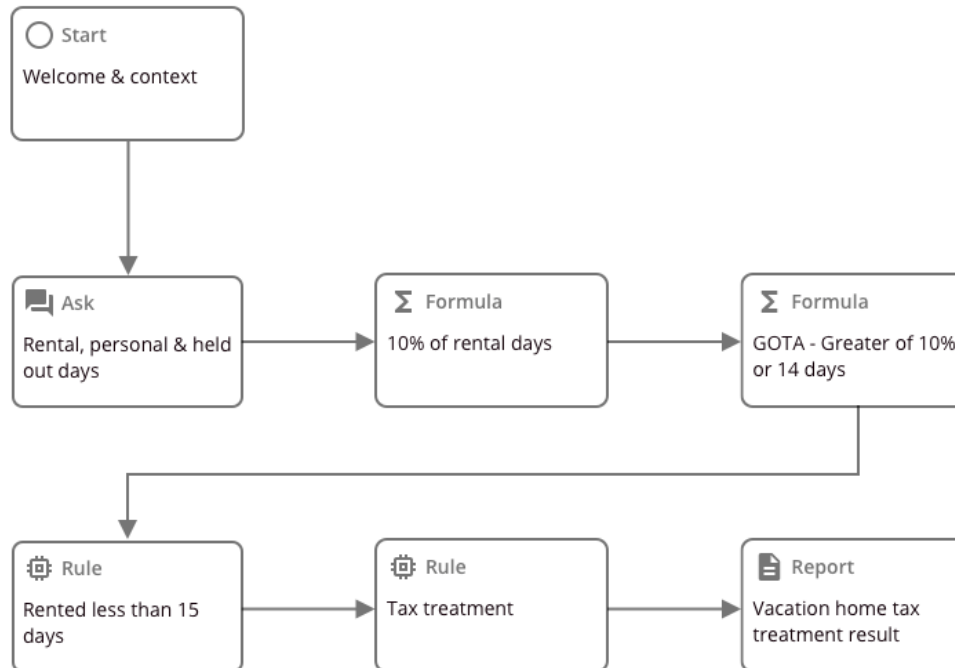
Report



Message



Email



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100%



THOMMESSEN

Simplifying client matter onboarding

'Not only have the lawyers saved time onboarding a new matter but the finance team has also benefited as they no longer have to cross-check the information and go back and forth on the phone'.

Challenge

- Looking to streamline internal processes
- Wanted to increase accuracy, improve experiences & manage risk

Solution

- Client Matter Onboarding app
- Automatically imports pre-existing info from Salesforce
- Integrated with company register – automatically imports pre-existing info
- Matter confirmation letter created
- Built in anti-money laundering

Benefits

- Increase productivity
- Serve their business 24/7
- Free up resources
- Ensure accuracy/consistency of advice
- Ensure compliance

THOMMESSEN

New client and matter

Client type
☒ Company ☐ Individual

Client country of Incorporation
☒ Norway ☐ International

Search in Brønnøysundregistrene (Companies House) ⓘ
Company A

Select company
Company A

Client name
Company A

Organization number ⓘ
12345678

Address
Address 1A
0123 Oslo

Invoicing e-mail ⓘ
invoicing@companya.com

Responsible lawyer ⓘ
- Select -

Industry ⓘ
- Select -

☐ Part of existing frame agreement

Language
☒ Norwegian ☐ English

☐ Custom message

Next >

THOMMESSEN

New matter for Company A

Generate engagement letter
☒ Yes ☐ No

Company A
Att: John Smith

Sent by e-mail to john.smith@companya.com

Responsible lawyer: Responsible lawyer

Oslo, 22 January 2019

ENGAGEMENT LETTER

This is to confirm our engagement as your Norwegian legal advisor in connection with

Matter A (the "Engagement").

☐ The scope of the Engagement will be agreed with you in further detail.
☒ The scope of the Engagement is further described in the tender attached.
☐ Annet ⓘ

THOMMESSEN

New client and matter

Client type
☒ Company ☐ Individual

Client country of Incorporation
☒ Norway ☐ International

Search in Brønnøysundregistrene (Companies House) ⓘ
Company A

Select company
Company A

Client name
Company A

Organization number ⓘ
12345678

Address
Address 1A
0123 Oslo

Invoicing e-mail ⓘ
invoicing@companya.com

Responsible lawyer ⓘ
- Select -

Industry ⓘ
- Select -

☐ Part of existing frame agreement



Maurice Blackburn Lawyers

Rapid Creation of Compliant Wills

'Our clients can prepare their will in under 30 minutes'

Challenge

- Pressure to offer more affordable & efficient service to their clients
- Competitive advantage

Solution

- Allows clients to write a will in less than 30mins
- Online questionnaire that Incorporates explainer videos for clients

Benefits

- Saves clients time and money
- Service clients 24/7
- Free up lawyers time to focus on higher value work



USE CASE EXAMPLES

How can Neota help law firms:



Case Intake & Assessment

Transform bespoke case intake, triage and routing with intuitive Neota apps.



Legal/Compliance/Tax Apps

Transform static legal knowledge into interactive analysis & advice apps. Provide clients with self-service legal analysis and advice tools to solve their multi-jurisdiction compliance issues (e.g. Brexit, MiFID, Senior Managers Regime)



Contract Lifecycle Automation

Digitalize the lifecycle of a contract from creation and negotiation right through to online approval and review.

And many more bespoke solutions...



USE CASE EXAMPLES

How can Neota help corporates:



Legal Portals

A custom front door for the legal function. Capture, triage and route requests to the right resources. Evolve the list of service types according to data that is being entered.



Self Service Apps

Route people quickly to self-service apps that transform static knowledge into interactive analysis and advice..



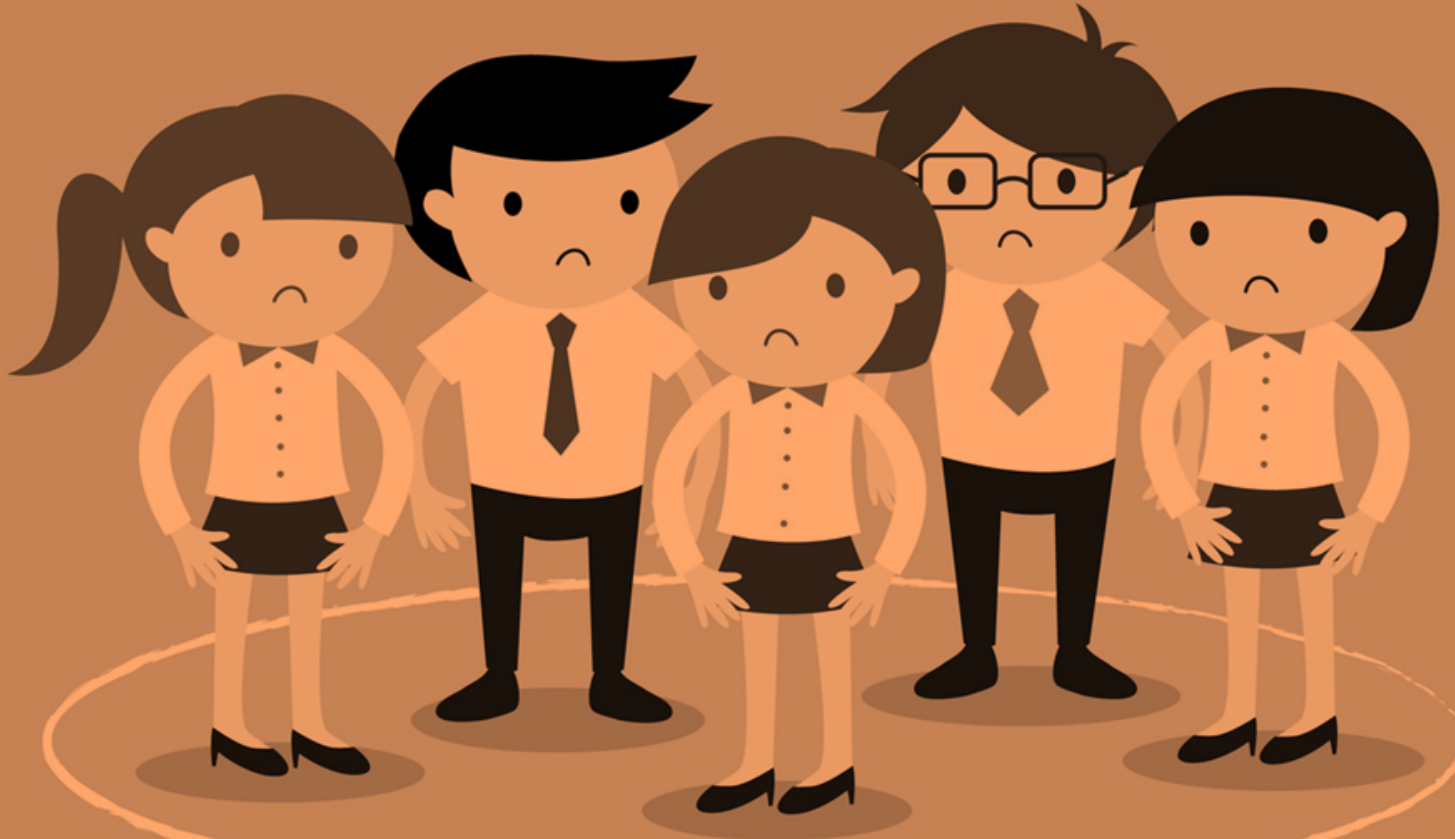
Contract Lifecycle Automation

Digitalize the lifecycle of a contract from creation and negotiation right through to online approval and review.

And many more bespoke solutions...

When Matter Management meets Legal Automation

Focus on User Adoption (by Integrating)



COMFORT ZONE



OUTLOOK



PORTALS



TEAMS





OUTLOOK

Risk Assessment New Case (Money Laundering / PIA)

- New Case in created in financial system or manually
- E-Mail with Risk Assessment Link to Responsible
- Risk Assessment in Outlook (Boxed)
- Risk Assessment Result and Audit Log saved into the Case (Outlook) Status is set (Approved / Rejected)
- Matter information accessible in Outlook

The screenshot displays the Microsoft Outlook application window. The left sidebar shows the 'Favorites' section with folders like 'Inbox', 'Sent Items', and 'Recent Documents'. The main pane shows a list of documents under the '04. Risk Assessment' folder. The document 'Risk Assessment Report' is selected, and its details are shown in a table.

Document Name	Version	Modified	Modified By	Size
Risk Assessment Report	2.0	Sat 05/10/2019 15:28	Alicia D. Mora	415 KB
NDA Demo	3.0	Wed 19/06/2019 10:54	Alicia D. Mora	50 KB
Non-Disclosure Agreement	2.0	Fri 07/06/2019 14:50	Alicia D. Mora	43 KB
98_nov	2.0	Mon 11/03/2019 09:55	Alicia D. Mora	274 KB

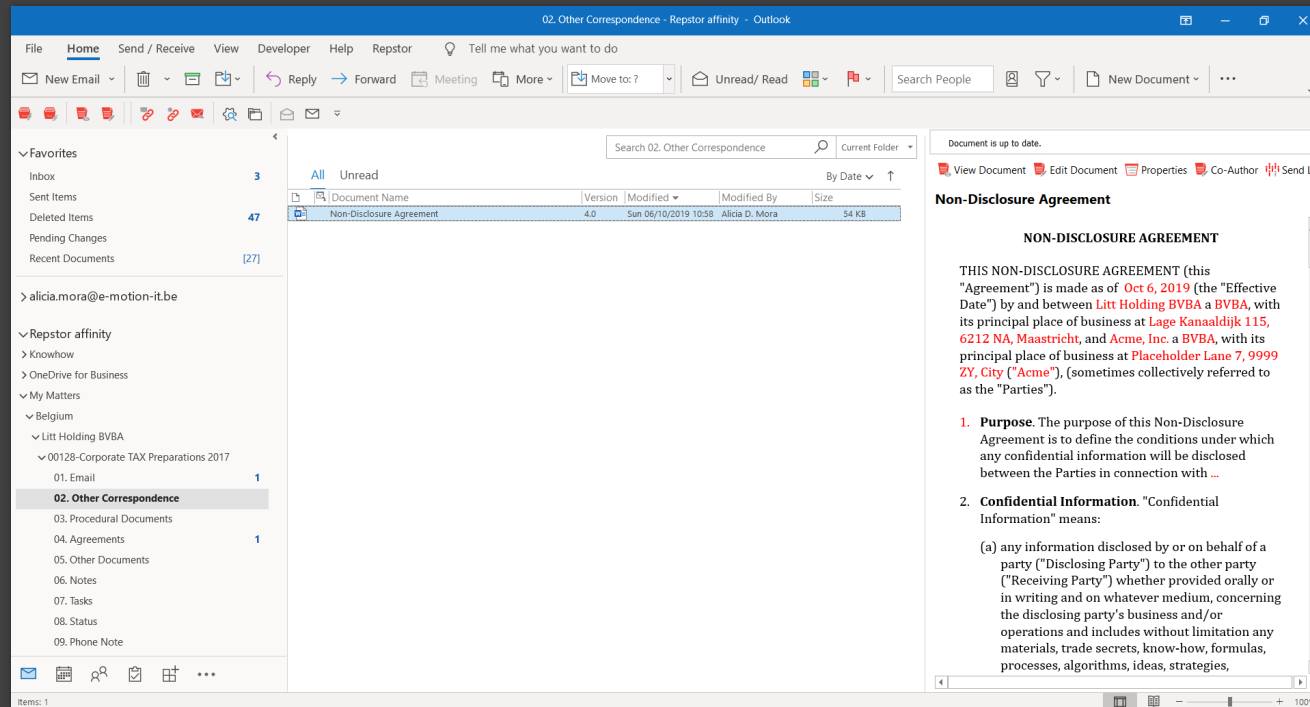
The right pane shows the 'Risk Assessment Report' document. It features a 'Client Intake Risk Assessment' section with a 'Risk Level' gauge. The gauge has three segments: Client (4.40), Compliance (5.00), and Geographic (5.00). Below the gauge, there are several text boxes with information, including a note about extraordinary fees and a warning about requesting a specific attorney outside the area of expertise.



OUTLOOK

Document Generation (NDA, Purchase Agreement, etc.)

- Open document Generator from Outlook
- Information Exchange with DMS (Matter Codes, Legal Entity etc.)
- Questionnaire
- Optional Approval step
- Document Output saved to your Matter

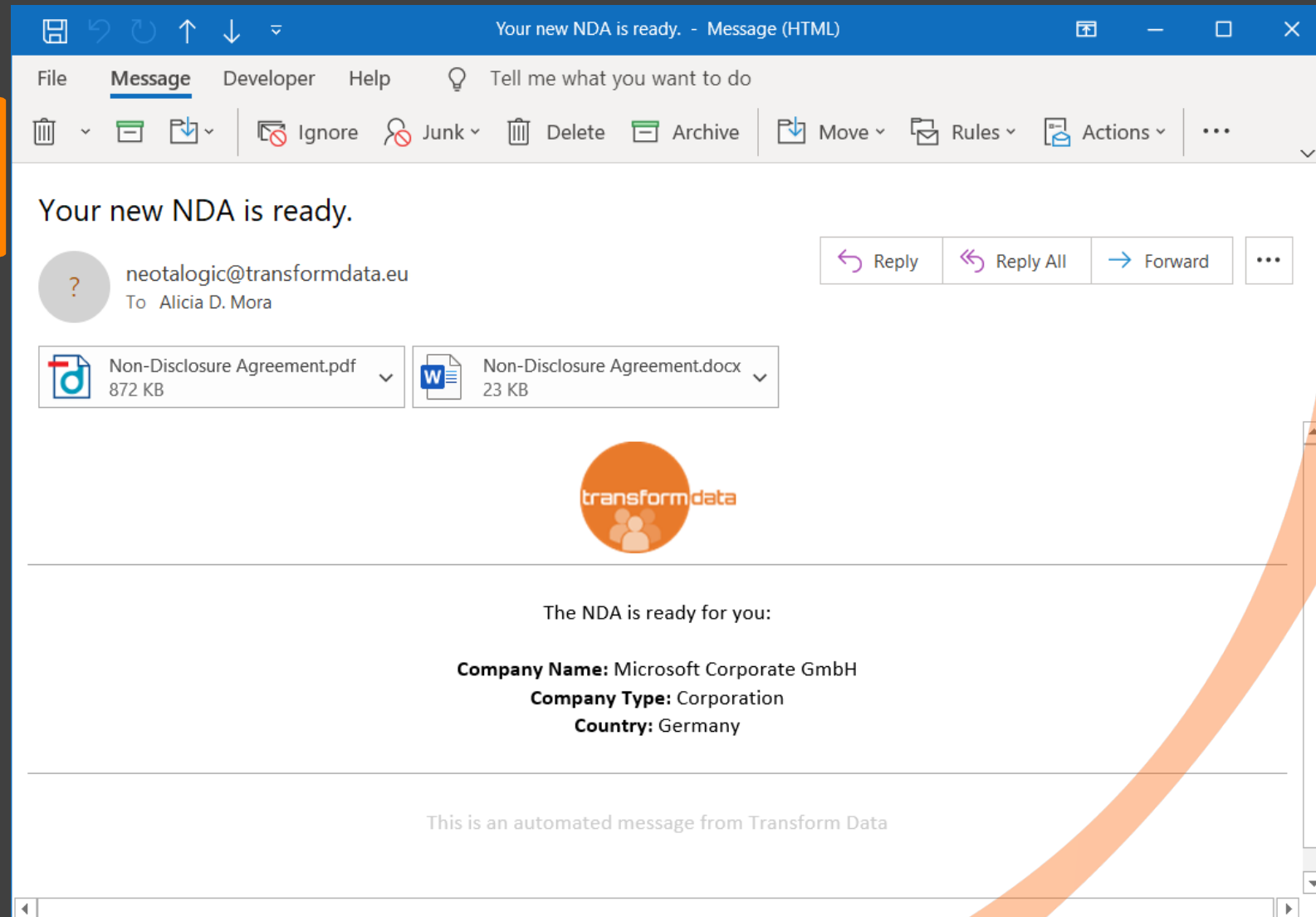




PORTALS

Service clients / departments via portals or public websites

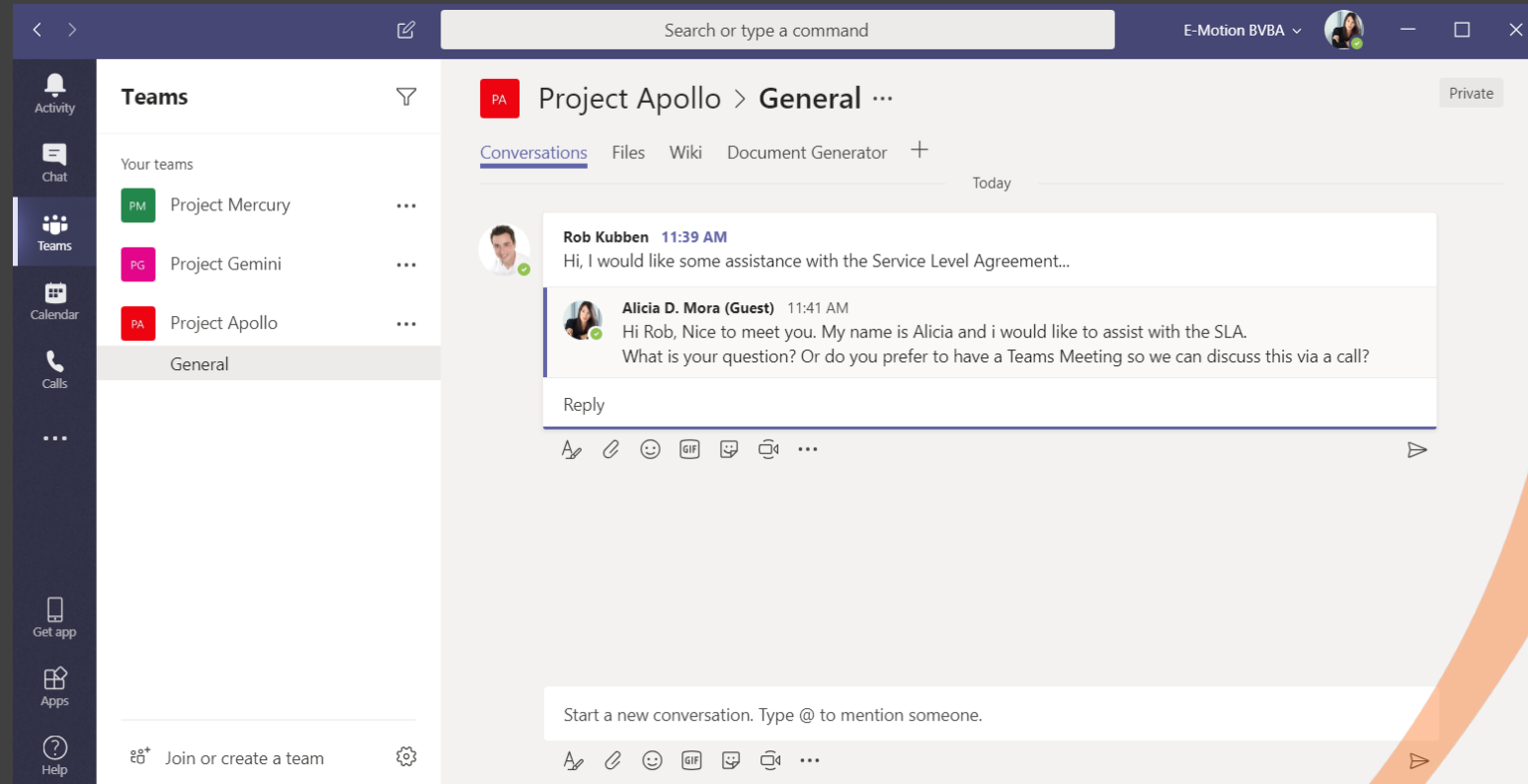
- Turn high volume requests into applications (NDA Creator, Instruction Summary)
- Publish applications to intranet or extranets
- Define pricing model if applicable (free use, pay per use, pay per month)
- Optional: Register information for payment (pay per use)
- Confirm output via e-mail





Share Expertise with your clients via Teams to increase business

- Create applications that provide free basic legal advice and make them accessible within Teams
- Suggest professionals that can provide more specific legal advice
- Show availability and engage directly with (potential) new clients





Thank You

Meet us at Booth #231

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WWW.NEOTALOGIC.COM

