

# LawToolBox365

## Matter-Based Deadlines Inside Outlook

LawToolBox.com Inc., an all-in-one court rules provider and deadline management system provider, offers LawToolBox365 bundled with Microsoft Office 365 as an Outlook add-in. LawToolBox365 for Office 2013 and Office 2016 empowers legal professionals to calculate deadlines in state and federal court in 50 states, and manage deadlines for their matters from beginning to end without ever leaving their Outlook Inbox. Missed deadlines are the number one cause of malpractice claims against attorneys. LawToolBox365 gives law firms that use or upgrade to Office 365 powerful deadline management tools to manage this risk.

## Key Advantages

With LawToolBox365, Microsoft Outlook users see various buttons in their Outlook Ribbon that activate based on what they are doing, including:

**CALCULATE DEADLINES** - instantly calculate deadlines based on state and federal court rules in all 50 states (e.g., select state, then select from available court rule-set such as "CA Superior Court – LA County", and the trigger date such as "Date Trial Commences" and in this example instantly calculate 50+ deadlines).

**SHARE DEADLINES** – share case deadlines internally to Outlook calendars and externally to a client's Google calendar, a witness Outlook calendar, an expert's iCal calendar, or an insurance adjuster's Lotus Notes calendar (with no software downloads required on recipient's end).

**VIEW DEADLINES** –one click access to deadline reports for their matters

LawToolBox365 users are also notified of rule changes so that a single click allows firms to instantly view and update deadline reports and Outlook calendars with updated deadlines.

When email notifications arrive from PACER (a system that notifies lawyers of federal court filings and appearances), LawToolBox365 reads basic information such as matter name and other case information to facilitate docketing of deadlines for federal court litigation in the US.

As attorneys are drafting emails for their matters they can pull up a deadline chart for that matter to insert all or select deadlines into emails, and streamline the drafting of emails by inserting boiler plate email templates or legal clauses.

## Use Cases

- Law firms need to manage deadlines more efficiently so that they can spend time on substantive issue that will win or lose litigation
- Legal departments want to track deadlines in matters they are managing, or they want to double-check work performed by outside counsel

## Features

- Centralized Docketing
- Rules-based calendaring integrated with email management
- Calculate deadlines in Outlook
- Rule-sets for state & federal court
- 50 state rule-set coverage
- Docket from PACER emails
- Automated rule change management
- Share deadlines internally
- Works with any case management that two-way syncs with Outlook or Google
- Share to external calendars
- Works with Office 365, Outlook (all versions), Google, iCal, Lotus Notes
- Links to Authorities
- Links help analyze deadlines
- Insert matter deadlines in emails
- Insert legal clauses into emails

## Key Benefits

- Easy to set up and start using
- Systematic deadline management
- Easy-to-use intuitive product
- Requires little to no training
- Methodical deadline management
- Leverage Office 365, 2013 & 2016
- Users already familiar with Outlook
- Deadlines anytime anywhere
- View deadlines in Office 365 on IOS, iPhone & Android
- Real-time deadline reports
- Centralized deadline reporting inside Outlook
- Reduce costs by streamlining
- Minimize human error
- Reduce firm exposure to risk
- Malpractice insurance discounts
- Another set of eyes watching for rule changes

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