



**ADJACENT**  
TECHNOLOGIES

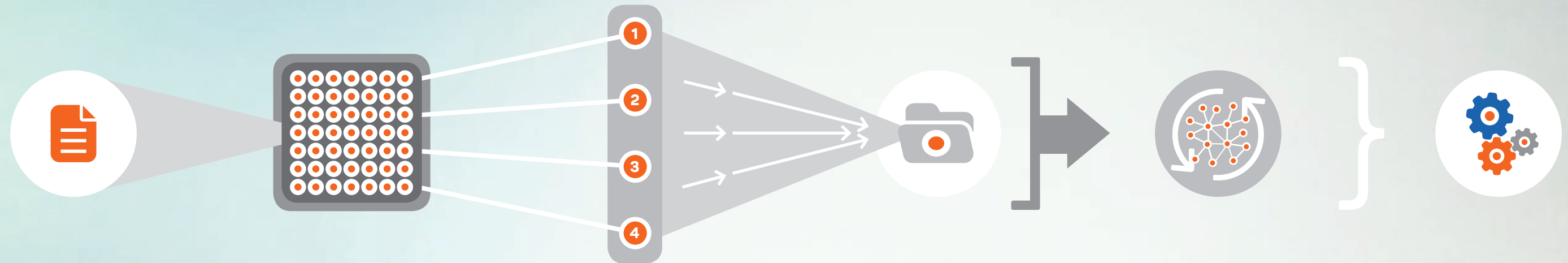


## LEGAL MATTER MANAGEMENT

**AS A LEGAL ORGANIZATION, YOU'VE BUILT YOUR REPUTATION ON YOUR EXPERTISE.** But smart people need a smart process, and oftentimes if attorneys can't effectively search, collect, and collaborate on documents, they are slowed down or even stopped.

Working through a contract, lawsuit, lease, claim, or other legal matter is a document-driven endeavor. Which is why Adjacent Technologies, an experienced content solutions provider, has partnered with IBM, the leader in Enterprise Content Management, to provide a Legal Matter Management solution that cost effectively and quickly removes the obstacles so common in even the most well-run legal organizations.

# A SMARTER PROCESS FOR LEGAL MATTERS.



## SPEED UP INTAKE

**PROBLEM** Legal matters take too long to intake. Extensive research is required to match incoming documents with existing matters or to determine conflicts.

**SOLUTION** Rapid search of a high-performance document repository means setting up a matter is efficient and conflicts are identified quickly.

**VALUE** Average intake time drops from a few days to a couple of hours



## GET COMPLEX MATTERS DISTRIBUTED QUICKLY

**PROBLEM** Distribution of work assignments is inefficient and taking into account the previous experience and availability of attorneys and paralegals is a manual process.

**SOLUTION** Building out team members and tasks as part of a matter is a click away, meaning a new matter is distributed both according to standard and ad-hoc workflows. MS Outlook calendar and task integration ensures no one misses assignments.

**VALUE** Administrative delays cut in as much as half, caseload transfers go from days to hours



## TRACK AND REFINE PROCESSES

**PROBLEM** Existing manual tracking on sticky notes and spreadsheets offers no consistent, centralized way to track progress made or to schedule next steps. There is a lack of appropriate reminders, escalation mechanisms or action notices.

**SOLUTION** Matter management processes get improved over time both because they are standardized and measurable. Established and refined best practices are implemented within weeks instead of months or even years.

**VALUE** Assembling reports on matter activity changes from hours to minutes.



## DON'T MISS A DOCUMENT

**PROBLEM** Case documents are poorly and inconsistently managed. Firms often rely on paper documents and manila folders with little to no electronic backup and evidence of who did what and when. This makes it difficult for an attorney to put the appropriate parameter around a case.

**SOLUTION** Nothing gets missed because it's all in the system linked to one matter record in a single view, available at any time and from any device, securely and visible only to the people who should be seeing it.

**VALUE** Thorough records mean less legal risk and higher quality work



## DOCUMENT COLLABORATION MADE EASY

**PROBLEM** Collaboration on a matter and documents within a matter is difficult internally and with external clients and counsel. "Track Changes" is failing to do the job, and there is no consistent way to store information about internal and external client and counsel communications.

**SOLUTION** Legal organizations access a truly collaborative environment where everyone has the same document set and new documents can be edited by multiple parties under powerful version control.

**VALUE** Document "churn" is decreased, meaning faster work that leverages more brainpower. Clients regard the firm as easy to work with now that content and matter records are conveniently at hand.



## A MANAGED, SEARCHABLE REPOSITORY

**PROBLEM** Documents and data are often stored on various systems. Legal staff must constantly shift from one system or software program to another to retrieve documents and case history. Records management by the system may be manual or crude.

**SOLUTION** Conversion of both paper and electronic documents into a single repository is something Adjacent excels in and IBM software is optimized to, and advanced records management means the repository only contains what it needs to contain.

**VALUE** Retention and defensible disposal policies managed by technology means liability and security risks are significantly reduced.

# WHY LEGAL MATTER MANAGEMENT FROM ADJACENT TECHNOLOGIES?



## **Legal matter management is a content-driven process.**

Cases, contracts, and other matters revolve around documents: for research, for collaboration, and as a work product. A system to manage matters should be built on the kind of foundation that IBM's industry-leading Enterprise Content Management software suite provides.

## **Every legal organization does things a little differently.**

Adjacent's strength is in understanding these differences and making sure the delivered solution leverages IBM software and Adjacent's solution template to save time and money, but is customized to serve the unique needs of every customer.

## **Work with someone who knows your world.**

This best of breed technology is implemented by Adjacent's professionals with decades of legal and technology experience and expertise.



## **EASE AND FLEXIBILITY OF IMPLEMENTATION**

Adjacent's LMM Solution is built for deployment in the Secure Cloud, meaning it can be quickly set up in a number of hosting environments and "time to solution" is cut substantially. The overall ongoing cost of ownership for the solution is also substantially lower, with Adjacent providing everything from custom development to ongoing support and administration. However, Adjacent's solutions also allow for on-premise deployment, leaving you in charge of the approach.



**TO LEARN MORE, CONTACT US AT**  
[solutions@adjacent-tech.com](mailto:solutions@adjacent-tech.com)  
or visit [www.adjacent-tech.com](http://www.adjacent-tech.com)

Adjacent Technologies is a leading IBM integrator who has focused on the Enterprise Content Management area for over 13 years, with extensive experience in legal solutions. We have won IBM ECM partner awards 3 years running and recently won the 2014 Worldwide Cloud Excellence award.