3E MATTERSPHERE

OPTIMISE AND IMPROVE MATTER PERFORMANCE

Actual Margin | 42%

500,000
400,000
300,000
200,000
100,000
0

1/12   3/1
2/12

Budget Report
Budget to Actual Report
Scope Change Report
Project Plan Report
Calendar Based Budge

Management Inquiry

Client Maintenance
Add / Edit / Delete Client Records

Matter Maintenance
Add / Edit / Delete Client Records

- Commercial Lease — Les
  - Due Diligence T01
    + Confirm Ability of
    + Research Financial
    + Confirm Ability of Lessor to Ent
    + Confirm Permissibility of Lessee
    + Report to Client on Results of Du
  + Negotiation & Drafting T13
  + Closing T03

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ELITE™

Efficiency, collaboration, and transparency. In order to meet today's market challenges and client demands, you need them all. It's time to eliminate siloed information, inefficient processes, and inconsistent work product. It's time to give your lawyers and executives the ability to correctly plan and manage a matter from beginning to end.

3E® MatterSphere® (formerly MatterSphere®) from Thomson Reuters Elite provides your firm with an end-to-end solution to keep matters and projects on track and profitable. With a set of robust tools, you can gain control over individual cases and keep track of document management and case matters. And with consistent, repeatable matter workflow processes, your teams work productively and together toward the same goals.
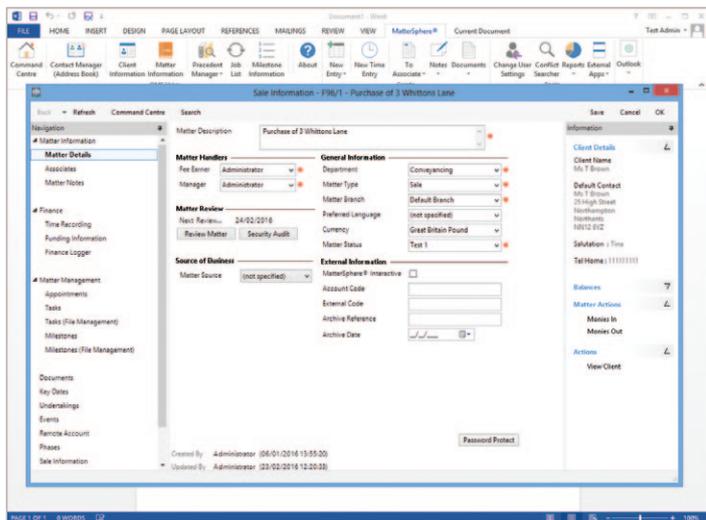
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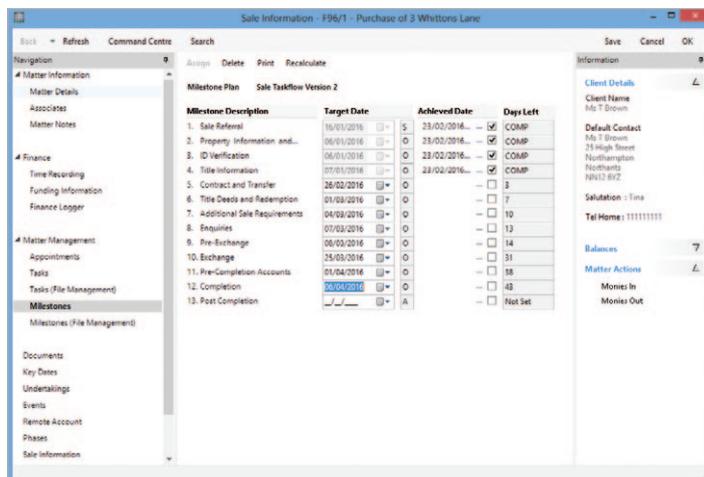## KNOW YOUR WORK PRODUCT IS CONSISTENT

Matter Management

We have taken productivity to the next level. 3E MatterSphere provides consistent workflow processes, so your entire team works the same way, towards the same goal. Built on a single database, it eliminates matter silos and provides all users centralised access to the matter information they need. Users can associate all documents, emails, tasks, and contacts to a single matter for easy access, sharing, and retrieval.

3E MatterSphere makes the day-to-day management of the entire matter lifecycle as seamless as possible. Because it's built entirely within the familiar Microsoft® Office® technology, all matter information is easily accessible directly from the programs your lawyers use all day long. This seamless integration minimises end-user training, has rapid adoption rates, and keeps everyone working as efficiently as possible. As 3E MatterSphere is implemented across your firm, you'll immediately see enhanced collaboration among your practice groups.

The key features of 3E MatterSphere provide you with the tools you need to enhance your firm's productivity and collaboration, including technology that centralises access to all matter-level information.

The Milestone Management feature allows you to track targets and achieved dates and see every milestone required for a given matter.

One Location for All Matter Information

3E MatterSphere hinges on a complete, single database that links naturally with your existing document management and back office systems for anytime, anywhere, and any device access with complete security. The core capability for 3E MatterSphere provides a central repository, which enables users to associate all documents, emails, tasks, and contacts back to a matter for easy access, sharing, and retrieval.

Integral to this single office approach is a system of electronic file folders containing all matter details. All client and matter information is stored under a unique matter number, with 3E MatterSphere effectively replacing the manila folders of old.

The platform can be deployed as a group-by-group approach within a firm, or it can be rolled out across multiple practice areas at once. This modular implementation method allows you to choose just the functions you want and add more as you need them. As your business evolves, so does 3E MatterSphere—easily, simply, transparently.

KNOW YOUR TEAM IS ON THE SAME PAGE

3E MatterSphere encompasses all aspects of matter management to keep your entire team on the same page and provide your clients the quality service they demand. As a critical component of the 3E Enterprise Business Management Solution, 3E MatterSphere provides improved efficiency and productivity, so you can be confident your team and clients are working together toward a more profitable future.

To learn more about 3E MatterSphere from Thomson Reuters Elite, visit **elite.com/cmm**.

The intelligence, technology and human expertise you need to find trusted answers.

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