PROLAW
THE COMPLETE INTEGRATED SOLUTION FOR YOUR AGENCY’S LEGAL DEPARTMENT
Today more than ever, government agencies need to run leaner and work smarter. Caseloads are high, resources are fewer, and budgets are limited. To stay on track, your entire team needs to work efficiently and effectively together. You need a complete solution that is integrated: a solution that combines matter management with budgeting, time entry, and deadline management. Your staff needs up-to-date information and instant, easy access to the data and tools they need—when they need them.

ProLaw® from Thomson Reuters Elite is a comprehensive business management solution that faces these challenges head-on by enabling government agencies to truly integrate the entire office. ProLaw streamlines and automates your work processes, helps reuse knowledge, eliminates reworks, and reduces administrative overhead by integrating key tasks from major areas of agency investment, including financial management, matter management, and risk management. In short, it gives you the tools you need to efficiently manage your day-to-day tasks while giving you more time to provide high quality legal counsel to the agency.

Imagine entering data just once and having it propagate for other areas to share, while managing your agency in one place aided by integration with Microsoft® Outlook®, Word, and Excel®. As a fully integrated business management software solution, ProLaw helps you coordinate all functions from matters and contacts to time entry and expense tracking. When you need legal research or dockets, access Westlaw® without leaving ProLaw. Security is assured as built-in controls ensure your data is secure and kept confidential.

ProLaw eliminates data silos and connects your entire agency. This true integration produces more efficient workflow, maximized efficiency, and increased profitability, so you can do more with fewer resources and confidently tackle today’s challenges as well as tomorrow’s.

WITH PROLAW, YOU CAN:
• Maximize agency efficiency and lawyer productivity with software that works the way you do
• Streamline data entry through a single, intuitive, easy-to-use platform
• Manage the entire matter lifecycle to service your agency more efficiently and effectively
• Automate processes, reuse knowledge, and eliminate rework
A SINGLE, INTEGRATED DATABASE

Built on the .NET platform, ProLaw helps you simplify your business and enhance productivity agency-wide. The single database integrates your appointment, task, and deadline management with your matter management, records management, and time and expenses, which eliminates redundant data entry and lets you use the data in far more meaningful ways. In addition, your staff benefits from a familiar interface through the comprehensive integration with Microsoft Outlook, Word, Westlaw research, court rules, and many other popular applications.

ON-PREMISE OR CLOUD DEPLOYMENT
Organizations can benefit from the full power of ProLaw and have a choice of on-premise or cloud deployment based on their business needs and preferences. For on-premise deployment, ProLaw features an n-tier architecture that scales to meet your organization’s needs. The subscription pricing and hosting services offered through ProLaw Cloud, powered by CenturyLink®, makes it easy for your organization to manage costs and scale to meet your changing needs.

MICROSOFT OUTLOOK AND OFFICE INTEGRATION
Because we know the programs in which your lawyers spend the majority of their time working, ProLaw is fully integrated with Microsoft Outlook and the Office suite of products. This tight integration lets staff work in the programs where they’re most comfortable. A direct connection to Outlook and many convenient features allow you to truly automate your workflow and increase productivity and efficiency.

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

The ProLaw Dashboard
A main feature in ProLaw’s industry-leading approach, it provides a single access point to each key function that everyone in your office needs.
PROLAW PORTAL
You can manage all aspects of your agency from any location and bring all staff online remotely from a Windows® desktop or Internet Explorer® via ProLaw Portal. Now, matter, relationship, and document management and time tracking are available anytime, anywhere.

• Stay current with events, tasks, and deadlines that are entered in the system and automatically synchronized with Outlook
• Keep key players informed by providing access to online matter-status checking
• Add matters, event notes, and trust notes when communicating with clients

PROLAW MOBILE
Gain access to data, input information, and enter time directly into ProLaw from anywhere and at any time with ProLaw Mobile. Using your iPad®, iPhone®, or Android™ device, you can enter, review, and edit time worked for immediate entry into ProLaw with real-time mobile access.

• Retrieve contact information and view current matter information
• Update matters by adding notes
• Schedule and save appointments
• Save emails and attachments
• Conduct full-text searches to easily find and access documents
• View billing statements

AGENCY-WIDE REPORTING
Knowing what is happening in all corners of the agency 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 in real time what’s happening with staff efficiency, deadline management, and cash flow
• 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

Access ProLaw at any time and from anywhere with ProLaw Mobile.
THE SOFTWARE FOR EVERYONE IN YOUR OFFICE

MATTER MANAGEMENT
• Matter Management
• Document Management
• Document Assembly
• Email and Electronic File Management
• Practice Area Modules
• In-context Legal Research

FINANCIAL MANAGEMENT
• Time and Expense Management
• Agency-wide Reporting

RISK MANAGEMENT
• Records Management
• Rules-based Court Docketing and Calendar Management

ONE OFFICE
At the heart of ProLaw is industry-leading functionality that helps you streamline and automate your financial management processes to improve efficiency. Easily manage your legal matters, time, and expenses from one robust solution.

**TIME AND EXPENSE MANAGEMENT**

Sophisticated time and expense tracking tools are built into ProLaw to help you streamline the capture of daily activities. With more precise and automated tracking, you can accurately track your time and expenses against legal matters.

- Enter time more easily from a pop-up screen as lawyers work on activities you want to track
- Capture time automatically from all key applications such as Outlook, Word, Excel, Adobe® Acrobat, and Reader®
- Enter time from Internet Explorer or your mobile device
- Easily convert activities or events into time entries
Whether you’re looking at the big picture or are handling the day-to-day details, ProLaw makes it easy to manage your legal matters more productively, while reducing the risk of inaccuracies. ProLaw’s robust Matter Management capabilities give you the tools to effectively monitor the information that matters.

ProLaw transforms the way you manage your daily activities by unifying all of your important tasks and data into one integrated solution. Easily retrieve and file all the data you need—from appointments, to emails, to reference materials—from any Windows desktop or Internet Explorer.

Sophisticated tools help you create documents and organize them for storage in one central, secure repository for easy access. In addition, you can easily pull in research by connecting to Westlaw directly from the ProLaw desktop. With all the vital information you need at your fingertips, you’ll improve collaboration, consistency, and productivity across the agency.

DOCUMENT MANAGEMENT

Improve the consistency and streamline the organization of the agency’s vital documents. A secure, centralized repository offers fast document retrieval for convenient access to the information you need.

- Create and store electronic documents, videos, pictures, audio files, and more by case, matter, event, or other key information
- Advanced searching tools simplify file search efforts
- Easily file emails and their attachments
- Connect any file type to a case or matter with drag-and-drop tools
- Cross-reference documents to multiple matters and contacts and related documents to events and other documents

DOCUMENT ASSEMBLY

ProLaw’s intuitive document assembly tools help you simplify the production of documents, reduce data input errors, and create a valuable repository of your organization’s critical documents.

- Improve the accuracy and speed of document generation
- Document production is completely integrated with the ProLaw document management system and docketing calendars
- Develop sophisticated templates and custom forms with drag-and-drop fields while easily merging information from the ProLaw database
- Integrate with Microsoft Word
- Automatically convert documents into a PDF

CASE AND MATTER MANAGEMENT

Fully automate and streamline information storage and get immediate access to the important information you need, when you need it.

- Manage all of your legal information in one simple, integrated solution
- Lawyer dashboard helps centralize information and provides one-click actions, calendar view, and reminders
- Perform legal research with instant access to Westlaw
- Track, cross-reference, or relate matters and parties to each other
- Automatically synchronize case activities and deadlines with Outlook
EMAIL AND ELECTRONIC FILE MANAGEMENT

ProLaw’s integration with Outlook lets you easily manage the large volume of emails and electronic file attachments your agency receives on a daily basis. Find and share information across the agency with just a few clicks.

- Search, retrieve, and organize your emails and related attachments with ease
- Each email and attachment can be organized by case, matter, date, or type
- A lawyer-friendly Outlook view gives you direct access to ProLaw information from Outlook, allowing easy editing
- Easily file emails and their attachments via the Pro Filing feature—with one click from Outlook
- View real-time ProLaw matter information and read documents and other event information from Outlook
- Convert documents to PDF on the fly and attach to an email when saving as a ProLaw document

PRACTICE AREA MODULES

ProLaw’s practice libraries are backed by 20 years of consulting and a strong partnership with Westlaw and are based on the best practices used by our clients. Utilize practice-specific custom tabs, reports, and example forms.

- Bankruptcy
- Contracts
- Corporate Secretary
- Estate Planning
- Immigration
- Insurance Defense
- Intellectual Property
- Labor
- Legal Opinion
- Legal Services Matter Intake
- Licensing
- Litigation
- Personal Injury
- Probate
- Real Property
- Workers’ Compensation

IN-CONTEXT LEGAL RESEARCH

It’s never been easier to perform legal research from within the case you’re working on in ProLaw, which works with Westlaw.

- Search numerous Westlaw databases related to your matter with one click
- Automate steps in your search process to save time
- Directly link to the actual court rule and the editorial enhancements of Westlaw
- Easily file Westlaw results to matters in ProLaw using the Pro File feature
Today’s legal landscape is constantly changing, and we know that with that change comes risk. In response, ProLaw provides tools to help mitigate your risk, so you can go about conducting business as usual—confidently and safely. From contact management to docketing and calendaring, ProLaw’s risk management solution helps protect your organization.

**RECORDS MANAGEMENT**
Access and maintain records while protecting your agency with proper file maintenance. ProLaw’s records management capabilities reduce legal, regulatory, and compliance risks and safeguard your physical files.

- Efficiently manage your physical file inventory
- Put the proper plans in place for storage, retrieval, and disposition of files
- Automated recordkeeping tracks the status, history, location, and who accessed the physical files
- Get an up-to-date status on any document with check-in and check-out procedures
- Match electronic records to physical files for faster information gathering

**RULES-BASED COURT DOCKETING AND CALENDAR MANAGEMENT**
Confidently manage all of your appointments, tasks, deadlines, and details and stay on top of key information. ProLaw’s powerful rules-based court docketing and case management tools reduce missed deadlines, keep you current, and lower your overall risk.

- Manage all dates, events, and documents related to a matter in one place
- Automatic synchronization between ProLaw and Outlook tasks and appointments keeps you organized
- Point-and-click calendar provides full views for easy scheduling
- Create your own custom rules or import applicable court rules from Westlaw legal calendaring rules
- Westlaw legal calendaring rules have been combined with ProLaw’s powerful docketing and case management capability to provide a comprehensive legal calendaring solution
- Reduce risk by avoiding missed critical court deadlines
- Stay current with timely rules updates and turn to specialized rules sets to meet your needs
PROLAW WORKS FOR EVERYONE IN THE OFFICE

As the integrated comprehensive business management solution for your agency, ProLaw helps you automate processes and manage your day-to-day activities effectively and efficiently. No matter what your role is in the process, ProLaw delivers the benefits and functionality you need to successfully perform your job.

**Agency Directors and Department Managers**

Help your team work more efficiently, so you can run your agency more smoothly.

As agency director or department manager, you expect technology to support you in running your office more efficiently. Only ProLaw integrates Microsoft Outlook, Word, and Westlaw to help you organize information flow and manage your agency in cost-efficient ways never before possible.

• Manage your entire agency from a completely integrated solution
• Understand how well your agency is doing on key metrics
• Run your business on the industry-standard Microsoft .NET platform and adapt to your changing needs easily
• Keep everything organized to manage information flow—and your budget

**Finance Managers**

Ensure accurate and efficient accounting practices to maintain a smooth-running agency.

When you’re in finance, you’re always under the spotlight. ProLaw’s accuracy, efficiency, and adherence to standard accounting practices keeps your system running smoothly—with no surprises.

• Keep track of budgets and performance against them
• Provide input to aid decisions with real-time metrics and “what-if” analyses
• Quickly view financial performance and business status with charts and graphs

**IT Specialists**

Efficiently run your agency with proven technology that delivers unmatched stability, support, and integration capabilities.

You’re in charge of IT, and you want best-of-breed applications that work together and use proven technology like Microsoft SQL. As the nation’s leading legal business management software, ProLaw delivers on the .NET platform—the standard for interoperability of Microsoft applications. With its power, you can confidently, efficiently, and effectively run your agency.

• Seamlessly integrate with the rest of your applications
• Be assured with a proven track record of stability and support
• Run efficiently with industry-standard technology
• Bring everyone up to speed on ProLaw quickly as it fits seamlessly with the Microsoft applications they use throughout the day

• Access key functions from your iPad, iPhone, or Android device with ProLaw Mobile
• Get legal research and dockets from Westlaw with a simple click
• Enter and track time with pop-up prompts directly in Outlook, Word, Excel, and Adobe Acrobat and Reader

**Lawyers**

Accomplish more and easily manage your day with software that works the way you do.

You’re a lawyer managing dozens of matters in different stages with deadlines, documents, and pressures coming from multiple directions. You need legal case management software that works the way you do. With sophisticated tools that are accessible in common everyday programs and from a mobile app, ProLaw delivers.

• Increase efficiency and effectiveness with ProLaw’s unique integration capabilities
• Track deadlines and deliverables, save and retrieve documents, and view real-time ProLaw matter information from within Microsoft Office applications
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 a complete list of ProLaw features, visit ProLaw.com.