ALL THE TOOLS YOU NEED

• **Client Matter Intake**—onboard new clients and start their initial matters with a few simple clicks

• **Document Management**—streamline the creation, management, and storage of documents from one central location

• **Document Assembly**—automate document creation within Microsoft® Outlook®, Word®, and Excel® using built-in and customizable templates

• **Mobility**—access content from any location and keep client and matter information at your fingertips

• **Integrations**—integrate your matter management and financial solutions for a full office suite

• **Client and Matter Management**—view and manage all client and matter information within the Office environment

• **Task Management**—stay on track with your tasks and actions

• **Client Portal**—share documents and data securely with your clients and business partners 24/7

• **Legal Workflow Management**—track key dates and milestones, manage the flow of structured information, automate processes and tasks, and track staff performance

You have multiple offices and practices groups, and the market demands flexible pricing options. You need to be able to manage your matters efficiently and collaboratively. Lawyers and executives need to be able to correctly plan and manage a matter from beginning to end and be responsive to clients’ increasing expectations of more communication and transparency. 3E® MatterSphere® (formerly MatterSphere®) from Thomson Reuters Elite can help. MatterSphere ensures you keep matters organized and on track for the entire matter life cycle. As a consolidated solution, it provides robust tools to manage matters from all angles. Now you can have a consistent work product and more efficient task processing, all within a collaborative, integrated environment.

To learn more about the latest release of MatterSphere or for a global list of office locations, visit elite.com/3e/matter-management.