



“LawToolBox365 brings email management and rules-based calendaring together where attorneys spend most of their day, in their Outlook Inbox.”

Carol Lynn Grow, VP of Marketing & Sales, LawToolBox.com, Inc.

Partner Profile

LawToolBox, an all-in-one court rules provider and deadline management system provider, calculates state and federal court deadlines based on rules of procedure for each court. Other verticals can also use LawToolBox to automate deadlines for regulated industries such as financial, healthcare and pharmaceutical using our build-your-own and off-the-shelf deadline templates.

Software and Services

LawToolBox365, bundled with Microsoft Office 365, is an add-in for legal that resides entirely within Office 365. With its matter-based backbone inside Outlook, LawToolBox365 allows legal professionals to manage deadlines from beginning to end without ever leaving their Outlook Inbox. Firms using case management software that two-way syncs with Microsoft Outlook calendars (including Clio, LexisNexis Time Matters, LexisNexis Firm Manager and more) get LawToolBox deadlines anywhere they want them.

Situation

Manually calculating and entering deadlines into a calendar is risky. Missed deadlines are the number one cause of malpractice claims against attorneys, and the business of law requires that law firms address and manage this risk. Most firms don't have a systematic approach to deadline management and almost 70% of all law firms identify Outlook as their primary repository for tracking deadlines and reminders.

Issue 1 - CALCULATE DEADLINES: After looking up the rules, the attorney needs to interpret and calculate each deadline. Many do this by hand, using a checklist, spreadsheet, or on occasion a software program.

Issue 2 - ADD TO CALENDAR: Most attorneys and staff manually add deadlines one at a time to user calendars. And even for the minority of firms that have a docketing system that offers sync to Outlook, many litigators prefer to have their legal assistants hand enter deadlines into Outlook so that litigators don't get clutter in their calendar.

Issue 3 - UPDATE DEADLINES: Deadlines change all the time (orders by judges, trial dates that get postponed, the courts change their rules) and staff re-calculate and update each deadline in everyone's calendar.

Issue 4 - CHANGE USERS: Paralegals, associates or responsible attorneys leave or get re-assigned and staff need to add each deadline to new user calendars.

Issue 5 – TIME: Attorneys and legal professionals are too busy and don't have the time to learn new products.

Solution

LawToolBox365 is an Office 365 add-in for Outlook 2013 and 2016 that gives legal professionals matter-based deadlines inside Outlook. Using the LawToolBox365 add-in, law firms and legal departments can calculate state and federal court deadlines for their matters based on rules of procedure for each court as emails arrive from courts, opposing counsel, clients and experts. A user can simply click on the “Calculate Deadlines” button in the Outlook ribbon to instantly calculate and update deadlines based on US state and federal court rules (e.g., select “California Superior Court – LA County” the first time LawToolBox365 is activated for a matter, and then select the trigger date such as “Date Trial Commences” and see 50+ deadlines). LawToolBox365 gives legal professionals another set of eyes watching for court rule changes, and when rules change, it notifies them and updates their calendar. Users can also automatically “update” deadlines as events change and “remove” deadlines as users get re-assigned and cases resolve. The “Share Deadlines” button allows users to instantly add deadlines internally to team member Outlook calendars and externally to a client's Google calendar, a witnesses Outlook calendar, an expert's iCal calendar, or an insurance adjuster's Lotus Notes calendar.

With this add-in legal professionals can quickly navigate through the procedural pitfalls and traps of litigation so they can spend more time on the substantive issues that will determine the outcome on the merits. With its matter-based backbone inside Outlook, LawToolBox365 allows legal professionals to manage deadlines from beginning to end without ever leaving their Outlook Inbox. In partnership with Ingram Micro, the largest Office 365 distributor in the US and worldwide, LawToolBox365 is available for purchase as a legal bundle for Office 365. It can also be added for firms who already have an Office 365 subscription.

Benefits

The Office 365 add-in model enables LawToolBox to reach marketplaces that would otherwise be difficult to enter. Embracing the Office 365 add-in model also gave LawToolBox opportunities to collaborate with the Microsoft Partner ecosystem, which has opened doors for larger deals, bigger customers and new product solutions.

In addition to driving sales, the 'build once' nature of the Office 365 add-in model allowed LawToolBox to make deadlines available through Microsoft Office for Android, iOS, and iPhone without investing additional time and money.

Leveraging Office 365 and the partner community empowered LawToolBox to offer an add-in that customers crave. Attorneys can breathe easy knowing their deadlines are being managed in a systematic way while they avoid calendar clutter by only getting the deadlines they need. LawToolBox doesn't need to charge for training – because anyone can learn how to use LawToolBox in minutes. It's so easy, people love to use it.