

# SimpleMatters

## Manage your legal work to achieve strategic business objectives and improved outcomes

SimpleLegal's easy-to-use matter management - called SimpleMatters - enables legal departments to effectively and efficiently manage both their internal and external legal work. From the smallest details to critical information, SimpleLegal centralizes all matter-related information into one robust system. This simplifies the way in-house legal teams operate and complete their daily tasks.

## Bring clarity to the matter lifecycle

With complete clarity into the matter lifecycle, legal teams know which matters are core to the business, which are high risk, which are routine, and if the right people are doing the right work. The result? Better decisions which lead to improved outcomes.

SimpleLegal's matter management transforms the legal department from a cost center into a better business partner, and allows them to:

### Drive business objectives

Align legal work and spend to the strategic objectives of the business to make a bigger impact

### Make better decisions

Measure internal workload and external performance to make the right staffing and vendor selection decisions to get the most value from legal spend

### Centralize data

Keep all matter information for all practice areas in one place so that the legal team can more easily manage the entire matter portfolio

### Empower legal operations

Create and enforce a standardized process and workflow for matter intake and management

### Streamline collaboration

Work more efficiently with internal team members, enhance relationships, reduce costs, and enable better outcomes

### Discover powerful insights

Advanced reporting capabilities provide immediate and accurate insights, making it easy to identify trends, uncover issues, and proactively mitigate risk

# Features that let you accomplish more

Providing a unified platform for effective matter management, SimpleLegal makes it possible for legal departments of all sizes to increase collaboration, enforce process controls, and deliver more value.

Here are a few key features that help achieve success:

- **Matter templates**

Guide users in creating matters the correct way through configurable templates for different practice areas, reducing unnecessary data entry

- **Legal requests**

Simplify the matter intake process by allowing the legal team and other departments to request legal services

- **Matter inventory report**

Get an overview of all open, closed, and pending matter counts and monitor matter volume for insight into department productivity and workload

- **Matter attributes**

Track important information for different practice areas using an unlimited number of custom attributes and easily measure matter complexity, strategic value, or risk in real-time

- **Contacts**

Assign them to multiple matters

- **Document management**

Easily manage all of your matter system, and enable your team to access

- **Matter reviews**

Meet certain criteria to ensure they have

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