

LawToolBox

Add-in for Outlook

Deadlines. Anywhere. Anytime.

LawToolBox365 merges rules-based calendaring, email, docs, notes and calendar together inside Microsoft Office.

Integration capabilities:



LawToolBox365 Deadlines for Outlook

Deadlines for litigation and corporate legal. Create matters, view reports, calculate deadlines, native sync with Outlook

This app leverages a variety of Microsoft products to create a unique and important tool for legal professionals to manage case-specific and rules-based deadlines for litigation and corporate legal. From an easy-to-use and intuitive interface, users set up a LawToolBox matter or case in Microsoft Outlook. The app seamlessly creates a Microsoft Group, including a SharePoint Site, document folders, OneNote, group calendar, and shared inbox. Users can also select the "basic set-up" to manage deadlines without creating a Group or SharePoint site. Personnel can share the matter to any user in their firm. Calculate deadlines based on the rules (e.g., the rules of civil procedure in state or federal court across the US and even outside the US) and the users Outlook calendars are automatically updated for all members.

Create matters and cases

Calculate deadlines based on court and administrative rules or add dates based on orders

In a single click update your team member outlook calendars

This add-in is free to download and comes with a free trial, requiring a paid subscription after trial.

Lawtoolbox.com/office365

[Watch Video](#)

Check out the companion Teams app to manage your LawToolBox matters from either Outlook or Teams.

Lawtoolbox.com/office365/teams

[Watch Video](#)

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Integration capabilities:



LawToolBox365 Deadlines for Outlook

Create matters, choose rule-sets, select members, calculate deadlines, add scheduling order dates, update as users or deadlines change

The screenshot illustrates the LawToolBox365 workflow in Outlook. It shows five main steps: 1. Clicking the 'New Matter' button in the 'Matters' pane. 2. Entering case details like 'Acme v Smith Builders' and '100.201' in the 'Create Matter' pane. 3. Selecting a rule-set from a dropdown menu in the 'Create Matter' pane. 4. Adding team members like 'James Stern' and 'Jean Contoso' in the 'Matter Access' pane. 5. Clicking the 'Calculate' button in the 'Matter Access' pane. The 'Calculate' pane shows the resulting 'DATE OF TRIAL' and 'DATE OF TENTATIVE DECISION'. Below this, a calendar view shows the 'Deadline' for 'Acme v Smith Builders' on December 10, 2018. A green callout box states: 'Deadlines, users, and rules change all the time... In a single click, update your outlook calendars for all your team members'.

- Create matters or cases using a rule-set or choose “general matters” for basic calendaring
- Calculate litigation, administrative, regulatory or custom deadlines based on applicable rules
- Add, update, or remove case-specific deadlines
- Update team member Outlook calendars as deadlines and users change
- View, email and share deadlines for a matter, user, team, or firm-wide
- Filter by recent matters, user matters, practice group matters, firm matters, or matter name
- Auto docket deadlines as PACER emails arrive
- Instantly save emails with attachments to matter in SharePoint
- Create a document folder, OneNote, shared Inbox, calendar (optional)
- Works with Outlook for PC and Mac on desktop
- View analytics on average length of matters and motions, insights on co-worker’s case activity
- Search for keywords and phrases across Office 365 for files a user has access to

1st Place, Best Microsoft SharePoint Solution 2018

2nd Place, Best Microsoft Office Integration 2018

3rd Place, Most Business Value Microsoft Office App Award 2016