

# LawToolBox

## App for Teams

Deadlines. Anywhere. Anytime.

LawToolBox transforms Outlook and Teams into a collaboration suite for lawyers.

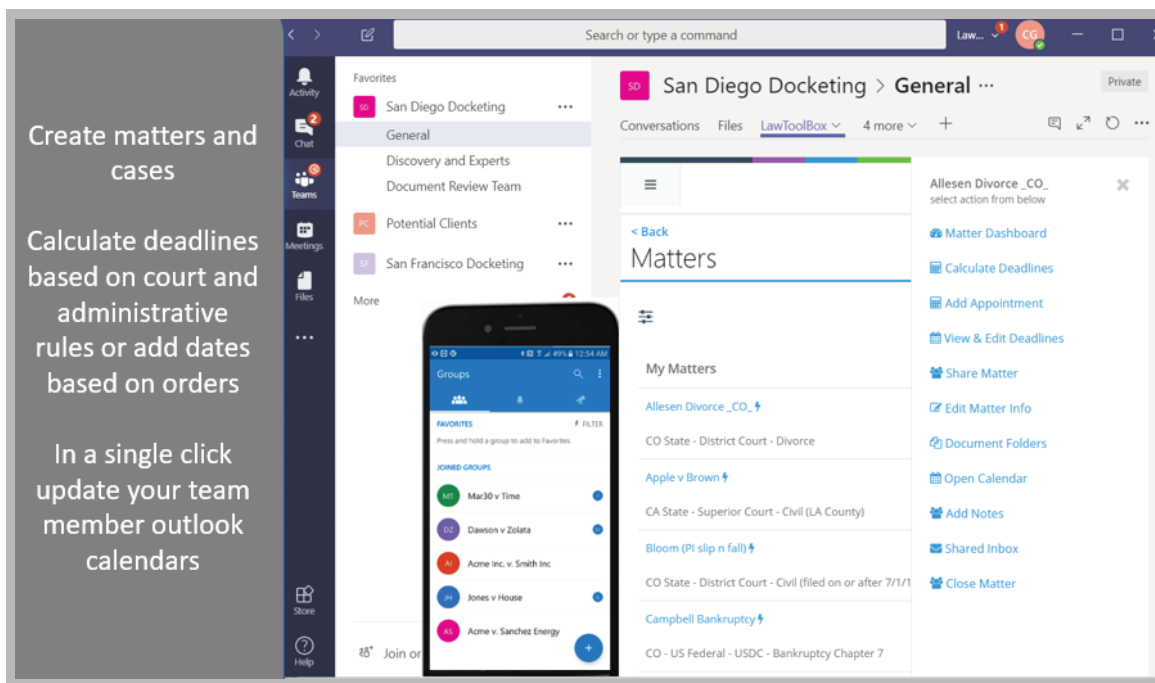
Integration capabilities:



## LawToolBox Deadlines for Teams

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 Teams. The app seamlessly creates a Microsoft Group (including a SharePoint Site, document folders, OneNote, group calendar, and shared inbox). Users 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.



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

[Lawtoolbox.com/office365/teams](https://lawtoolbox.com/office365/teams)

[Watch Video](#)

Check out the companion Outlook Add-In to manage your LawToolBox matters from either Outlook or Teams.

[Lawtoolbox.com/office365](https://lawtoolbox.com/office365)

[Watch Video](#)

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## App for Teams

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Integration capabilities:



## LawToolBox Rules-Based Calendaring

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

The screenshot displays the LawToolBox application interface, which is designed for managing legal matters and deadlines. The interface is divided into several sections:

- Matters:** A sidebar on the left shows a list of matters, including "15462 - Sally Wilson" and "55645 - Alice Smith". A "New Matter" button is highlighted with a red circle and a green arrow pointing to the "Create Matter" section.
- Create Matter:** This section allows users to create new matters. It includes fields for "Case Number", "Case Url", and "3rd Party Matter No". A "Select Rule-set" dropdown menu is highlighted with a red circle and a green arrow pointing to the "Calculate" section.
- Calculate:** This section allows users to calculate deadlines. It includes a "Matter" dropdown menu and a "Trigger Date" field. A "Calculate" button is highlighted with a red circle and a green arrow pointing to the "Deadlines" section.
- Deadlines:** This section displays a list of deadlines for a specific matter. It includes a "Sync" button, which is highlighted with a red circle and a green arrow pointing to the "Outlook" section.
- Outlook:** This section shows a calendar view of deadlines. A green box with white text states: "Deadlines, users, and rules change all the time... In a single click, update your outlook calendars for all your team members".

Numbered green arrows (1-5) indicate the workflow: 1. Click "New Matter" in the Matters sidebar. 2. Fill out the "Create Matter" form. 3. Select a rule-set from the "Select Rule-set" dropdown. 4. Click "Calculate" to calculate deadlines. 5. Click "Sync" to update Outlook calendars.

- 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
- View analytics on average length of matters and motions, insights on co-worker's case activity
- Search for key words 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