MATTER MANAGEMENT

Onit's Matter Management solution is a truly collaborative and innovative approach to legal matter management. At Onit, we approach matter management as a "process" and combine powerful collaboration and workflow capabilities to make a truly unique user experience. The Onit platform is highly configurable and can be adapted to solve the unique needs of the most innovative legal departments. And multiple Onit offerings can be combined and tightly integrated to build comprehensive legal operations solutions. Whether you are a legal practitioner, administrative support, legal operations manager, or legal department client, Onit solutions deliver you the context sensitive and actionable legal content you need to get your work done.
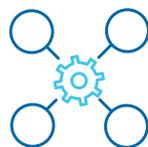
BENEFITS

Simplify and streamline the way lawyers and legal staff manage matters

Gain visibility into your matter portfolio and legal risk

Store all matter information in one secure location

Flexible workflow capabilities that are tailored to your business requirements and are simple to change

Enhance knowledge sharing and collaboration with team members

Onit's Matter Management solution delivers visibility about your overall matter portfolio and provides real-time data and dashboards so you can monitor and track all your matters throughout their lifecycle. Legal team members have immediate access to critical matter, financial and performance metrics through simple information collection, management and workflow.

As a collaborative workspace, all business stakeholders can share real-time matter information and seamlessly manage their entire matter portfolio. Onit serves as the "system of record" for all types of sensitive matter information such as legal matters, matter types, practice areas, internal and external resources, legal spend, risk assessment, timekeepers, expenses, and status. Yet Onit is also a "system of engagement" that business users enjoy using.

FEATURES

- Custom intake and data forms for multiple matter types with the capability to support context sensitive and conditional data capture

  - Examples include matter intake or legal services request types that support litigation, employment, contracts, NDAs, general advice, intellectual property and claims

  - Fields can be configured by matter or legal service request type

  - Configurable reminders can be based on business rules

  - Configurable workflow relative to matter type

  - Financial information required for submission to internal accounting systems

- Capability to configure practice area specific matter types and provide customized views for staff and management as required

- Email updates can be sent to matters through an assigned unique email address

- Email notifications configurable for multiple events including new matter or legal service requests, comments, tasks and documents

- Reporting and context sensitive analytics through configurable dashboards

- Complete matter repository to organize all matter related information such as vendors, documents, status reports, invoices, comments, and forwarded emails

- Full-text search on all fields, data and documents

- Outlook integration includes the capability to synchronize matter information between Outlook and the associated Onit matter

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