

Lexis[®] Visualfiles Corporate Counsel...

...get more out of your day

SOLUTIONS FOR KNOWLEDGE-DRIVEN PROFESSIONALS

Client Development Research Solutions Practice Management Litigation Services



LexisNexis[®]

Get more out of your day

Improve efficiency and increase profitability with Practice Management Solutions by LexisNexis. These solutions deliver tools to streamline business practices, allowing you to maximise your department's efficiencies.

Lexis Visualfiles Corporate Counsel

LexisNexis is Australia's trusted solutions provider for the legal industry. Our team has acted upon the ideas of customers to develop a workflow solution specifically for in-house counsel in Australia. Lexis Visualfiles Corporate Counsel delivers significant time efficiencies for legal departments, increases productivity and reduces risk. The solution integrates seamlessly into the familiar environment of Microsoft® Outlook, or can be used with other email systems.

Now you can transform your legal department's efficiency and implement effective matter management and reporting; with a solution that is quick to deploy and easy-to-use.

System Requirements

To view the system requirements please visit www.lexisnexis.com.au/vfcc and follow the link to the support page.

Your Subscription Includes*

- Software licences
- Pre-defined templates:
 - fax, letter, memo, email and one customisable
- Needs analysis, configuration, implementation and training services
- Helpline support and maintenance

* Please view the end-user license agreement for specific inclusions. This offer is subject to change.

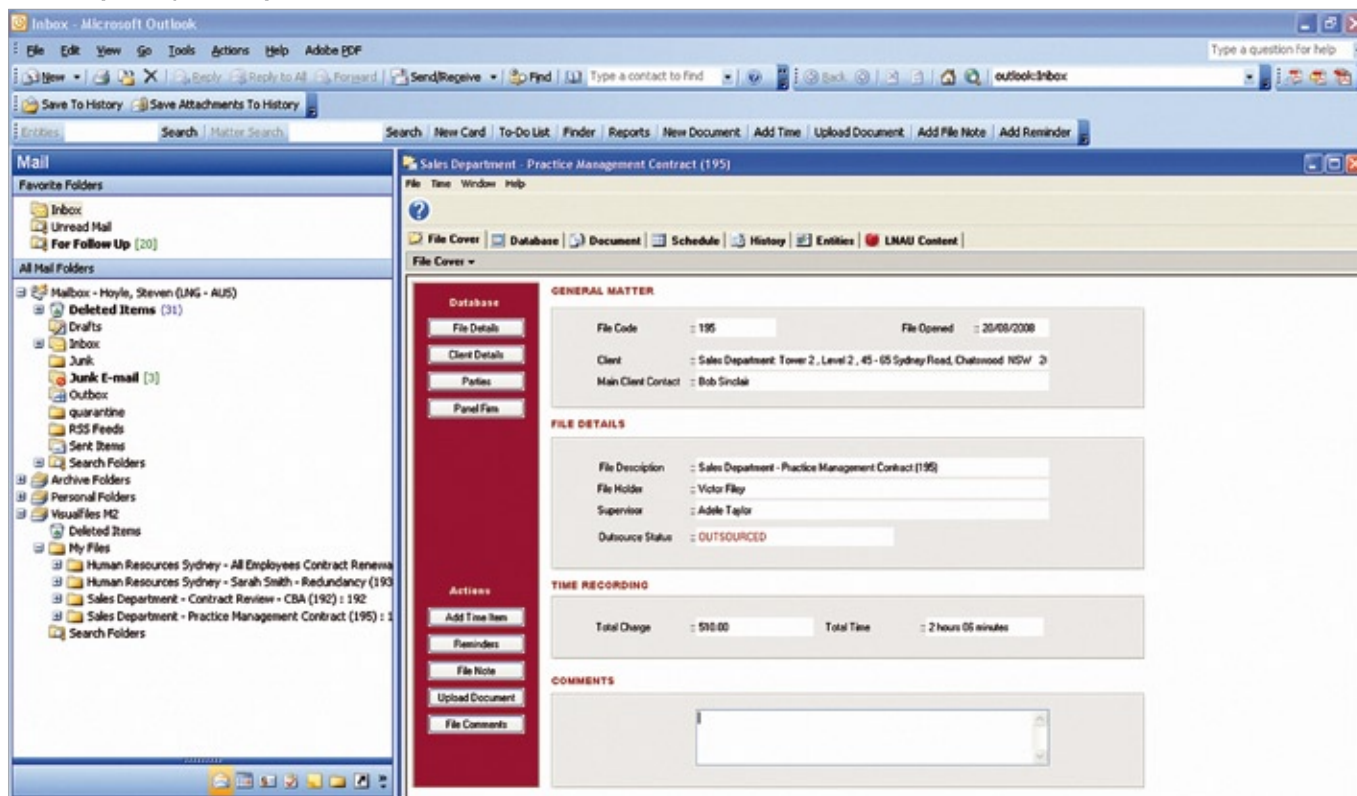
Add-ons Include

- Links to research and information
- Billing
- Professional services to meet your specific needs

Find Out More

Visit www.lexisnexis.com.au/vfcc or call Customer Relations on 1800 772 772.

A simple, yet sophisticated workflow solution



For more information about Lexis Visualfiles Corporate Counsel please visit: www.lexisnexis.com.au/vfcc

Why should you choose Lexis Visualfiles Corporate Counsel?

Specialist functionality	Why do you need this?	How will this benefit your legal department?
Overview		
An integrated workflow solution for in-house counsel	Transform the way you run your legal department.	Manage your matters, boost efficiency and productivity, minimise risk, improve the service your department delivers to the business and share information.
Matter Management Software		
File Management	Manage and progress your files more effectively.	Delivers significant efficiency and accuracy gains to your department by streamlining access to systems and information for all authorised users with a simultaneous 360° view of all files at all times.
Email Management	Provides a complete record of electronic correspondence.	You can save time filing incoming and outgoing electronic documents and correspondence as well as replace the need for file folder structures within Microsoft® Outlook or with another email system.
Document Production	Save time on document production through standardisation of processes, and a consistent approach in terms of in-house style.	Users have access to document templates which are populated with relevant correspondent information and adhere to preconfigured in-house styles.
Email Integration	Manage matters and emails within familiar environments.	Continue to handle matters from within systems you are already using and familiar with, e.g. Microsoft® Outlook.
History	Record all documents, emails, file notes and tasks completed related to a matter.	Gives you a complete and auditable history of all recorded data in a case which can be categorised by a user by file type for easy access and retrieval.
Time Tracking	Easy time tracking and recording.	Time recording can be used to value the work-load in progress, to provide statistics to evaluate the department's performance and to monitor its value to the business.
Panel Management	Manage files allocated to external law firms.	Achieve efficient workflow with your external legal panel firms.
File Inception	Files can be categorised or classified by task, dates and activities.	Allows easy tracking and categorising of files. New instructions can be opened and work can commence on the file within minutes of receipt including electronic receipt to the instructing department.
Correspondence	Launch and record external and internal correspondence.	All correspondence is recorded to a file, saving time and providing a searchable audit trail of correspondence.
Alerts	Set and receive alert messages. Ensure activities are not missed.	You can have full confidence that the legal team has not missed anything whether it is a key deadline or activity.
Scheduled Activities	Configure the solution to set up standard activities associated with a file, which are recorded against it.	Ensure consistency of processes and compliance with departmental procedures.
Key Dates	Users can view, open, add and process tasks associated with key dates, and all activity is recorded to file history.	Enables you to manage risk and the pace at which a file is progressed. A file cannot be closed if there are key dates outstanding.
Team Members	You can build a record of colleagues who are acting as team members on a file.	Makes the inception process more efficient as you can select from an existing list of team members or input new data for the first time, so that the record holds details of their name, job description, internal telephone extension, etc.
Parties	Record, amend and add Parties.	Create a user-friendly and efficient database of Parties which meets consistent correspondence protocols.
Research		
Links to Research and Information	Access your LexisNexis online legal research services (legislation, cases, commentary) without leaving your matter management solution.	Seamless integration with LexisNexis AU so you can move between your matter management and online legal research and information. You can save research back to a particular matter where you can find it again.
Billing		
Billing and Disbursements	Displays a file with budgeted time and expenses. An alert is prompted when the percentage achieved figure is reached.	You'll be able to efficiently manage and track budgeted time and expenses.
Support		
Implementation Services	LexisNexis has a team of dedicated installation experts with local specialists helping you install and configure to your needs.	Benefit from the expertise of our specialist consultants. We offer committed, local support teams to assist you with the implementation of software and ensuring everything runs smoothly.
Training	Customised one-on-one or group training available from our experienced training team.	We will equip your legal team with training to fit your requirements and availability.
Support	Technical phone support is available from 8am - 6pm AEST Monday to Friday or email: helpline@lexisnexis.com.au	Obtain peace of mind with a comprehensive support package. Support from a team of local experts is only a phone call away.

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