

Anatomy of a Legal Matter

The fundamental anatomy of most legal matters has commonalities—even though the precise process, type of law and even the jurisdiction may differ. Understanding the components of a legal matter is critical to improving legal service delivery and driving process efficiencies.

Outlined below are the components of a legal matter and four steps you can take to optimize the management and delivery of any matter.

Dissecting a legal matter

Further examination uncovers six components that make up the anatomy of a typical legal matter:



Team collaboration
Large teams of internal and external stakeholders with differing roles, responsibilities and locations



Document management
Drafting, review, negotiation, tracking and execution of documents



Knowledge management
Timely access to legal knowledge, information and precedents



Project and matter management
Planning and management of matter scope, costs, tasks, schedule, status and key risks



Legal process
Linked activities and tasks that are necessary for the delivery of the legal matter



Legal service delivery
Delivery of legal services, e.g. due diligence, advice, risk analysis and legal output to clients

Optimizing service delivery

When beginning to look at ways technology can improve service delivery, follow these four steps.

Using the anatomy construct and the following four-step process as a guide, firms are able to exceed the expectations of clients who want more efficiency, transparency and value from their lawyers.



Step 1. – Engage

Engage with your lawyers and clients—everyone involved in your legal matter. Don't develop in isolation.



Step 2. – Check the health

Ask the following six questions to check the health of your legal matters and identify the problems and pain points that need to be fixed.



Six questions



Team collaboration
How are you enabling your matter teams to collaborate and communicate seamlessly and transparently?



Legal process
How are you engineering standard processes to maximize the efficiency and productivity of matter delivery?



Document management
How are you centrally managing, sharing and collaborating on matter documents?



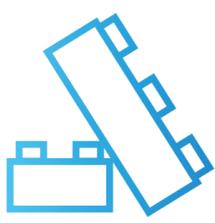
Project & matter management
How are you planning, managing and delivering your matters to ensure your clients have complete visibility certainty?



Knowledge management
How are you ensuring that your lawyers have timely access to quality legal knowledge, information and precedents?



Legal service delivery
How are you transforming the way you deliver legal outputs to your clients through new products and services?



Step 3. – Strategize

Strategize how your firm could intelligently deploy technology to transform your delivery approach.



New production tools
Create more efficient ways of producing legal outputs



New products
Create self-service products for your clients or your organization

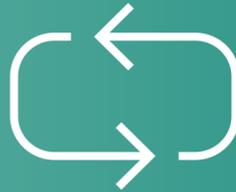


New delivery methods
Optimize the way you deliver legal services to your clients



Step 4. – Repeat

Repeating the steps ensures legal matters are under constant review and improvement.



Leveraging our resources



Read our in-depth take on the anatomy of a legal matter to gain further insight into the concept and find more ways to improve your processes.

Watch our webinar on how to “health check” the anatomy of your matters. You'll discover how technology can provide the essential tools needed to optimize the management, collaboration and delivery of any legal matter.

