LawToolBox White Paper - Technical Overview

LawToolBox Office for Legal – Docketing and Document Management for Lawyers

May 7, 2019 | Microsoft, Office 365, OneNote, SharePoint, Teams, Group

A collaboration suite for lawyers that links matters to accounting software and document management libraries in SharePoint and 3rd party programs,

Docketing and Document Management for Lawyers

Technical Approach

The approach that LawToolBox has taken is to develop an out-of-the-box COTS solution, designed for the past 6 years to work with Office 365, which is as easy for an enterprise customer to implement and roll-out as it is for a small law firm. Our cloud solution is designed to function either as a stand-alone solution or in conjunction with other products like case management solutions or document management solutions.

LawToolBox has built on top of the Microsoft Cloud for the past 6 years, we were one of the first modern apps in the Microsoft Office Store, and since 2013 we have aggressively developed to the latest security protocols Microsoft has offered. In addition to being one of the companies to build to Office 365, LawToolBox was the first company in the world to implement SSO Open ID authentication to Office 365, we are a managed Microsoft OCP Partner, we have Microsoft Co-Sell status for joint enterprise sales, we are one of a handful of Microsoft Partners that Microsoft sells directly through Microsoft CSP, we have received multiple awards for our Outlook, Teams and SharePoint Integrations, and in May 2019 LawToolBox expects to be the very first Office Add-In available for purchase from Microsoft Partner Center. See LawToolBox News. LawToolBox is on ISV advisory boards for Microsoft, on the Board of Voices for Innovation, and we are one of the first signatories to the Cyber Tech Accords.

LawToolBox pivoted in 2013 to build to the Microsoft ecosystem because Microsoft had demonstrated a long-term commitment to delivering the most secure environment for protecting customer data, essentially hardening their infrastructure to comply with the strict standards of the banking industry and compliance regimes like HIPPA. Our modern app essentially allows us to leverage a robust Microsoft ecosystem and piggy-back on the security structure Microsoft has spent billions of dollars developing.

Before LawToolBox is enabled in Outlook 365 it essentially is a stand-alone docketing system that automates that calculation of complex deadlines in state and federal civil litigation, trademark, patents, and other deadlines compliance driven legal practices:

LawToolBox stand alone features

Calculate Rules-based deadlines
Links to authorities
Track history of changes
Reporting by matter, case, firm
Sort data with hashtags
Analytics by ruleset, firm or user
Manage Rule Changes

A global admin must first approve the product and grant various levels of permissions to LawToolBox users. Once a user adds this product to their Outlook, then can authenticate using the Microsoft approved SSO OpenID method to Office 365. All documents and work product created behind these user-based Microsoft permissions is not accessible to LawToolBox (quite literally the only Office 365 information that LawToolBox stores in its own servers is the name of the Microsoft group, the Microsoft TenantID, and a calendreventID for each deadline added to an Outlook calendar by LawToolBox).

However, by allowing the end-user to connect to Office365 using their own confidential credentials, and broad range of capabilities is opened the way to leveraging the Office 365 Groups:

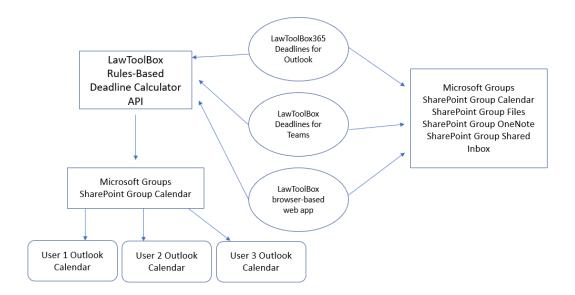**LawToolBox stand alone features**

Calculate Rules-based deadlines
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Information behind the user-based permissions of Office365

SharePoint Group Calendar
SharePoint Group Files
SharePoint Group OneNote
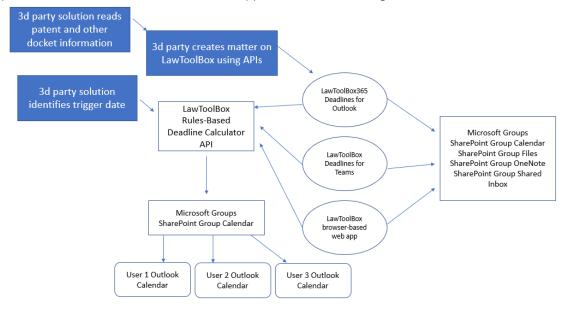SharePoint Group Shared Inbox

LawToolBox cannot directly access any of this information

If you add Microsoft Teams or the LawToolBox web application (webapp) to this solution, you can docket and access your deadline information, and links to your matter calendar, files and notes, from multiple secure entry points. The deadlines are calculated via API calls to our proprietary database, and then the user controls which deadlines get added to their Group SharePoint Calendar. Once LawToolBox uses Graph APIs to add the deadlines to the Group SharePoint Calendar, Microsoft handles synchronizing the deadlines to the individual user calendars to whom the matter was shared:

Diagram 1:

LawToolBox Rules-Based Deadline Calculator API

LawToolBox365 Deadlines for Outlook

LawToolBox Deadlines for Teams

LawToolBox browser-based web app

Microsoft Groups
SharePoint Group Calendar
SharePoint Group Files
SharePoint Group OneNote
SharePoint Group Shared Inbox

Microsoft Groups
SharePoint Group Calendar

User 1 Outlook Calendar

User 2 Outlook Calendar

User 3 Outlook Calendar

But LawToolBox is designed to be flexible and to both be integrated into third-party products either where the third-party builds to LawToolBox APIs, or where LawToolBox builds to the third-party APIs.

For example, in an alternate configuration, a third-party product where users can access patent and other docket information types has tentatively scheduled to integrate LawToolBox into their product in August 2019. In this flow, the third-party will retrieve docket information, they will use LawToolBox APIs to create a matter in LawToolBox, and then they will streamline the calculation of deadlines from the docket. Once the deadlines are calculated, users will be able to use any of the LawToolBox products in Outlook, Teams, or our web app to access and manage these deadlines.

Diagram 2:

3d party solution reads patent and other docket information

3d party creates matter on LawToolBox using APIs

3d party solution identifies trigger date

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In yet another configuration, a matter is created in a third-party product like Dynamics365 or third-party document management systems. When a user wants to docket deadlines in that matter for the first time they open LawToolBox and identify the matter in the COTs solution, and then LawToolBox

stores the third-party unique matter ID to tie the LawToolBox matter to the third-party matter. See, [LawToolBox for Dynamics Case Management preview](#), (5 minutes).

LawToolBox has a Good Reputation with Existing Customers

While LawToolBox doesn't have previous federal Government Contracts, we can provide references from LAUSD (the 2nd largest school district on the world), and the City of Denver. See, also [Capterra Customer Reviews.](#)

Document Management though Team's or Groups Powered SharePoint (option to add Dynamics)
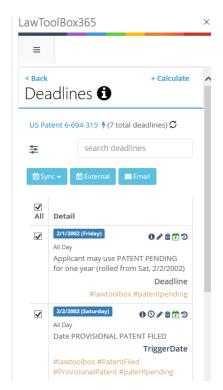
The document management capabilities of Dynamics365 or Groups SharePoint Online are well established, and LawToolBox merely amplifies and leverages these existing capabilities. Further, there are tens of thousands of Microsoft Partners readily able to support these products at a moment's notice. This an important consideration because if you rely on either Dynamics365 or SharePoint, it is a solution that will meet your needs not just for 3 or 4 years, but for the foreseeable future. For example, Microsoft Dynamics 365 is a powerful out-of-the box legal document management system that can tailor the taxonomy and document structure to classify legal documents to facilitate and empower search functions. But beyond using data structure to facilitate search, Dynamics supports full-text search of documents, searching by original owner, document title, last modified date, keywords, within designated folders, all while limiting results based on user-based permissions. Microsoft platform also leverages document version control, and evolving data governance tools that allow administrators to create document access and retention policies.

Case Management/Docketing.

LawToolBox is the most advanced docketing system in the world, and our capabilities our rapidly growing. We were the first online docketing system to ever exist. LawToolBox filed for a patent in 1998 which wasn't granted until 2002. See, [US Patent No. 6,694,315](#).

LawToolBox provides out-of-the-box solutions to calculate deadlines for civil litigation in federal courts, trademark and US patents, and other compliance driven practices. But beyond that, deadlines that have been calculated can be modified, and new deadlines or appointments added ad hoc.

LawToolBox also generate incredibly robust reports at the matter, user or department level. For example, a user can generate a report of all their deadlines for the next 30 days, and then filter that report using terms like "appointment" to retrieve all time bound appointments, or "#trialdate" to find all upcoming trial dates that have been auto-marked with that hashtag, or "#OA" to find all office actions.

Filtered reports can be downloaded or emails in seconds. Email reminders also create a valuable redundancy ensuring deadlines are never missed. When rules change, updates to the ruleset are pushed out across the cloud with the click of a button, and existing matters are automatically updated (but also retaining the original deadline to ensure that the attorney can see both the new and the modified deadline, so they can exercise their professional judgment as to how to proceed).

System Access and Security

As a modern app, LawToolBox can be used on any system that supports Office 365, including apple products like MAC. Authentication by SSO OpenID is supported. The history of every deadline is recorded in logs that cannot be edited and permits users to instantly retrieve information on who edited what deadline and when. LawToolBox uses SHA2 SSL/TLS/IPv6. LawToolBox has been built around Office 365 productivity software, uses the Microsoft Graph API, and has received numerous awards from Microsoft recognizing our solution as a market leader. To the extent that Office 365 is compliant with 3.6 SAML and FICAM, LawToolBox honors that requirement. Because LawToolBox uses OpenID SSO authentication to Office365, LawToolBox complies with the MFA requirements of 3.8 and cryptographic requirements of 3.10 and 3.11. Scheduled maintenance is on the third Thursday of every month from midnight to 3 am E.   Disabling a user's Office account disables their LawToolBox account, or a LawToolBox account can be disabled in our admin portal.

System Support Service

Because the product is cloud based all upgrades are rolled out online and do not require user or admin

intervention. LawToolBox has also met with migration consultants to determine general pricing for Conversion and Migration Support and are confident we can manage this migration.

Conclusion

Microsoft Dynamics is a powerful document and case management solution, LawToolBox is an award-winning modern add-in that streamlines the calculation and management of patent, litigation and administrative deadlines. Investing towards the Microsoft platform helps ensure stability and continuity far beyond the 4 to 5-year scope of this proposal. Together these two products deliver a compelling and reasonable solution that any corporate legal department can use with ease and confidence.

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