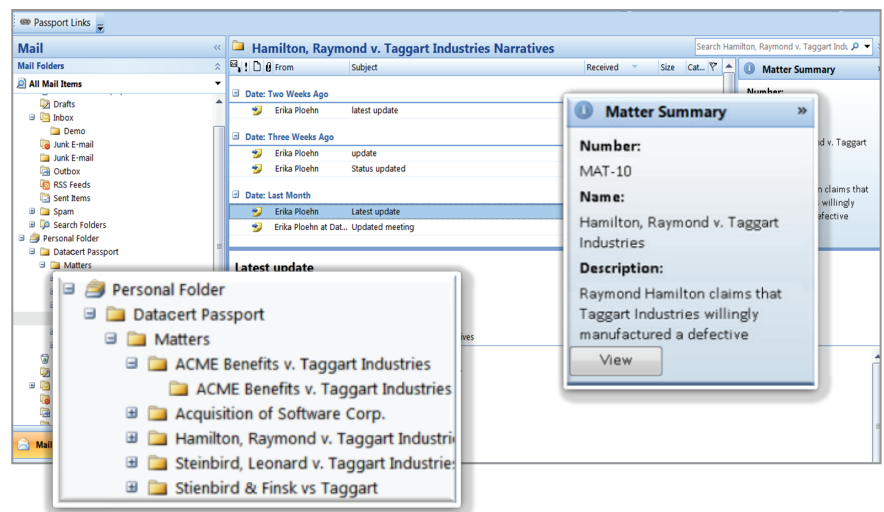


## Passport® Legal Matter and Spend Management

Passport Legal Matter and Spend Management combines the unparalleled matter and spend management experience of ELM Solutions with the power of Passport, a patented technology platform. The software enables more proactive management of legal risk and dramatically improves corporate counsel's ability to manage and reduce legal spend. Passport Legal Matter and Spend Management also optimizes legal department performance with its ability to provide a comprehensive view of the relationships between costs, financial and business risks, legal department workload, outside counsel use, and matter status.

### Simplify the way attorneys and legal staff work and drive significant cost savings.

- Deliver the most relevant information, tasks, reminders, and reports to each team member via Passport's highly-intuitive user interface and role-based dashboard views
- Conveniently manage day-to-day matter activities directly through Microsoft® Outlook®
- Use wizards and rules-based workflows to efficiently drive legal staff through common activities like matter set-up, automatically assign tasks, and generate reminders and notifications
- Streamline time-consuming invoice reviews and automatically enforce compliance with outside counsel guidelines, alternative fee arrangements, and negotiated discounts
- Empower staff to quickly locate the information they need, when they need it, with powerful search capabilities



### Key Benefits:

- *Simplify and streamline the way attorneys and legal staff work*
- *Drive significant cost savings*
- *Improve collaboration and knowledge sharing among internal and external team members*
- *Gain better visibility into legal risk and spend*
- *Make more proactive and strategic business decisions*
- *Configure and extend Passport to meet new business needs*

### Improve collaboration and knowledge sharing among internal and external team members.

- Securely collaborate with outside counsel on budgets, matter narratives, accruals, and timekeeper rates via the Passport Collaboration Portal
- Easily share knowledge and work product among a global legal team with a single, secure place to track all information associated with a vast matter portfolio
- Use the Outlook Module to quickly and easily communicate matter updates and streamline their capture in the system

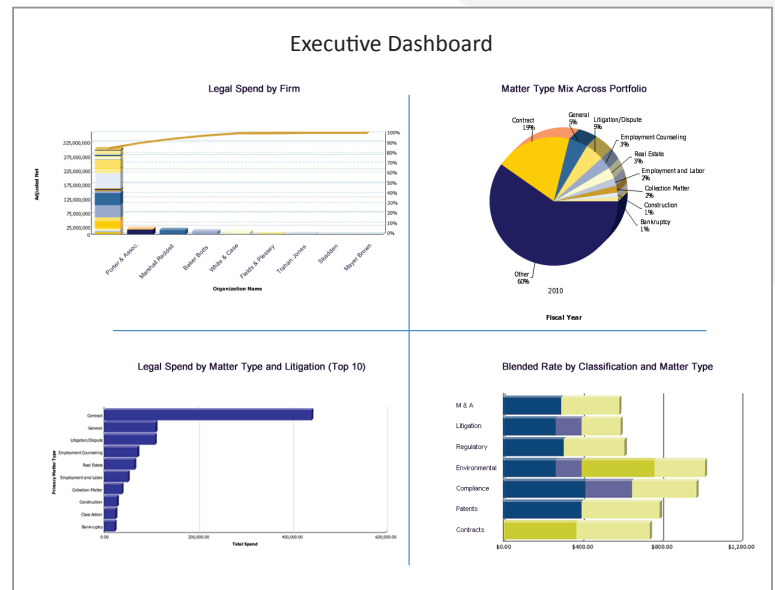
# Passport® Legal Matter and Spend Management

## Improve visibility into risk and spend and make more proactive and strategic business decisions.

- Monitor and track the status of matters throughout their lifecycle, including their associated spend, risk, and exposure
- Leverage Passport's advanced business intelligence capabilities to produce actionable analytics and identify potential areas for efficiency improvements, cost savings, and improved value from legal service providers
- Enjoy at-a-glance views of key performance indicators via dashboard reports that make it easy to spot trends and potential risks

## Rely on a solution that easily adapts to meet current and long-term business needs.

- Support unique business and user needs with Passport's industry-leading level of configurability, which allows clients to tailor screens, workflows, rules, reports, and more for both litigation and transactional practice areas
- Leverage localization and VAT support features to meet the needs of a multi-national workforce and to enable compliance with varied global tax requirements
- Take advantage of Passport toolkits, which empower clients to administer, configure, and even extend their Passport solutions to quickly meet changing business needs



### Key Features:

- *Highly-configurable matter screens for each practice area*
- *Wizards for common tasks like matter creation and outside counsel assignment*
- *Ability to manage matters directly from Outlook*
- *Flexible invoice submission methods and full-service e-billing support for legal service providers*
- *Rules engine for automated enforcement of outside counsel guidelines, AFAs, and discounts*
- *Rules-based workflows that automatically assign tasks and generate reminders and notifications, as well as support automated invoice review*
- *Calendar and docket management*
- *Budget, timekeeper, accruals, and matter narrative collaboration*
- *Available library of best practices-based matter and spend management report packs*
- *Essential document management and document assembly capabilities*
- *Multi-currency and VAT support*
- *Integration with systems such as accounts payable, document management, IP management, and others*