Efficiently manage legal department matters
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Facing new pressures with fewer resources

In the legal arena, significant increases in corporate litigation, consolidations, mergers, compliance demands, and budget constraints have most legal departments scrambling to meet converging priorities. These pressures tax resources with unprecedented workloads and increased responsibility. Meeting these challenges also requires corporate legal departments to reduce costs, increase efficiency, control outside counsel spending, and address risk across the enterprise. Managing these diverse obligations requires legal organizations to deploy a comprehensive legal information management solution that can do more than just manage internal documents. Now more than ever, corporate legal departments need innovative ways to automate manual processes, reuse knowledge, eliminate rework, and reduce administrative overhead.

A controlled, compliant, and secure environment

HP Autonomy provides comprehensive enterprise content management (ECM) solutions to 80% of the AM Law 100 and over 500 corporate legal departments. Our solutions enable lawyers to more effectively manage matter-related documents inside the company and with external counsel. We also help you to automate key business processes such as contract management, intellectual property management, board of director collaboration, and policy driven information governance.

HP Autonomy provides a controlled, compliant, auditable and secure environment that allows you to manage, share, and control critical legal and financial documents, either on premise or in the cloud.

Managing the global matter file

Autonomy ECM provides a centralized repository for all email, documents, images, audio, and video files related to a matter or case, enabling in-house and external counsel to securely share and collaborate more effectively from desktop applications, web browsers, and mobile devices. With Autonomy ECM, corporate legal teams can:

• More effectively coordinate activities surrounding each matter, make more informed decisions, and improve efficiency
• Reduce the burden on mail servers and transform email from an isolated knowledge source that is visible only to the addressee, to an asset that can be accessed by relevant users across all offices, easily and securely
• Successfully manage the workloads of internal teams and external law firms for better utilization without redundancy
• Better leverage relevant work product and minimize outside counsel spend

Autonomy ECM improves productivity and enables critical business content to pass freely and securely outside of your firewall, allowing important transactions to get done anywhere, at any time, and at less expense.
Automate key legal processes

Automating key processes such as contract management, intellectual property management, and regulatory filings provides visibility into the status of key deliverables, while reducing the work required and the possibility of errors and omissions.

- **Contract management** – Autonomy ECM helps corporate lawyers to create, negotiate, and manage contracts more efficiently and provides secure access to signed contracts. HP Autonomy provides a centralized library with virtualized file folders for every contract and integrated workflow, enabling legal departments to:
  - Lower their risk by reducing the reliance on paper
  - Improve security through granular access control
  - Gain greater visibility into the contracting process with automated alerts, digital signatures, comprehensive audit trails, key performance indicators, and advanced reporting
  - Increase efficiency by enabling professionals anywhere access
  - Improve collaboration by moving critical content from in boxes to shared virtual folders
  - Deliver stronger agreements by proactively managing deadlines and renewals

- **Intellectual property management** – By improving efficiency and visibility into the filing process, HP Autonomy enables lawyers to leverage their IP more effectively, grow the portfolio and defend against infringement. You can also keep all documents, receipts, and correspondence related to a patent or trademark application organized, versioned, stored and secured. Internal and external resources can exchange information more securely, collaborate across physical boundaries, and automate manual processes. Automating the processes reduces delays, clarifies task ownership, and enables timely filing and management of key dates.
**ECM Benefits**

Autonomy ECM helps you transform inconsistent business activities into lock-tight, compliant, and auditable processes that deliver the following benefits:

- **Increased productivity** – By unifying content, accelerating processes, and identifying the right information quickly and easily, organizations realize significant labor savings through improved productivity and higher quality for knowledge workers.
- **Reduced risk** – Lower the risk profile of the organization through increased visibility, enhanced business continuity and enforcement of best practices.
- **Streamlined transactional processes** – Increase transparency into bottlenecks and redundancies in repetitive tasks.
- **Improved consistency** – Ensure adherence to best practices across a distributed workforce.
- **Improved profitability** – Reduce costs by eliminating manual tasks, reducing physical storage and accelerating business cycles while at the same time increasing revenue through improved client satisfaction.
- **Better collaboration** – Team members that focus on a single access point for critical project information collaborate more effectively and accomplish more tasks in less time.
- **Low total cost of ownership** – Leverage existing infrastructure and expertise to extend investment in existing applications and personnel.

- **Manage regulatory filings and inquiries** – In today’s highly regulated environment, it is particularly useful to create, apply and enforce information governance policies that proactively manage content prior to a triggering event. Autonomy ECM enables you to provide a comprehensive response based on visibility to key electronic assets, protect against spoliation, and limit exposure to risk by consistently applying retention policies. You can also capture all documentation in a single location, supporting an effective response to information requests by regulators.
- **Board of directors communication** – With centralized recordkeeping, the Board and Corporate Secretary gain access to all information presented and decisions made with a fraction of the effort or cost. Instead of last minute rushes to express mail meeting materials, the secretary can post information directly to the secure digital file, which can be accessed from any internet enabled device. All actions and communication to and between board members can be managed centrally instead of via redundant emails and phone calls. Committee workspaces allow committees to collaborate securely online. Similar workspaces can also provide an electronic equivalent to the corporate minute book, tracking officers, directors and other parties with signature authority etc.
- **Policy-driven information governance** – Autonomy ECM enables legal departments to develop, manage and apply policy to electronic information across the widest range of information sources, formats and languages, including audio and video. This provides enterprise lawyers and records administrators a transparent view of their corporate information landscape, enabling the automatic classification of records information, application of policies for compliance, and defensible deletion of content to reduce risk.

With solutions from HP Autonomy, legal departments can streamline critical business processes to ensure compliance with policies, improve client service, and drive productivity improvements. We help you to exercise tight control over key business processes to manage risk for improved compliance and drive greater efficiency through time and cost savings.

Autonomy ECM enables corporate legal departments to reduce risks and legal costs by more efficiently utilizing outside counsel, improving service and visibility to the business, streamlining legal processes, and facilitating the reuse of work product.

Autonomy ECM is exceptionally easy to use, may be deployed across organizations quickly on premise or in the cloud, and requires minimal training. That’s why our solution greatly increases adoption and ensures that a greater portion of content is captured for management.

**About HP Autonomy**

HP Autonomy is a global leader in software that processes human information, or unstructured data, including social media, email, video, audio, text and web pages, etc. Autonomy’s powerful management and analytic tools for structured information together with its ability to extract meaning in real time from all forms of information, regardless of format, is a powerful tool for companies seeking to get the most out of their data. Autonomy’s product portfolio helps power companies through enterprise search analytics, business process management and OEM operations. Autonomy also offers information governance solutions in areas such as eDiscovery, content management and compliance, as well as marketing solutions that help companies grow revenue, such as web content management, online marketing optimization and rich media management.

Please visit **autonomy.com** to find out more.