

Having a high performance corporate legal department doesn't have to be complicated and costly. Bridgeway's eCounsel is the complete, easy-to-use matter management solution that lets you easily track every detail for any matter, assign and manage internal staff and outside counsel, manage your legal spend, analyze trends, and more—from anywhere, via the web.

### *eCounsel Benefits*

- ☑ Robust and feature-rich
- ☑ Clean and simple user interface
- ☑ Highly configurable
- ☑ Limited IT support required

### KEY BENEFITS

#### Control Your Case Load

With eCounsel you can selectively outsource projects or bring more work in-house. Create an online legal collaboration system that lets you manage resources dynamically. Promote collaboration with customized views and access levels via a standard web browser for attorneys, outside counsel and business unit managers.

#### Control The Collaboration - Stay Informed

eCounsel allows you to provide business units with the information they need, when they need it. Share information with corporate governance, tax, risk management, and other key groups with secure, customized access. Use built-in reporting and analysis tools to leverage information-rich data to improve strategic planning.

#### Control Your Legal Spend

eCounsel integrates with Bridgeway's e-billing solution Smart Invoice and Corridor, linking your matter management with advanced, rules-driven, e-billing capabilities to streamline your invoice handling. Leveraging information across applications gives you real time spend information relating to your entire matter portfolio, putting you in complete control to make more informed legal decisions.

#### Control Your Time

eCounsel streamlines legal matter management processes and automates a variety of tasks, with automatic alerts to ensure deadlines aren't missed. All related matter information is stored in a single, secure, easily accessed data store—so you have instant access to all details for any legal matter, including a complete historical record.

#### Control Your Risks

eCounsel automatically tracks task and deadline information to ensure nothing falls between the cracks. Easily create reports to demonstrate compliance with invoice approvals, matter inception policies, records retention policies, and other policies and procedures.

#### Streamline Your Reporting

Provide business units with the information they need, when they need it. Powerful reporting and analysis tools let you easily leverage matter management information to improve planning, so you can better manage your resources.

#### Manage Your Staff Resources

See instantly who is assigned to which matters, so you balance internal workloads and selectively outsource projects. Manage resources dynamically to meet changing needs, while controlling spending.

#### Expand Your Reach

eCounsel integrates seamlessly with Bridgeway e-billing, legal hold, ediscovery and corporate governance solutions to create a complete Legal Enterprise Management environment that leverages the full power of your information to maximize performance and efficiency. Modular products let you expand your capabilities one step at a time, whenever you're ready



### KEY FEATURES

#### Home Page Portal

Users can configure the eCounsel home page portal with a variety of widgets to display the information they desire upon login. Standard widgets include Alerts, Crystal Reports, Outside Counsel Monthly Spend, Top Matters, Cost by Business Unit, Favorite Reports, Idle Matters, Invoices Awaiting My Approval, and many more.

## Advanced Reporting

eCounsel provides a powerful ad-hoc reporting tool that allows you to build standard, analytical, and graphical reports from any eCounsel data. Analysis Center uses an easy to learn drag-and-drop user interface that will empower many more people in your legal department to create reports. Reports will automatically abide by eCounsel's security rules.

## Wizards

eCounsel includes a set of configurable wizards, for example, the Matter Intake Wizard allows an administrator to create intake screens for various matter types to improve data entry speed. There is also a Matter Assign/Reassign wizard and a Copy Matter wizard.

## Bookmarks

You can configure a set of personal bookmarks to specific records, for example, matters, URLs, etc. You can simply drag and drop records to create new bookmarks. The bookmarks section can also be collapsed to give you more screen space.

## Flexible Grids

eCounsel has very flexible grids for displaying data. You can personalize grids to display the fields they choose, in the column order they choose, and they can choose how the data should be sorted. You can also filter the data on these grids in an ad-hoc fashion or by administrator-defined filters, for example, "My Matters."



## ADDITIONAL FEATURES AND FUNCTIONALITY

- Store all related matter information in one central secure location
- Manage foreign bills and taxes on fees and expenses electronically with multi-currency, LEDES 98B-International invoices, submissions, and VAT support
- Streamlined Service of Process workflow capabilities which automatically sorts alerts according to the types of service and then routes them to the appropriate department

- Maintain a complete historical account of all Service of Process actions by date and person
- Maintain a complete historical account of all transactions
- Link with your team's calendar to view and prioritize important dates
- Integrate your e-mail system to drag and drop messages and attachments into a protected database
- Manage internal workloads and selectively outsource matters for maximum efficiency
- Track and analyze internal and external costs, and e-mail reports
- Schedule Business Objects Crystal Reports to run at a designated date/time
- Use on-demand tabs and fields to create custom data entry screens
- Update, view, and share information anytime, anywhere the Internet reaches
- Link with outside counsel for input and collaboration
- Integrate eCounsel with your e-mail, accounts payable, IP, and document management systems
- Integrate eCounsel with other Bridgeway solutions for a single source of support
- Manage subversion releases for all deployments using Update Manager
- Integrate with Bridgeway Legal Hold to create a hold from a matter within eCounsel

"Using eCounsel for the central hub for all our legal activity streamlines our critical processes, keeps us efficient and informed, and continually reduces our risk."

– Daniel Stallworth, Novartis Vaccines & Diagnostics

## The Bridgeway Experience

- 20+ yrs of experience with in-house department management
- Dedication to helping you achieve your goals
- Commitment to long-term client relationships

To learn more about Bridgeway's eCounsel or other Bridgeway solutions, contact us at [sales@bridge-way.com](mailto:sales@bridge-way.com) or call us at 888-272-4699.