

# An Essential Guide to Using Legal Automation

How automated processes can make your legal life a lot easier.

It wasn't that long ago that legal drag as a result of procedural inefficiency was measured in days, if not weeks. Legal workers were bogged down with lengthy, repetitive tasks that were time-consuming and exhausting while delivering little value. The onset of technology has relieved lawyers from the rigmarole of tasks that previously swallowed their precious hours. These days it's more than just contract management software, so keep reading to learn how Legal Automation can make day-to-day legal work a cakewalk.

## What is Legal Automation?

As its name suggests, Legal Automation is a category of software that is specifically developed to automate

legal processes. This could be something as simple as a program that generates contracts, or a complex modular digital platform that facilitates all legal functions – such as Plexus. A key feature of Legal Automation is the ability to centrally manage particular tasks within a product.

## The Benefits of Legal Automation

At the end of the day, Legal Automation delivers better efficiency and reliability when performing repetitive tasks. Think of it as riding a rollercoaster: it can be a wild and fast ride, but it's always on rails to stay on the right track. These are some of the tangible benefits:

- **Repeatable, Reliable Processes**

Legal tasks are one of the instances where following a strict sequence leads to success and minimises risk. These tasks are ideally predictable and

repeatable – like a program – so a stringent set of steps is all but guaranteed by using software. Legal automation enables legal teams to set their business users up with automated templates for them to self-serve their own simple agreements without adding to Legal's overflowing workload.

- **Detangled Intake and Triage**

Instead of manually handling legal requests case-by-case with a conveyor belt-like process, software can help organise and sort requests by priority and complexity. Advanced programs can also screen and gather important information before a lawyer is assigned to the matter to prevent doubling back and using time inefficiently.

- **Lawyerless Legal**

Some Legal Automation software implements “self-service” capabilities such as chat bots for users to interact with and complete basic low-risk tasks like data entry. This frees up time for lawyers to handle the matter when they’re actually needed, or to work on higher risk tasks that require more hands-on intervention.

## More Than Just Paperwork Made Easier

There is something of a misconception that Legal Automation software is just a means of managing documents. While that does comprise a considerable amount of legal work, there are more tasks that Legal Automation can help do better as evidenced above.

Furthermore, essential actions, including file storage and archiving, signature collection, electronic billing, etc. are important features to consider when shopping for Legal Automation software.

As such, it’s vital to find products that offer multiple solutions or are regularly updated to roll out more functions. Purchasing singular offerings becomes more expensive and these standalone products are often incompatible with the other programs in the ecosystem.

## Is It the Right Time for Legal Automation?

There is no better time than right now to add Legal Automation software to your business, but be aware that this is not a one-off step. As technology becomes more sophisticated, so must your adoption practices to enable the best out of your team and the software.

The other side of the coin plays to the adage “better late than never”. Sometimes jumping on the latest tech



### Extend your impact and reclaim your bandwidth.

Plexus’s document automation and custom workflows handle the work you’re usually buried in. Empower your business to self-serve contracts and routine legal tasks, free your lawyers to focus on higher value work and unlock your organisation’s competitive advantage.

**Get started**

trend before it reaches maturity is a wasteful exercise as a better product might be offered in later stages. A sensible action to take is to consider established vendors for your core functions and later look out for products offering features specific to your use case.

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