



Whiteford, Taylor & Preston Uses Clause Companion to Draft Faster and Reduce Non-billable Time

OVERVIEW

When drafting legal documents, lawyers typically reuse language and clauses from existing work to save time. Neil Cotherman, Director of IT, explains the workflow at Whiteford, Taylor & Preston: “Our document management system (DMS) doubles as a knowledge management system in that attorneys can search for and reference previous work product to find relevant clauses and language that may be reusable.”

This search process was time-consuming because lawyers could only browse documents by document type or client, and there was no way to organize content in folders that fit their preferred workflow. As a result, DMS usage was low, which led IT to fear that lawyers could be saving content in local folders – a potential threat to security and the firm’s reputation.

To proactively mitigate potential risks, IT decided to reinvigorate the DMS with a multi-version upgrade. At the same time, they sought a better way for lawyers to save and reuse clauses.

SOLUTION

Whiteford, Taylor & Preston turned to Clause Companion from Litera, a clause library solution that allows for easy storage, retrieval, and distribution of content, from within Microsoft Word and the documents they’re working on.

Cotherman explains, “In moving to a more pessimistic security posture, we are effectively reducing the ability of the DMS to serve as a repository of useful work product history. Clause Companion solves that challenge.”

“The value was shown right away in the demo,” he continues. “We had lawyers request a pilot, during which they gave us fantastic feedback and didn’t want it off their machines.” After a successful pilot with 10 lawyers, the firm moved forward with Clause Companion across the technology IP and corporate practice groups.

RESULTS

The firm expects to see continued benefits, especially a faster document drafting process. With Clause Companion, lawyers are empowered to build and access their own knowledge bank directly in Word, thereby eliminating the need to spend valuable time searching for content in the DMS or personal files. This reduces frustration as well as non-billable hours, consequently increasing

employee and client satisfaction. Additionally, the firm can share standard clauses with lawyers as a function of knowledge management.

Planning ahead, the firm expects to deploy Clause Companion to more practice groups and evaluate additional Litera technology to further streamline lawyers' workflows.

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Neil Cotherman
IT Director,
Whiteford, Taylor & Preston

About Whiteford, Taylor & Preston

With more than 170 attorneys, Whiteford, Taylor & Preston provides a comprehensive range of sophisticated, cost-effective business law and litigation services to clients ranging from innovative startups to middle-market companies to global enterprises. Its growing Mid-Atlantic footprint includes 16 offices in Delaware, D.C., Kentucky, Maryland, Michigan, New York, Pennsylvania and Virginia.

About Litera

Litera is the leading provider of software for law firms and document-intensive organizations across the globe, helping them satisfy client demands. Our document drafting products empower users to create, proofread, compare, clean, and distribute high-quality content quickly and securely, from any device, while our transaction management platform converts the manual, tedious process of managing transactions by creating a secure, collaborative workspace and automating the entire signature process.