

## **Annex: Key Features of the Legal Technology Platform (“LTP”)**

1. **Document management and collaboration:** Lawyers will be able to work and collaborate on documents and other materials with internal and external parties digitally and securely.
2. **Assign tasks and track deadlines:** The legal project management toolkit gives lawyers visibility of project status and enables the tracking of deadlines easily.
3. **Customisable matter templates:** An expanding library of matter templates to cater to various kinds of cases, so that lawyers can access and start working on their next case swiftly. The matter templates come with pre-set tasks and links to useful references (known as “pins”), so that lawyers can start a matter in the LTP quickly.
  - a) As at the launch of the LTPI, Singapore-specific matter templates that have been included in the LTP include “Filing a Mediation with SMC”, “Filing a Mediation with SIMC” and “Starting an SIAC Arbitration”.
4. **Secure communication:** Lawyers will be able to communicate with their clients and external stakeholders via an encrypted in-app feature.
5. **Integration with select practice management systems (“PMS”), document management systems (“DMS”) and other legaltech tools:** Lawyers will be able to link their existing legaltech tools, if they have them, with the LTP. This way, they can access the key information and documents from the legaltech tools that pertain to the same matter from the LTP.
  - a) As at the launch of the LTPI, legaltech tools integrated with the LTP include (a) Tesseract, (b) Clio, (c) NetDocuments, (d) iManage, (e) SharePoint or OneDrive for Business, (f) Google Drive, (g) WhatsApp, (h) Slack and (i) MS Teams.
6. **Collaborating on documents via WhatsApp:** Lawyers can invite their clients via WhatsApp to review a document and provide comments via a secure link. In this way,
  - a) Lawyers can keep their clients up to date about their cases;
  - b) Clients can view and provide comments on the document even if they are on the move; and
  - c) All comments are captured in the same matter channel in the LTP, thereby reducing the need for the lawyers to manually consolidate the different strands of communications.