

Autonomy iManage Corporate Legal Solution

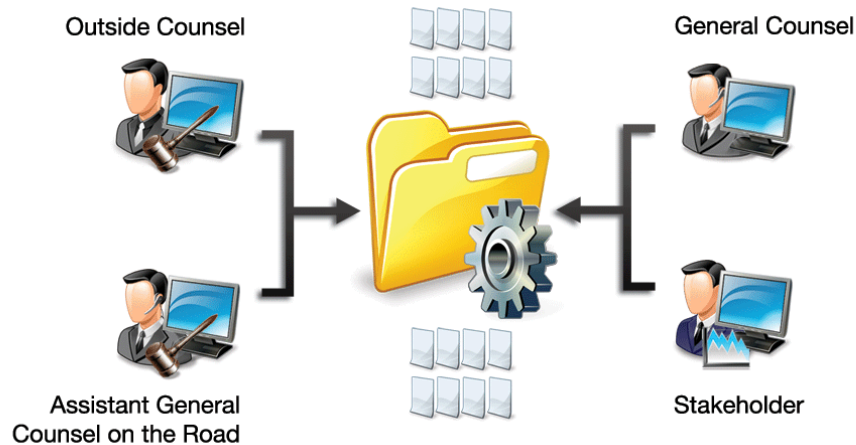
A flexible solution for cutting costs, reducing risk and improving customer service

Corporate counsel face additional pressures with fewer resources

With a rising tide of corporate litigation, consolidations, mergers, and some of the century's most sweeping changes to corporate governance, most corporate legal departments are facing unprecedented workloads and increased scrutiny. Tight budgets mandate even greater vigilance in controlling large costs such as outside legal fees and discovery requests. At the same time, internal constituents grappling with unfamiliar compliance requirements need greater service and easier access to information than ever before.

The key business challenge for corporate legal departments is to find an easy, cost-effective way for attorneys to manage matter files electronically, streamline Board of Directors communication, manage e-mail and scanned images, improve contract management, and consolidate work product received from outside counsel.

Without the appropriate tools, corporate lawyers can waste precious resources searching for precedents, logging in and out of the extranets of their various outside counsel, shipping board meeting materials, and chasing down contract revisions and decisions from business users in e-mail.

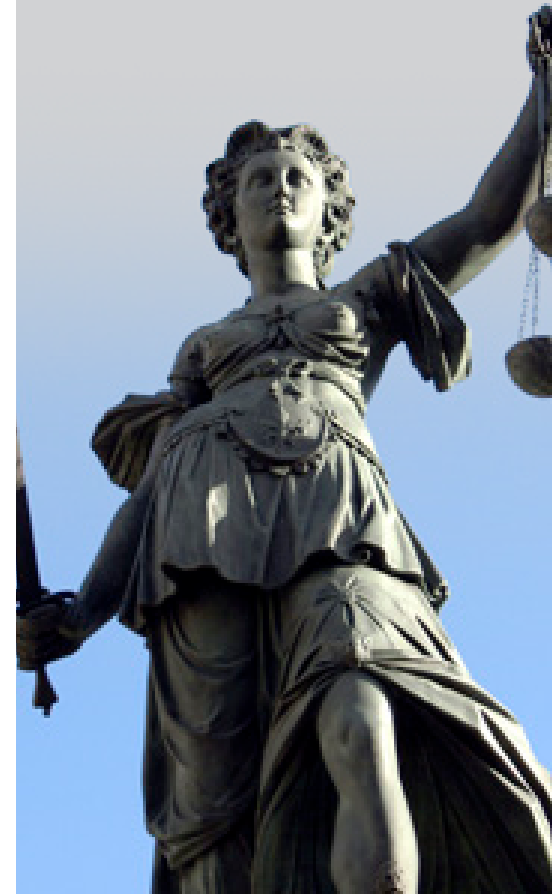


With WorkSite, the WorkSpace, or virtual matter file, provides intuitive, secure, and central access to all stakeholders for increased efficiency throughout the value chain.

Highlights

Solutions for corporate legal departments IManage's solution for corporate legal departments and offices of general counsel addresses five key areas:

- Managing the matter file
- E-mail management
- Managing outside counsel
- Board of Directors compliance
- Contract management



Managing the matter file

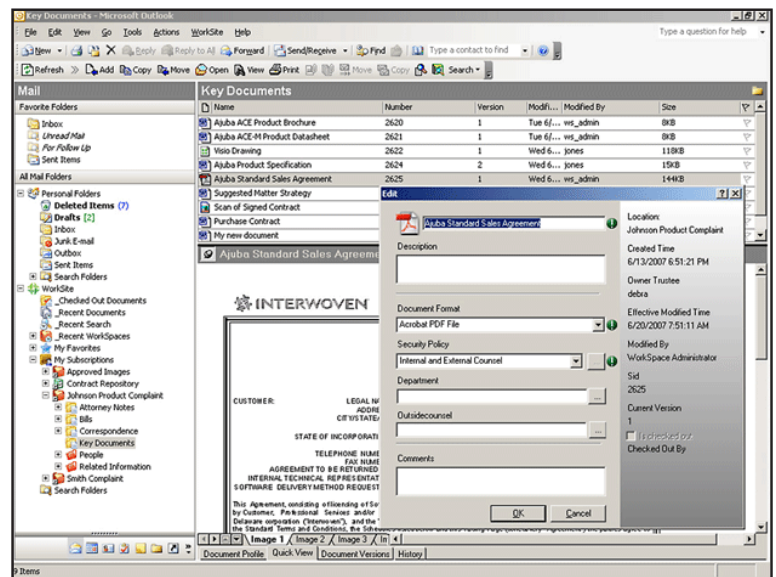
How do you monitor the status of your matters? Are you working with counsel in distributed locations? IManage WorkSite enables legal departments to create a central repository for all types of content related to a matter, whether generated internally or by outside counsel. Correspondence, pleadings, witness statements, depositions, precedents, scanned images, and more are organized in virtual file folders called WorkSpaces. Like a traditional expandable file folder, each Workspace organizes all content regarding a specific matter or project in clearly labeled folders and sub-folders. Authorized users can access WorkSpaces via an intranet, extranet, mobile devices, the desktop, or the Web, eliminating time-consuming copying and costly shipment of paper files. Powerful search capabilities enable users to locate stored files quickly and easily by subject, author, full text and specific metadata.

E-Mail management

How much time do you spend searching through e-mail folders, trying to locate the correct version of critical matter-related information? Are important e-mail attachments locked up on the desktops of your users? How much matter-related information do you lose when an employee leaves the company? The proliferation of e-mail has resulted in yet another repository for matter-related information, and searching multiple repositories consumes more and more time—time that could be spent on more important tasks. WorkSite enables users to automatically file e-mail into the matter folder, where the email contents and any attachments are automatically indexed for full-text searching. Searches can be performed for e-mail messages, documents, or both at the same time, eliminating the need for General Counsel and staff to search multiple repositories to locate matter-related information.

Managing outside counsel

How many outside law firms do you use? Can you easily access their work product, or do you have to log in and out of numerous different extranets to locate information that you need? WorkSite enables creation of secure workspaces for sharing of information with outside counsel. By requiring all outside counsel to post their work product to a Workspace stored within your network, your corporate legal department gains unprecedented visibility and control across all matters. Attorneys and legal staff can effectively monitor the status other outside counsel when needed. WorkSite gives General Counsel the tools to effectively manage the workloads of both internal teams and external law firms for better utilization and reduced redundancy



WorkSite enables users to automatically file e-mail in the matter folder.

Contract management

Is your corporate legal department viewed as a bottleneck in the sales and contract cycle? Do all participants in a contract negotiation have live access to view the status of the process? Do your attorneys have to reinvent the wheel every time they create a contract? WorkSite helps lawyers manage and document all phases of contract creation, review, approval, and execution, enabling them to create and close contracts more efficiently. Contracts stored in WorkSite can be easily located and repurposed, eliminating duplicative work. WorkSpaces can be securely shared with outside counsel and internal business users to provide visibility to authorized users throughout the contract cycle. Having a single place for all parties to collaborate on the negotiation and execution of the deal eliminates time-consuming status calls and the need to search through e-mail attachments for the latest revisions. Integration with popular image capture tools enables executed agreements to be scanned and stored in the Workspace, where they are automatically indexed for full text searching.

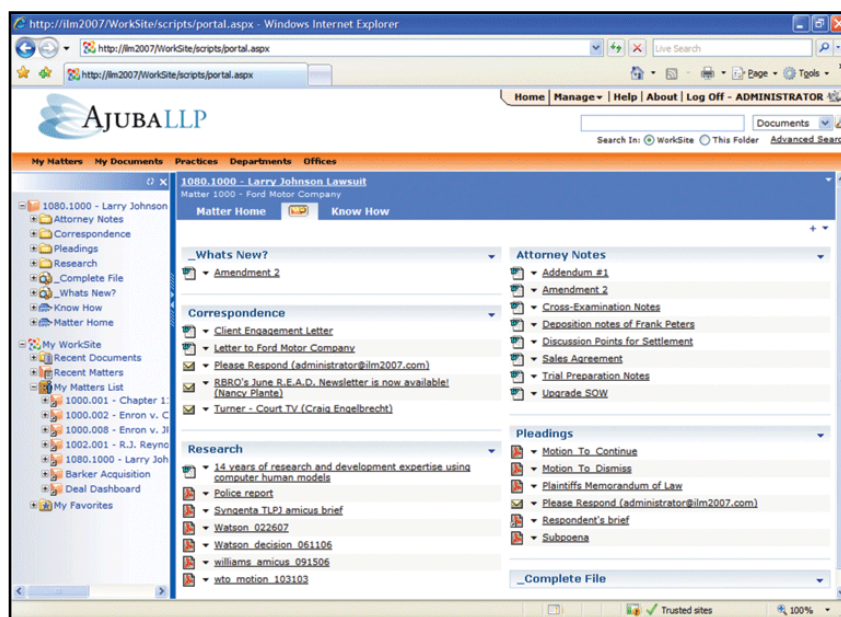
Board of directors compliance

Do you have trouble ensuring that your Board of Directors receives materials when they need them? Do you have a legally defensible audit trail of decisions that are made? With WorkSite, corporate secretaries can manage Board of Directors activities by posting calendars, meeting minutes, and key documents in a secure Board of Directors Workspace. Instead of express mailing meeting materials, the corporate secretary can post information directly to the Workspace. Communication to and between board members can be conducted (and recorded) centrally instead of via redundant e-mails and phone calls.

Similar WorkSpaces can also provide an electronic equivalent to the corporate minute book, tracking officers, directors, and other parties with signature authority. With WorkSite, Corporate Counsel is able to respond efficiently to information requests by regulators to ensure that the company is in compliance, and reduce the personal liability of the company's officers. With centralized recordkeeping, the Board and Corporate Secretary gain complete knowledge and accounting of all information presented and decisions made with a fraction of the effort or cost.

WorkSite—the heart of the solution

WorkSite offers the most comprehensive document management capabilities on the market today, right out of the box. Document versioning ensures everyone is working on the most current version of a contract or document. Audit trails provide a complete history of who did what, and when, as the document evolves. Retention periods can be assigned to documents, e-mail, and virtual workspaces, helping to effectively enforce document retention and disposition policies. To ensure widespread adoption and use with minimal training, WorkSite is tightly integrated with word processing, spreadsheet, presentation, imaging, and e-mail applications. Users can access files directly from the applications they already use to create content and store content to WorkSite with minimal change to their current process. For example, filing an e-mail received from outside counsel is as easy as dragging and dropping it from the inbox to a matter folder.



With WorkSite, in-house counsel can organize all relevant material including e-mail, documents, bills and pleadings into WorkSpaces, enabling employees and external counsel to securely share and collaborate on content.

Scalable and extensible enterprise document management and collaboration

WorkSite provides a single platform that integrates document management, collaboration, knowledge management, and portal views to manage business content throughout its entire lifecycle. From initial creation and collaboration, through reuse, archival, and disposition, WorkSite helps companies worldwide maximize the value of their content to rapidly increase productivity, improve management visibility, and facilitate compliance.

Unparalleled productivity for the mobile professional

In today's fast-paced environment, business users need the ability to access information at any time, from any location. This is especially true for attorneys and other legal professionals who spend a substantial amount of time on the road. Until now, mobile users had the ability to download specific files to a laptop for remote use, but they have lacked the ability to use document management features such as check-in/ check-out, versioning, and search while disconnected from the network.

WorkSite OffSite provides users with the virtual equivalent of their matter or project file, making all matter-related files stored in WorkSite, including documents, e-mails, scanned images, and other content, readily accessible from the user's laptop, even when disconnected from the network. A fully portable version of WorkSite, OffSite uses the same familiar user paradigms and interfaces available in online mode, enabling users to browse the file hierarchy, view and modify existing documents, create new documents, and search repository content. On reconnection to the network, new and updated files are automatically synchronized, and OffSite's sophisticated synchronization algorithm resolves any content conflicts quickly and accurately.

IManage OffSite provides the anytime, anywhere availability that today's highly mobile, fast-paced business professional demands.

Systematic records management and compliance

A chief complaint from legal departments of all sizes is the difficulty of establishing and enforcing enterprise wide policies and procedures to protect the firm against liability. Without accepted and implemented retention and disposal policies, organizations face mounting costs for storage

and potential litigation as well. Organizations need a solution that enables them to manage all content and correspondence throughout the entire lifecycle—from creation, through multiple revisions of work in process, to publishing of final documents and ultimate retention and disposal according to predefined standards and procedures. WorkSite enables organizations to create, publish, and automate retention and disposal policies to reduce liability and costs of discovery requests or disputes. Its business process automation capabilities automate key processes and manage administrative tasks to ensure enterprisewide compliance without excess effort. Audit trails provide clear visibility into status and actions to flag exceptions and prove compliance.

A proven solution

WorkSite enables corporate legal departments to reduce risks and legal costs by more efficiently utilizing outside counsel, improving service and visibility to the business, streamlining business processes, and reusing work product. More than 2,000 leading corporate legal departments and law firms rely on WorkSite to manage electronic matter files, documents, and e-mail, including 72% of the Am Law 100 as well as corporate legal departments at firms such as The Hartford, Bank of America, and Microsoft.

WorkSite delivers the industry's fastest time to deployment and lowest total cost of ownership, and consistently scores among the industry's highest customer satisfaction ratings.

About Autonomy iManage

Autonomy iManage is the leader in information management applications for the legal and professional services market. Building on Autonomy's advanced Meaning Based Computing platform, Autonomy iManage offers the most comprehensive suites of information management applications all on a common platform. Autonomy iManage has over a decade of experience working with law and accounting firms to understand how these professionals interact with information and their need to find, manage and process large volumes of content quickly and intuitively. Organizations from all over the world, including 75 of the top 100 global law firms, are standardizing on Autonomy iManage which uniquely spans the complete EDRM on a single technology platform, including document and email management, information governance, archiving and records management, knowledge management, policy management and eDisclosure, legal hold and review. Autonomy iManage can now link over 1,400 law firms with the data inside over 20,000 corporate clients using powerful, familiar tools, and is the only vendor to offer the ability to access and analyze corporate information in-place for a case, eliminating point solutions and the risky and costly hand-offs of data used for investigations and litigation.

Customers include corporations and law firms such as Allen & Overy, BAE Systems, Bloomberg, Citigroup, Deutsche Bank, DLA Piper, Grupo Santander, HSBC, LexisNexis, Linklaters, Lloyds TSB, Merrill Lynch, Slaughter and May, UK Law Society, and White & Case. More than 400 companies OEM Autonomy technology, including Symantec, Citrix, HP, Novell, Oracle, Sybase and TIBCO. The company has offices worldwide. Please visit www.autonomy.com to find out more.

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