



Law Firm's Guide to Lawcadia

The intelligent end-to-end legal operations platform for in-house legal teams.



Introduction to Lawcadia®

In-house legal teams are operating under increasing pressure. They are expected to deliver legal services more efficiently, demonstrate stronger governance, manage legal spend more effectively and provide greater visibility of legal work across the organisation. For legal teams working in government and other regulated environments, these expectations are even higher, with greater scrutiny over procurement, financial controls, compliance and reporting.

To meet these demands, many organisations are adopting Lawcadia to create a more structured and transparent way of working with their external legal providers. Rather than relying on email, spreadsheets and manual processes, Lawcadia provides a secure, collaborative platform that standardises how legal work is requested, approved, managed and reported.

These are some of the reasons clients choose Lawcadia:

- ✓ **Greater efficiency**
Automation across internal workflows, matter management, law firm engagements and reporting eliminates manual data entry and saves time
- ✓ **Budget management**
Structured instructions, scope and budget management, internal client approval processes, and invoice data capture, provides predictability and clarity
- ✓ **Client-to-Firm infrastructure**
A unique platform designed for client-to-law firm collaboration, underpinned by ISO 27001 certification and enterprise-grade security controls
- ✓ **Internal service delivery**
Leverage intake, triage and collaboration tools to improve internal service delivery, manage team capacity and have oversight over the entire legal function
- ✓ **Excellent customer support**
We are only as successful as our clients' implementation, and so we focus on tailored implementations, dedicated customer service, and excellent on-going support
- ✓ **Accurate data & reporting**
A single system that connects in-house legal teams and their law firms to deliver accurate data, insightful reports, and custom dashboards

This guide shows how Lawcadia helps your firm work more efficiently with your client by simplifying instructions, engagements, budgeting, invoicing and reporting, enabling you to spend less time on administration and more time delivering excellent advice.

Welcome to Lawcadia.



Warwick Walsh
CEO and Co-Founder



Trusted by leading law firms

Every year, thousands of legal matters are managed through Lawcadia by corporate and government legal teams and their external legal providers. Lawcadia has established a proven onboarding methodology that makes it straightforward for firms of any size to begin working with clients through the platform, supported by dedicated implementation specialists and ongoing customer support.

Today, more than **220 law firms** and **8,000 law firm users** use Lawcadia. Our network includes **top tier, Magic Circle, Am Law 100, international, national, mid tier and specialist boutique firms**, demonstrating the platform's ability to support organisations of every size and practice area

Whether your firm is already working with multiple Lawcadia clients or connecting for the first time, our team will guide you through onboarding, configuration and training to ensure you can begin receiving instructions and collaborating with your clients quickly and confidently



Enterprise governance & security

✓ On-boarding governance

Every law firm is onboarded by the Lawcadia team using a structured process that establishes users, permissions and security settings. This ensures only authorised firms and users have access to client data.

✓ Account security

Lawcadia supports enterprise security features including IP white-listing, Geo restrictions, multi-factor authentication, and Single Sign-On.

✓ Visibility controls

Firms can mirror their own practice groups and teams within Lawcadia, ensuring authorised users have access to client matters.

✓ Client-to-firm infrastructure

Lawcadia is purpose built for secure collaboration between clients and law firms. Client data remains in the client's secure environment, while authorised firm users access information in real time through their enterprise account.

✓ One login for multiple clients

With Lawcadia, each law firm user only needs one login manage multiple clients.

✓ Data breach containment

If there is a security concern, relationship change or firm off-boarding, clients can restrict access to data in Lawcadia. Clients can extract a report of all engagements and related matters to rapidly assess potential risk exposure.

How law firms use Lawcadia

Lawcadia enables clients and their law firms to streamline instructions, agree scope and pricing, manage engagements, monitor budgets and collaborate throughout the matter lifecycle. By giving both parties a shared view of the engagement, Lawcadia supports clearer communication, stronger financial control and more consistent processes.

How it works:

Panel management	During the on-boarding process Lawcadia set's up the client's preferred law firms, organised and structured to the client's needs.
Consistent instructions	Lawcadia allows for best practice instruction templates to ensure structured, accurate and streamlined instructions are provided.
Direct briefing	With Lawcadia, legal teams can continue to instruct their preferred law firm directly and utilise automation for efficiency.
Competitive matter RFPs	Clients can run competitive matter RFPs with a number of their panel firms to identify firms with the right capabilities and price.
Engagement	Law firms and clients agree scope of work and pricing arrangements in Lawcadia before works begins.
Scope Control	Law firms and clients agree scope upfront and manage changes through Lawcadia, creating a clear record of approved variations.
Budget management	Law firms can keep their clients updated on changes to budget, providing clients with the financial visibility they require
Invoices	Law firms upload invoices to Lawcadia using features designed to streamline invoice approvals and payment.
Reporting	With Lawcadia managing all the client's matter and budget reporting law firms will save time on ad hoc reports.

Other benefits to law firms

In addition to meeting the procurement and technology requirements of your client, there are additional benefits:

- ✓ **Getting paid faster**
Reduce invoice queries and payment delays with a structured process that aligns scope, budgets and approvals before invoices are submitted.
- ✓ **Dedicated customer support**
Lawcadia provides comprehensive, responsive support and troubleshooting ensuring minimal disruption and maximum efficiency.
- ✓ **Enterprise security**
Benefit from a platform backed by ISO 27001 certification, regular security updates, penetration testing and continuous platform improvements.
- ✓ **Training & onboarding**
Ongoing training and onboarding is included, ensuring new staff are equipped to use the platform effectively.

Getting started with Lawcadia®

Implementing a new technology solution can be daunting, which is why the Lawcadia team are here to support you every step of the way. Our straightforward on-boarding process is designed to ensure you and your team are trained and ready to use the platform with minimum disruption to your day-to-day routine.

- 1 Contact Lawcadia for a demonstration or discussion about how we can help your firm support your client's legal operations needs.
- 2 We will meet with you, provide an on-boarding project plan and understand how you want to set up team and permission structures.
- 3 Clients may also request that your IT team set up Single Sign-On (SSO) with Lawcadia to meet their security requirements.
- 4 User accounts will be set up for your team members, including lawyer, administrator, and finance users.
- 5 When the client is ready, they will "go-live" with Lawcadia, and law firms may start to receive instructions and manage matters through the platform.
- 6 Training sessions will be made available through Teams as well as accessible Help Guides.
- 7 Lawcadia's customer support team is available to answer questions and provide support.

Other solutions for law firms

Lawcadia also provides innovative client-facing solutions for law firms. Solutions can include:

- ✓ **Regulatory & compliance workflows**
Design and deploy easy-to-use workflow solutions for privacy, regulatory reporting, data subject access and regulatory frameworks.
- ✓ **Showcase innovation in RFPs**
Demonstrate your firm's innovation capabilities by producing tailored and targeted workflow solutions to meet innovation requirements in client's panel RFPs.
- ✓ **Workflows for volume work**
Streamline the flow of work from your clients with configurable instruction workflows that help to elevate and embed your key client relationships
- ✓ **Customisable BI dashboards**
Say good-bye to manual reports and spreadsheets and embrace Lawcadia's automated and customised BI reporting for clients



Get in touch to find out more.

 support@lawcadia.com

 www.lawcadia.com

