

Interwoven® WorkSite for Corporate Legal Departments

A robust 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. 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, FedExing board meeting materials, and chasing down contract revisions in e-mail attachments.

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.

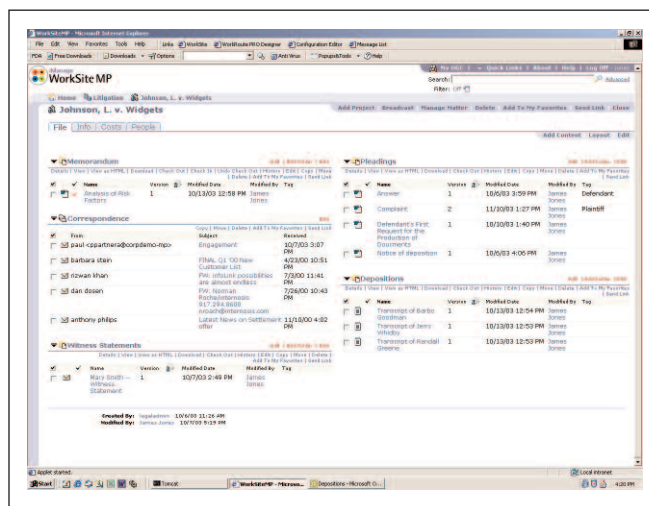
Solutions for Corporate Legal Departments

Interwoven's solution for corporate legal departments 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? Interwoven 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, 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 etc.



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.

E-mail Management

How much time do you spend searching through e-mail folders, trying to locate 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 it, along with any attachments, is 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 single secure location within your organization, your corporate legal department gains unprecedented visibility across all matters and all firms being managed by the group. Attorneys and legal staff can effectively monitor the status of each matter, reuse relevant work product and share documents with 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.

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.

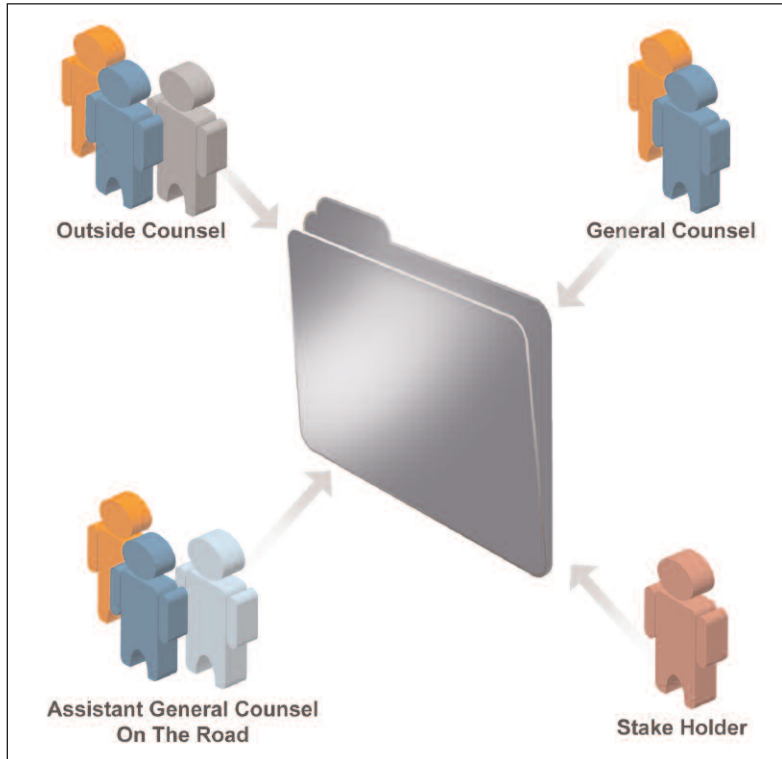
Communication to and between board members can be conducted (and recorded) centrally instead of via redundant e-mails and phone calls. Similar WorkSpaces can also provide an electronic equivalent to the corporate minute book, tracking officers, directors and other parties with signature authority etc. With WorkSite, Corporate Counsel is able to respond efficiently to information requests by regulators ensure that the company is in compliance, and reduce the personal liability of the company's officers. With centralized record keeping, 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.

Contract Management

Is your corporate legal department viewed as a bottleneck in the sales 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 customers 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. Contract WorkSpaces can contain tasks, events and milestones, enabling users to track important deadlines.

WorkSite — The heart of the solution

WorkSite offers the most comprehensive document management capabilities on the market today, right out-of-the box. The basic document management functionality includes check-in, check-out, publish, and restore. Document versioning ensures everyone is working on the most current version



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

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 destruction policies. Integrated document routing enables users to track document status throughout the approval cycle without superfluous phone calls or e-mails.

To ensure widespread adoption and use with minimal training, WorkSite is tightly integrated with word-processing, spreadsheet, presentation, imaging and e-mail applications, so users can access files directly from the applications they already use to create content. 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.

Scalable and Extensible Enterprise Document Management and Collaboration

WorkSite provides a single platform that integrates document management, collaboration, workflow,

knowledge management and portal views to manage business content throughout its entire lifecycle. From initial creation and collaboration, through publishing, 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.

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

Systematic Records Management & 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 its 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 & 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 enterprise-wide 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 500,000 professionals in 800 leading corporate legal departments and law firms rely on WorkSite to manage electronic matter files, documents and e-mail. WorkSite delivers the industry's fastest time to deployment, lowest total cost of ownership and consistently scores among the industry's highest customer satisfaction ratings.

About Interwoven

Interwoven, Inc. is the world's next-generation enterprise content management (ECM) company. Interwoven's patented, award-winning ECM platform integrates the six pillars of content management: collaboration, e-mail management, document management, Web content management, digital asset management, and records management. Allied with the leading enterprise application providers, the Interwoven ECM platform provides complete, end-to-end, content management for more than 3,200 organizations worldwide including Air France, Citibank, Ford, General Electric, Jones Day, Pfizer, Procter & Gamble, and Yamaha.

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