

## Process Heatmap: In-House Legal Department

Drafting and Document Management

**Contract Creation** 

Contract Negotiation Contract Management, Review and Due

**Contract Filing** 

Provisions Summaries Matter Management and e-Billing

New Matter Intake and Onboarding

Invoice Management and Review

> Records Digitization

Workflow

**Case Management** 

Referrals

Accounts Receivable Intellectual Property

**Legal Holds** 

**Document Collections** 

**Processing Data** 

**Conflict Checks** 

Review

eDiscovery and Research

Identification and Preservations

Collections

Processing and Review

Analysis and Case
Law Review

Production

Presentation

**Compliance** 

Know Your Customer (KYC)

**Compliance Intake** 

Third Party Risk
Management

Regulatory Research Legal Reporting, Analytics and Predictions

