

# Legal Services Delivery Toolkit

We understand the increasing pressures that in-house legal teams face, and have developed our Legal Services Delivery Toolkit to deliver our advice and expertise in a way that responds to these challenges. At the start and throughout the life of each matter we consider the various elements of our Toolkit, and identify those that might be useful. Our industry leading innovation and legal tech teams review the market on an ongoing basis and would be delighted to discuss any of our tools and capabilities with you if you would like to find out more.

## TECH



### LEGAL TECH

Legal tech is increasingly in use, not just behind the scenes, but as an integral part of the way we work with our clients on an increasing spread of work types. We have a broad range of legal tech that can (1) assist with volume tasks (2) manage large scale projects and (3) assist with matter-specific challenges. We regularly review the legal tech market to ensure that we have the best and most cutting edge products available to our lawyers and clients.

## PROCESS



### LEGAL PROJECT MANAGEMENT

Legal project management plays an important role in how we manage our matters. It creates greater transparency and certainty around scope, planning, costs and status. We can offer a dedicated legal project manager embedded within the legal team for the duration of a matter, or on an ad-hoc basis, providing guidance as and when required.



### LEGAL PROCESS DESIGN

We can work with you to produce a draft process map or service blueprint, to be tested and validated during a dedicated workshop, with the aim of identifying process efficiencies and generating ideas for improvement.

## PEOPLE



### FLEXIBLE RESOURCING

We actively consider flexible resourcing options with you, to find the best combination of resources for your matters. If you have a preferred Alternative Legal Service Provider (ALSP), we would be happy to explore working with them.

## Key contacts

For further information regarding our Legal Services Delivery Toolkit, please speak to your Slaughter and May relationship partner, or the relevant contact below:



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## TECH

### LEGAL TECH

The use of legal tech is embedded in our practice, and all our lawyers have access to, and are trained in the use of, an array of legal tech tools. These tools are particularly valuable in assisting with high volume tasks (such as large scale document reviews), managing complex projects and enabling collaboration between lawyer and client.

For example, we might set up a HighQ site to assist with team collaboration, use our AI tool Luminance for document review, automate first draft documents with Contract Express, and deploy proof reading tools to streamline this traditionally manual process. We also use various specialist tools where suitable, such as eDisclosure platforms and tools for creating public documents, checklisting and verification. We are of course always happy to discuss your preferred tech solutions or explore piloting new tools on matters together.

We have a dedicated legal tech team, responsible for the selection, testing, procurement and deployment of our legal tech tools and keeping the legal tech market under review. In 2019 we launched our legal tech programme, Slaughter and May Collaborate, to enable our clients to test legal tech tools with us outside a transactional context. We are always keen to involve our clients in the programme; please do let us know if you would be interested to find out more.



## PROCESS

### LEGAL PROJECT MANAGEMENT

We aim to deliver excellence in everything we do, and this extends beyond our legal advice and into the way in which we run our matters. We understand how important it is that we deliver your matters not only on time and within budget, but also with full transparency and certainty at each stage. Ensuring matters are run as efficiently as possible helps us prevent any avoidable surprises.

We can offer a dedicated legal project manager embedded within the legal team for the duration of a matter, or a legal project manager on an ad-hoc basis, providing the legal team with guidance and support as and when required.



### LEGAL PROCESS DESIGN

As part of our Legal Process Design programme, we work with our clients to streamline legal processes. The aim is to identify areas for improvement and clearly establish the roles and responsibilities and different resources to be used at each stage of the process.

Through the Legal Process Design programme we can review a specific transaction, a transaction type we commonly carry out together, or aspects of your in-house legal operations.


There are broadly 3 stages in our methodology: (1) producing a process map or service blueprint; (2) testing and validating the process map or service blueprint at a dedicated workshop; (3) implementing the recommendations that come out of the workshop.


## PEOPLE

### FLEXIBLE RESOURCING


We work with you to consider flexible resourcing options and find the best combination of resources for your matters. We have access to a large pool of temporary contract lawyers and paralegals, which allows us to mobilise resource quickly and cost effectively, meet your project needs, and free up our associates for specialist legal work.


It may also be appropriate to outsource certain elements of a matter to an Alternative Legal Services Provider (ALSP). We regularly review this market, and have relationships with a number of providers. If you have a preferred ALSP, we would be happy to explore working with them.

 **Access to specialised expertise where required**

 **Ability to flex to meet matter needs**

 **Opportunities for efficiencies**

 **Free up our lawyers for more strategic matters**

 **Cost considerations**