

Document Automation with Contract Express

Your first step to legal innovation

To automate or not to automate—it's no longer a question.

In today's fast-paced business environment, speed and time is paramount. Lawyers, however, are notoriously short of time. Learn how you can maximise time and save costs when you automate your documents with Contract Express.

The legal industry is evolving right before our eyes. Globally and in Asia, law firms and in-house legal teams are increasingly incorporating technology in their repertoire of services in a bid to make internal workflow processes more efficient and alleviate cost or ROI pressures from clients and internal stakeholders. These include, but are not limited to robust CRM systems, matter management platforms, and comprehensive research databases that compile all the necessary legal knowledge and tools to help lawyers do their job more efficiently. Among these, document automation technology is quickly becoming the norm for law firms and legal departments due to the gains in efficiency and profitability.

WHAT IS DOCUMENT AUTOMATION AND HOW DOES IT BENEFIT YOUR FIRM?

At its most basic, document automation refers to software that automatically builds the contents of a document instead of having a human painstakingly drafting it out. Creating and assembling legal documents is traditionally the bread and butter of lawyers. But with up to 60% of a lawyer's time spent on drafting, not only is it time-consuming, the manual process can also be prone to errors, which could result in compliance risks. Automating the drafting process saves time and money for firms and legal departments, freeing up resources to prioritise higher value work. But with the number of document assembly tools out there, which should you choose? **For Clifford Chance, the answer is Thomson Reuters Contract Express.**

At a document automation seminar held recently in Hong Kong, Thai MacDonald, Asia Pacific Head of Knowledge and Information at Clifford Chance shared her firm's experience with Contract Express, which they have been using since 2001. "The main reason we started to use it was to save cost and make us more efficient—primarily so that we could reduce the number of transactions where we went over the cap. It saves a lot of cost and gives us more room in the cap to deal with other issues."

Some of the types of documents they have automated in Asia include: banking and finance documents, capital market documents, legal opinion, fee proposals, and even internal HR contracts—essentially any document that gets used repeatedly.

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Clifford Chance is one of the world's leading law firms, with 35 offices in 25 countries and some 3,400 legal advisers. A single partnership, the firm has unrivalled scale and depth of legal resources across the key markets of Africa, the Americas, Asia Pacific, Europe and the Middle East and in the core areas of commercial activity including capital markets, corporate M&A, finance & banking, and real estate. **The firm estimates that 2000-3000 of their client-facing templates have been replaced with automated documents.**

THE CONTRACT EXPRESS DIFFERENCE:

Thomson Reuters Contract Express is designed with the sophistication and intelligence to build complex, rules-based documents. Right at the beginning of the onboarding process, custom templates will be created specific to your firm or legal department's needs and uses. This provides a consistent and streamlined approach to document drafting, reducing risk when it comes to lateral or new hires.

With integration to Practical Law, our proprietary legal knowledge and know-how solution, you can quickly create bespoke versions of existing, pre-automated templates instead of creating your own from scratch. Over 300 templates have been prepared and are constantly maintained by the editorial experts behind Practical Law, ready for you to use.

A powerful questionnaire then drives the creation of your document step-by-step, by collecting pertinent data and guiding you through the process. Rather than manually inserting data like names and addresses through the document, Contract Express collects input and populates it appropriately throughout the document. In the end, the document you get is not only accurate and error-free, but also perfectly formatted, as the system automatically applies the appropriate document styles and numbering in the final output.

“Contract Express saves our lawyers a lot of time and we can send out first drafts of documents within a few minutes, far more efficiently than before.”

Thai MacDonald, Asia Pacific Head of Knowledge and Information, Clifford Chance

With this process automated, the drafting and reviewing of a document is essentially reduced from hours or days to mere minutes, eliminating bottlenecks that are costing you time and money in your firm or legal department. Just imagine, how many people are involved in the manual creation of a single document, and how much time is spent ensuring its accuracy? Multiply that by the number of documents you need to draft in a day, and the savings you get is apparent. Lawyers will be able to shift their focus to more complicated aspects of transactions and strategic work that will contribute to the bottom line.

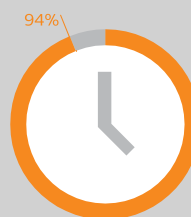
Contract Express is trusted by the world's leading law firms to generate standard legal documents from automated templates—reducing or eliminating the delays, costs, bottlenecks, and risks that are inherent with manual drafting. [Test drive it here](#), or contact us to schedule a demo.

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In August 2017, ALM conducted an online survey of legal professionals to learn their views on document automation software. Here is a summary of the findings:



94% of respondents feel that document automation software saves time drafting documents



33% say it cuts their time by **51%** or more



60% ranked “reduce errors/standardise clauses” as their first or second most important benefit



46% replied that document automation helps firms proactively respond to requests for AFAs by reducing fixed costs

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