

What is LawConnect?

LawConnect is a Document Management System developed to help you keep control of your legal documents.

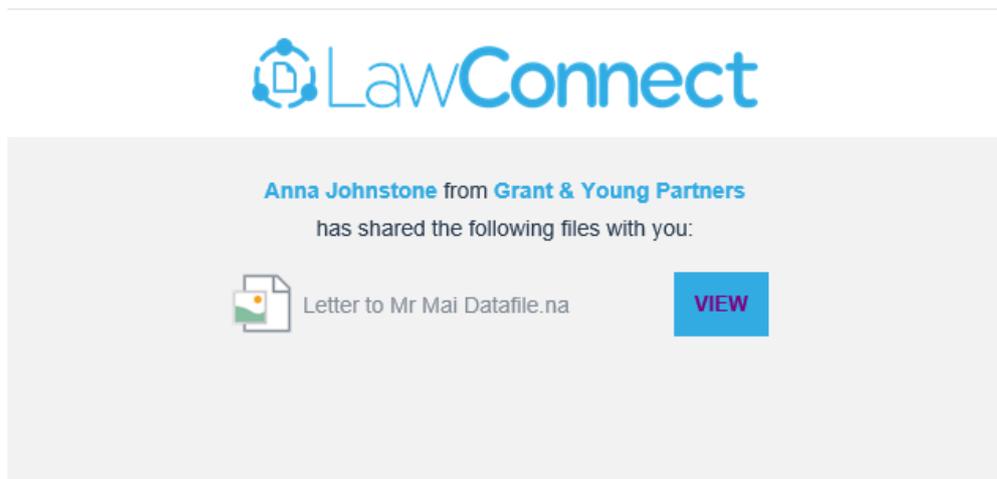
With LawConnect:

- your lawyer can share documents with you, and
- you can upload important documents to share with your lawyer.

LawConnect is free for you to use. All documents within LawConnect are organised into the matter that they relate to, making it easy for you to organise and find documents.

Your first time with LawConnect

The first time your lawyer shares a document with using LawConnect, you'll receive an email invitation that will look like:



The email invitation includes the name of the person sharing the document, the firm that they're associated with and any message or instructions they've included. First, you'll need to create an account then you'll be able to log in at any time.

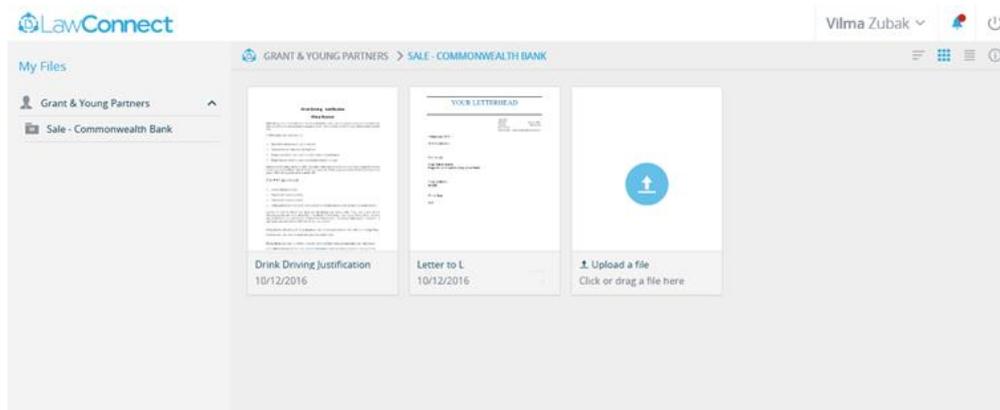
To create an account:

1. Click **View**, and you'll be taken to the home screen of LawConnect to sign up.
2. Click **Create an Account** in the top left-hand corner.



3. Enter your name, email address and a password.
4. Click **Sign Up**.
5. You'll receive an email from LawConnect to verify your email address.
6. Click **Confirm My Account** to verify your email address for LawConnect.
7. You'll then be able to **Sign In** when you enter your email address and password.

You can also log in using your Facebook, Google or LinkedIn details. You'll then have access to LawConnect as in the example below.



You'll have access to all the documents any lawyer you've had dealings with has shared with you. The left-hand side (My Files) of the page lists all your documents organised by law firms then by the legal

case (or matter) you've dealt with them about. When you click or open a matter folder, the documents display into the right of your folder structure.

And the next time

The next time you access LawConnect you'll go directly there, there's no setup - just signing in. You may also wish to bookmark [LawConnect](#) for easy access in future.

There'll be times when your lawyer will share documents with you for only a short time and then you'll no longer be able to access the previously shared documents. Most times your lawyer will let you know if and when they do this.

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