



## ELM Solutions

# CT Corporation Service of Process Connector for TyMetrix® 360°

### Connector Benefits

- Streamlines, centralizes, and standardizes the intake of SOP documents for timely review and easy management.
- Reduces the complexity and risk of SOP intake and processing.
- Captures SOP handling information for reporting and visibility.

*“The CT SOP Connector enables comprehensive management of service of process, including the ability to receive, triage, and store electronic SOP documents...”*

The management of incoming service of process (SOP) is often cumbersome and time-consuming for legal staff, with the potential for significant exposure if a key deadline is missed. The CT Corporation Service of Process Connector for TyMetrix 360° (CT SOP Connector) mitigates this risk by ensuring that all legal notices are routed for timely review and response. The CT SOP Connector enables comprehensive management of service of process, including the ability to receive, triage, and store electronic SOP documents from the CT Registered Agent service directly within TyMetrix 360° applications. This helps safeguard against missed deadlines and also minimizes manual processing by staff. Key features provided by this connector include:

#### Transfer of service of process documents from CT's Registered Agent service to TyMetrix 360°.

- Clients can customize how they receive notifications regarding retrieval of SOPs to suit their business needs.
- Outside of any scheduled retrieval job(s), the client's SOP Coordinator(s) can manually retrieve specific SOP documents or download all new SOP documents from CT at any time.
- Clients will receive alerts for unopened SOPs, download errors or when a log has been added to a new or existing matter.

#### SOP-related matters support the complete suite of TyMetrix 360° matter management features.

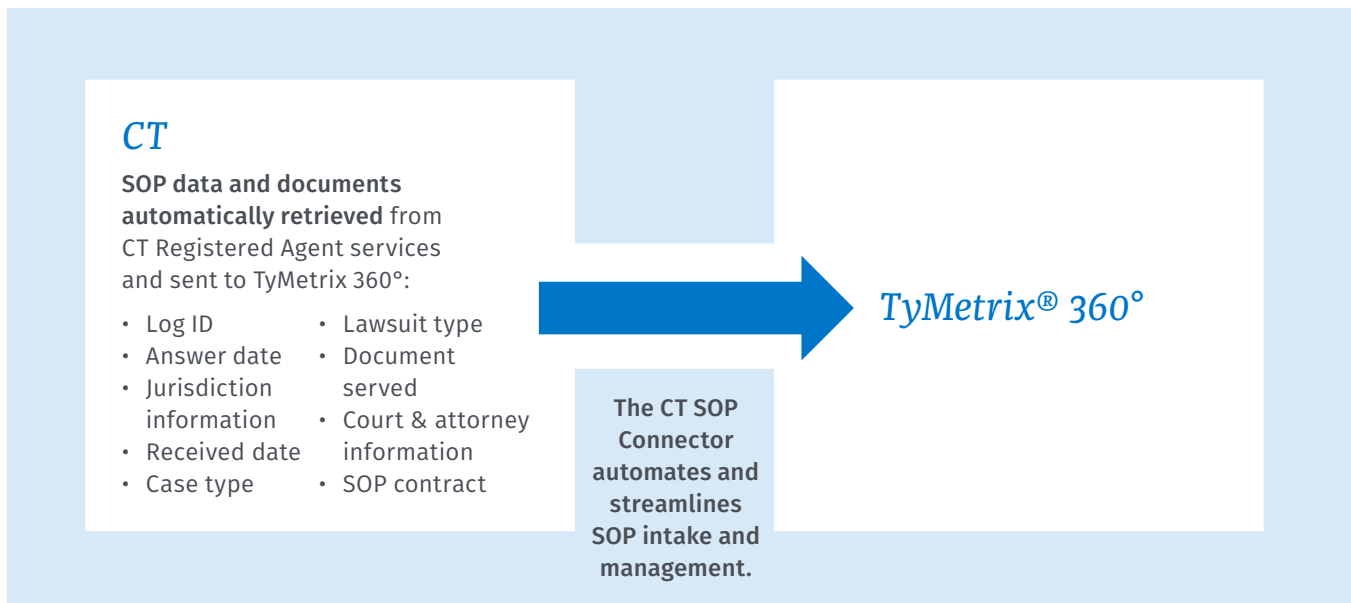
- Upon receipt of a new SOP record, the client's SOP Coordinator(s) have the ability to:
  - Quickly search all existing matter records for a potential match.
  - Associate the SOP record with an existing matter, with the ability to relate the SOP document attachment(s) to the matter record and notify the responsible professional of the document receipt.

## CT Corporation Service of Process Connector for TyMetrix® 360°

- Create a new matter using a matter creation wizard that is pre-populated with data from the SOP record; the SOP document attachment(s) are added to the new matter and, if desired, a new matter notification can be sent to the responsible professional.
- Download and forward the SOP document to another department (e.g., a wage garnishment request that should be sent to HR) and retain an SOP record in TyMetrix 360° for audit and reporting purposes.
- Clients have the option to store SOP document attachments within a TyMetrix 360° matter.
- SOP Coordinator(s) are also able to:
  - Update the SOP contact name and status, plus add SOP comments to support management of each SOP record.
  - View the docket history of an SOP record to see related SOP documents that were previously received.
  - Search across all SOP records and their related matters.

### Display and reporting of SOP information within TyMetrix 360°

- The SOP Coordinator's homepage includes all new and “in review” SOP documents for quick and easy access.
- SOP Coordinators and SOP Managers are able to view SOP summary information and documents on a matter record.
- TyMetrix 360° end users are simply able to view the SOP documents.
- All SOP fields that are received from CT and stored in the TyMetrix 360° database can be included in dynamic reporting and analytics.



Contact

+1 713 572 3282

+44(0) 20 3197 6500

elmsolutionsales@wolterskluwer.com

[www.wkelmsolutions.com](http://www.wkelmsolutions.com)