



Legal requests module

Boost the collaboration and efficiency of your legal department



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1. What is a legal request module?

Legal departments receive hundreds of requests through multiple channels and in all kinds of situations. From email, to Teams, to face-to-face or online meetings, to being assaulted in the corridors. This traditionally assumed and accepted process makes it difficult for the lawyer to identify the status of each request, who it comes from or when it is due. Faced with this storm of difficult-to-navigate requests, a legal request module is emerging as the antidote to channel and organise all that chaos. In this whitepaper, you will learn **the keys, and why Contract Lifecycle Management (CLM) technology is the most advisable** to implement this system in your legal department.

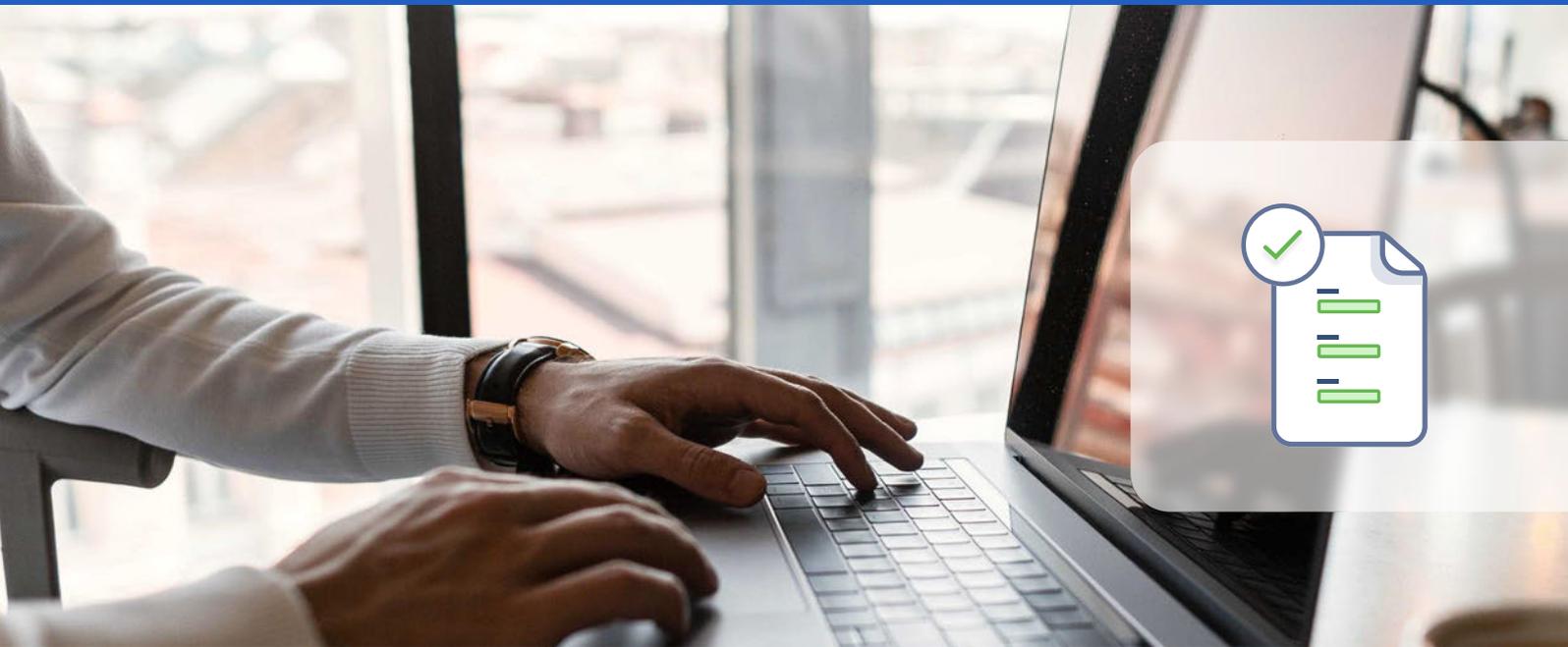
The requests module is based on the creation of a request through a standardised form for each petition to the legal department and the automated generation of an associated task.

The requests module offers a method of standardising and channelling all service requests that reach the legal department, **a necessary tool to drastically improve the efficiency of this area.** Thanks to this system, each service request is made through a form that automatically generates a task, so that the work associated with each request can be tracked and its status monitored.

Discover a system that allows you to know the origin of each request as well as its typology – such as enquiries for information, creation, suspension or development of a job – in order to have greater control over the work of the legal team. **Optimise efforts and organise tasks within your legal area**, to turn the headaches of an arduous task into an effective and standardised system, defining who will be in charge of them, their status, due date... as well as **establishing personalised KPI's to be able to measure all of this and boost the visibility of your department.**



2. How does a legal requests module work?



A cloud-based request module, which can be installed in a CLM platform to maximise its utilisation, uses four main steps for efficient management of legal requests:

1. CREATE A REQUEST TO THE LEGAL AREA VIA A STANDARDISED FORM

The first step in implementing this system is to create a request template that meets the desired requirements of the legal department. Thanks to the automation technology and metadata offered by the CLM, you can customise your form with all the necessary questions when creating each request.

2. TASK GENERATION

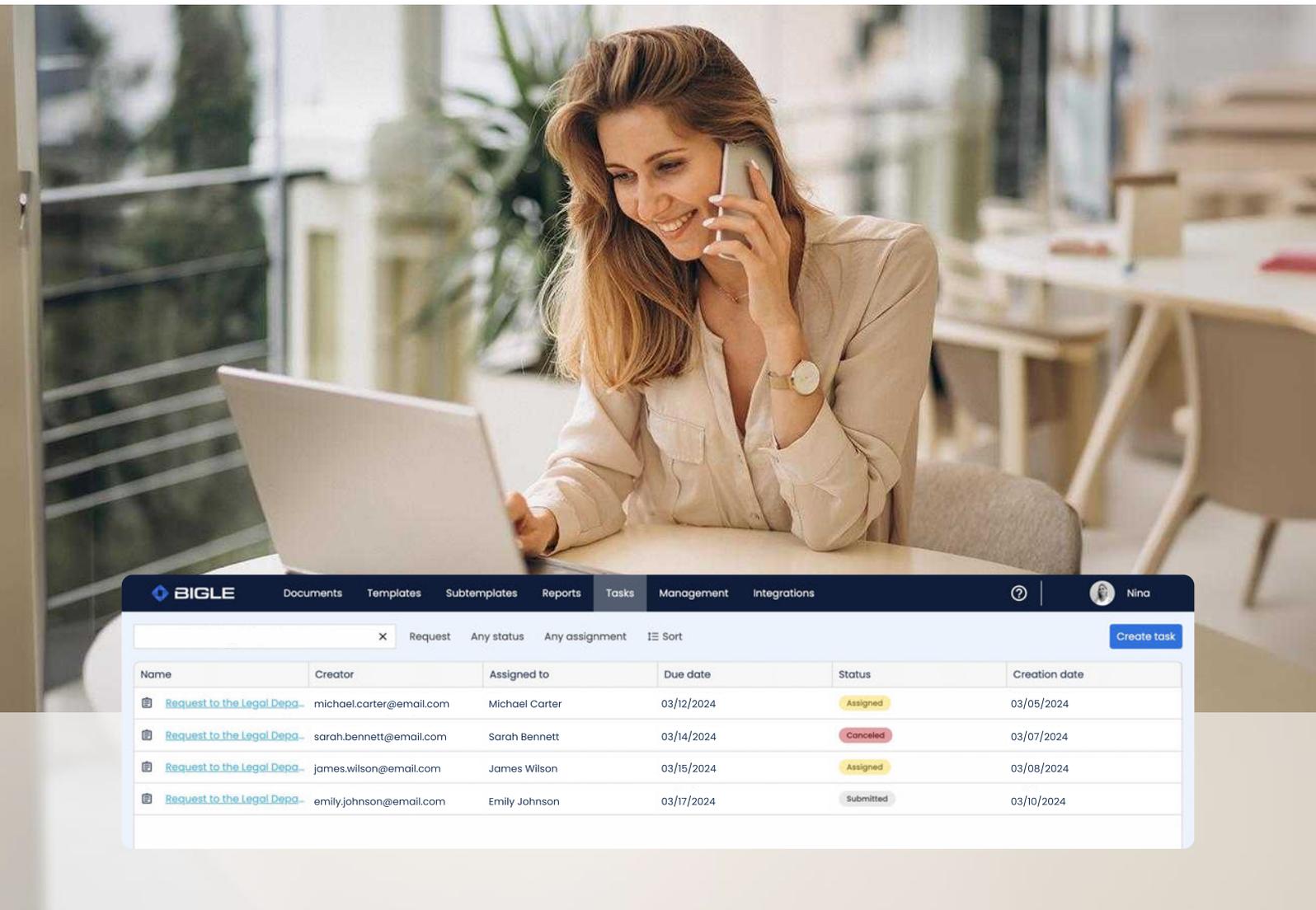
A task is generated with the specifications set by Legal and answered by the applicant. This allows you to know the type of enquiry – contract drafting, review, legal enquiry – from which area it comes from or the date, for appropriate follow-up. If what is requested from the legal department is the drafting of a contract, it is advisable to include in the form questions such as the duration of the agreement, whether it is for a fixed term or automatically renewable, the forms of payment, whether it is a single payment or payment in instalments, or the description of the obligations of the parties, among others.

3. ASSIGNMENT OF REQUESTS BY THE LEGAL DEPARTMENT

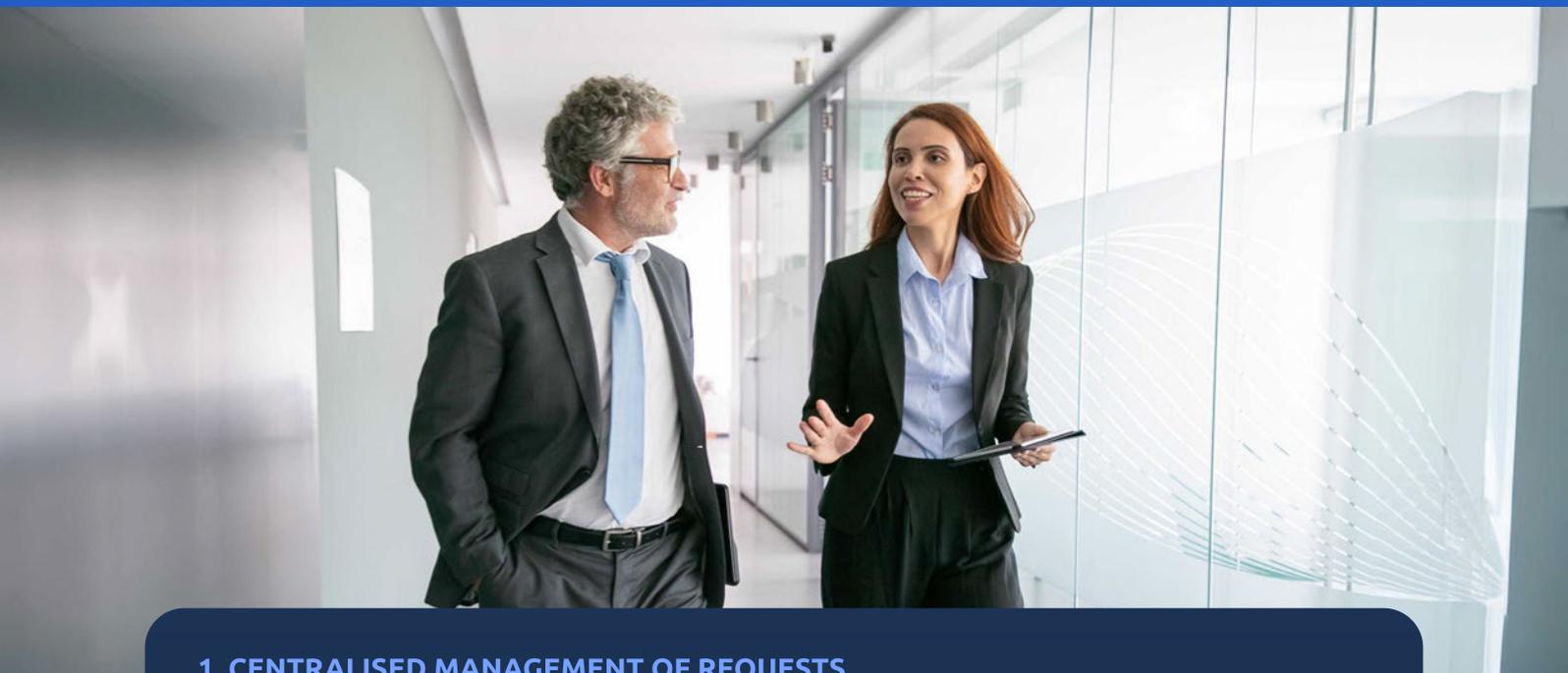
After initiating the process of a request, the legal department assigns the relevant task to a member of the team. This facilitates a fairer assignment and allows for effective prioritisation and monitoring of tasks, which provides a key peripheral view of the department.

4. ACCESS AND VISIBILITY

The module allows you to view a summary of all relevant request information, review the history of actions on the request, add notes, teammates and alerts to the process, as well as review any file attachments attached to the request through the form. It should be borne in mind that the CLM allows a lot of information to be collected that can later be reused in a click to magically compose a new contract, so it is advisable to identify elements that can be parameterised.



3. Key use cases: how to streamline the work of the legal department



1. CENTRALISED MANAGEMENT OF REQUESTS

Centralise all requests received by the legal department into a single system. In a large corporation, this means that all areas of the company can send their requests in a uniform manner, eliminating the dispersion and disorganisation of requests that traditional systems entail. This centralised approach makes it easier to prioritise, track and assign tasks, improving efficiency and ensuring that no request is lost.

2. AUTOMATION OF APPROVAL PROCESSES

In large corporations, approval processes can be complex and time-consuming due to multiple hierarchical levels and specific requirements. The Legal Requests module automates part of these processes, streamlining the necessary approvals so that they are handled more quickly and efficiently. Automation reduces turnaround time and minimises the risk of confusion, data loss or generalised task clutter.

3. REAL-TIME TRACKING AND REPORTING

Track requests in real-time, time-stamp set the pace and collect multiple data. This module allows your team to monitor the status of each request, identify potential delays and take proactive measures to avoid bottlenecks. In addition, detailed reporting facilitates trend analysis and departmental performance, providing valuable data for strategic decision-making.

4. INTERDEPARTMENTAL COLLABORATION

Boost collaboration between your legal department and other areas of the business. By having a centralised and accessible system, teams can work more effectively with your area, sharing the information and resources you need in real-time, which in turn makes it easier to organise and meet deadlines. This not only improves the interdepartmental relationship but also speeds up problem-solving and the implementation of legal solutions.

5. LEGAL AS A BUSINESS DRIVER

Turn the legal department into a business driver. With a legal request module, your legal team can respond more quickly and effectively to business needs, providing strategic advice and legal solutions that drive growth and innovation. This proactive role strengthens the legal department's position as an essential partner in achieving business objectives.



4. Benefits: Legal as a business enabler

A legal requests module allows you to control, from a bird's eye view, all the requests received by the legal area. But you have already seen that the benefits do not end there. Thanks to the filters offered by the CLM, requests are sorted according to need, by date, priority, department or type of request, among others. In addition, it facilitates the creation of reports of all kinds, as all these views can be exported in Excel format for analysis and report creation.

Let's summarise the six main benefits of this system for the legal area:



Visibilise the work of your legal team and their contribution to the company.



Measures key indicators of the legal area.



Establishes a clear strategy, prioritise and focus the work of the department.



Streamline interdepartmental work with the legal area. Make it more accessible to the rest of the company.



Facilitate the work of in-house lawyers.



Centralise information, create reports and analyse without limits.

5. About Bigle

Bigle is a legal tech company that offers a software suite with 4 products: Bigle CLM, the legal AI Bigle Libra, Bigle Sign and Bigle Academy. The company's mission is to **streamline the legal operations of companies, improving security and minimising the risk of legal contingencies.**

The platform allows professionals to automatically create documents, share them for review, validate them in real-time, collaborate virtually, negotiate and has its own electronic signature.

Bigle has developed a generative artificial intelligence assistant, Libra, which is connected to its CLM platform, developed for legal departments, which is an expert in the legal field and offers a secure environment of maximum confidentiality, minimising the hallucinations typical of other generalist tools.

The technology company is a pioneer and leader in the field of no-code document automation, has a global presence and its clients include large corporations and large law firms.

To learn more about Bigle Legal, visit the website: bigelegal.com

For other enquiries, please contact communication@bigelegal.com

By using Bigle, you contribute to saving natural resources



323 million
Kg of wood



7.1 billion
Litres of water



725 million
Kg of CO²



47 million
Kg of waste