



Developing Model Forms in Days, not Months

KNOWLEDGE

Create and maintain document templates and clause libraries-- model legal documents containing standard and alternative provisions.

INFORMATION

Collect, organize your precedent and share your best practices through an integrated wiki.

INNOVATION

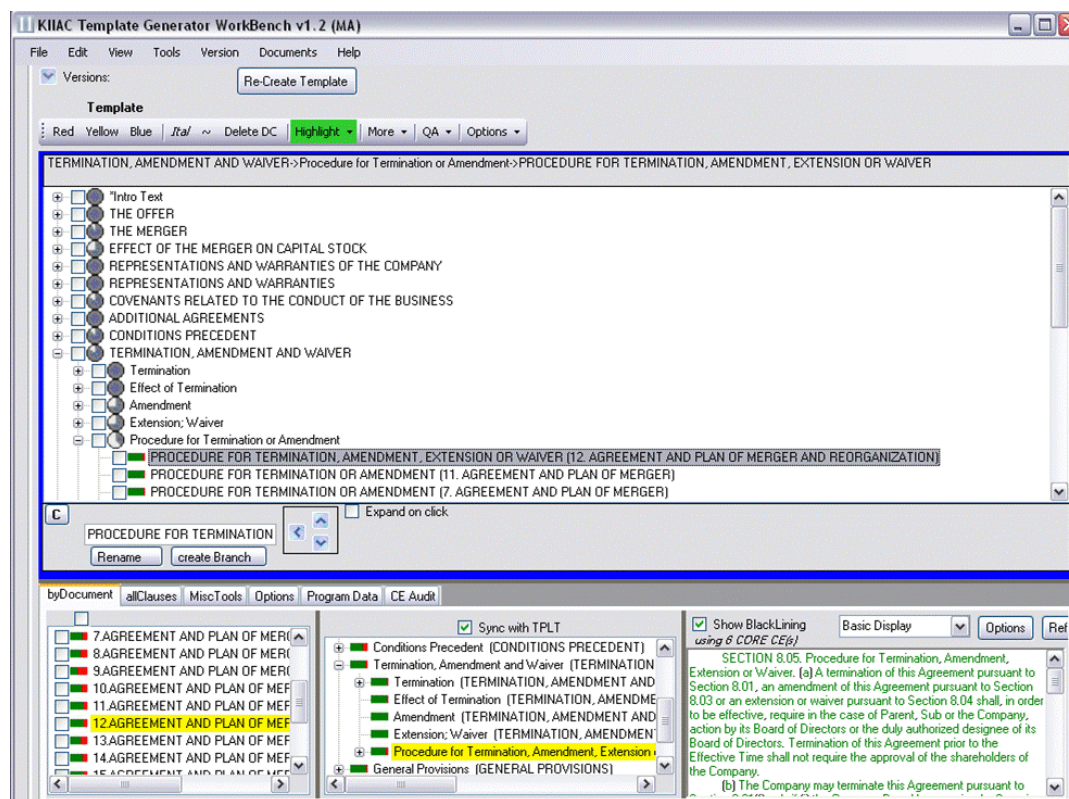
Your documents can now be compared to your firm's standards and industry norms - how will your documents stack up?

For more information please visit us on the Web at: www.kiiac.com or call (312) 720-9626

Situation: You have been asked to prepare a model document for software licensing agreements containing standard and alternative contract terms. You have been given 32 different software licensing agreements that the firm has used over the years.

Pre-kiiac Approach: In the past you would gather all exemplar documents, ask colleagues for good models, and search the firm's document repositories. After assembling all the materials, you review the collection of documents manually. Many attorneys approach this task by first creating an outline of the document, next identifying all the matching clauses, then choosing the best clause and, finally, editing the language. Those who have tried this manually will confirm that it can take many weeks, if not months.

kiiac Solution: Using kiiac's Template Generation module the process can be completed in days, because kiiac is the first software package to automate the creation and maintenance of drafting templates.





AUTOMATE

Create drafting templates and clause libraries from your own documents

DRAFT

Refine the Reference Standard; select default and alternative clauses; and deploy the Reference Standard to a document assembly module

BENCHMARK

Use kiiac's Reference Standards 'as-is' to benchmark a document, quickly identify divergent clauses, and find alternative clause language.

AUDIT

Feed final documents back into the system to audit compliance and capture improvements to the templates and clause libraries

- 1 Use the Template Generator module to create a drafting template consisting of an outline and clause library. The program classifies the documents into deal types. For each type of document, it automatically creates a template outline and clause library.
- 2 Use kiiac's Clause Editing tools to identify the most conforming document in the source set of files. It is the document that contains the all common terms and the most standard clause language. Most importantly, all the clause language and defined term will be consistent.

- 3 Identify the clauses in the most conforming that may be missing compared to the practice standards established by all the documents in the source set. Use kiiac's clause library to determine whether to add the missing clauses to the model form.
- 4 Find the clauses in the most conforming document that diverge from practice norms. These are the clauses that may be missing some standard language or may contain deal-specific language. Determine whether to replace these clauses with the most conforming clause or a different clause example, if desired.
- 5 Assemble the model document. Optionally, decide whether to include hypertext links to the clause in the model form. In many cases, the entire process can be done in a few hours.