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rocket matter

Rocket Matter Delivers Automated Billing, Business Intelligence, Granular Security Controls, and More to Keep Law Firms Secure and Prosperous

> " You can share invoices via email and client portals, and clients can securely pay via credit card or electronic check (ECH) with Rocket Matter Pay."

Company Name Brand
Rocket Matter, LLC

Product Name Brand(s)
Rocket Matter, Rocket Matter Pay

Latest Developments and Updates
- Apply granular permissions to features, functions, and content.
- Automate prebills to review, edit, and make changes.
- Use matter-based trust accounts in addition to client trusts.
- E-signing documents in workflows to retain and represent clients.
- Support for Legal Electronic Data Exchange Standard (LEDES).

Comprehensive Practice Management
Rocket Matter is a practice management software-as-a-service (SaaS) provider. The cloud-based software has three feature-based product offerings: Essentials, Pro, and Premier.

Essentials offers matter management, time and billing, online payments, trust accounting, conflict checks, document storage, contacts, and calendaring. Pro includes Essential features and adds advanced customizations, matter templates, document assembly, client portals, integration with Outlook and QuickBooks, and advanced billing with interest, discount, and tax calculations. Premier builds onto Essential and Pro features, including role permissions, insurance defense, intake, paperless prebills, automated billing, and the Business Intelligence module.

Easily See Information that Matters
The Rocket Matter user interface (UI) works in any modern web browser. It has persistent top and left-hand navigation to add new objects, start time records, and access resources and tools to manage the business and practice of law. *See Figure 1*.
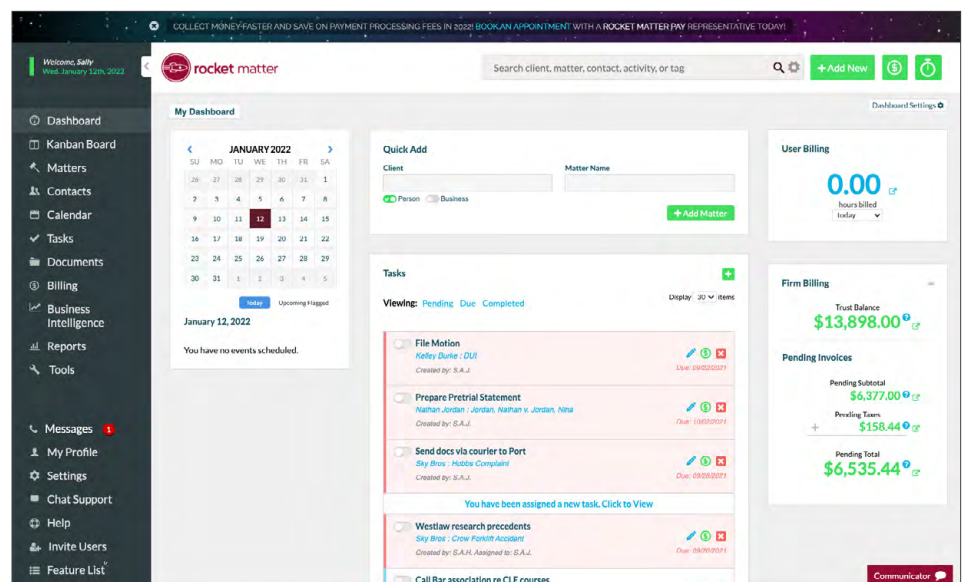

Figure 1: Rocket Matter configurable user dashboard.

> **"Develop any number of case templates and apply them to cases to automatically generate tasks and staff assignments, create trust accounts, and populate the matter with custom fields. Templates can also fix the case type, billing preferences, and workflow processes."**

> **"Enter custom task codes and LEDES codes when you add billable time. Rocket Matter can warn users when time slips do not include required LEDES codes for insurance defense teams and other practice areas."**

The matter view in the Rocket Matter UI includes a Matter Stream, or feed, like on Facebook, which gives a detailed list of all actions done on the matter. Users can subscribe to a matter feed and receive updates via email to identify and quickly catch up on the work performed for a client and what work remains.

Synchronization with Office 365 and Google Gmail makes it easy for users to push emails and attachments into Rocket Matter with recorded time attached. Also, users can track their time in Microsoft Word on the desktop or online.

Rocket Matter recently added the ability to manage roles and set granular permissions for users to access features and content. Create roles, such as a senior or junior partner, and permit them to conduct administrative and user tasks, such as time and billing. You can even set user permissions to access LEDES task codes for billing purposes.

Time and Billing
Rocket Matter understands the administrative burden of tracking time and billing clients, which takes away from the practice of law. The company offers many features to streamline time tracking and automate billing.

Time tracking and time entry are available in the web and Office 365 apps, including Outlook and Word. Enter custom task codes and LEDES codes when you add billable time. Rocket Matter can warn users when time slips do not include required LEDES codes for insurance defense teams and other practice areas.

You can share invoices via email and client portals, and clients can securely pay via credit card or electronic check (ECH) with Rocket Matter Pay. Some high-end billing features include holding fees and costs from invoices as well as placing holds on invoices with one click, and a report can easily be run to find all bills on hold. Apply fixed percentage discounts, convenience fees, and interest rules to invoices and debit trust accounts to pay current charges. Rocket Matter also supports client and matter-based trust accounting.

Prebills and Billing
Users can draft prebills for review, generate invoices, run reports from the billing options page in matters, and set up prebills to run regularly. Automatically notify reviewers when prebills are ready to check, and they can make any necessary changes on Rocket Matter's prebill page. For example, reviewers can change rates, add neglected activities and time entries, apply discounts, and take bulk actions to approve, hold, download, print, and invoice clients. Users can also delete prebills, and the time is returned to the matter to add to future bills. With Rocket Matter's granular permissions, you can lock the prebill screen from edits by unauthorized users. *See Figure 2*.

Batch billing in Rocket Matter is easy. Select parameters to generate invoices using case types such as hourly pricing, flat fees, or contingency billing, and batch types such as matters with current charges, unpaid invoices, or charges of more than $100. You can also use custom fields and date ranges to batch bills and focus on or exclude primary attorneys, originators, or specific matters. The billing options allow you to

Figure 2: Rocket Matter prebills page to review invoices.

review, print, and email only the invoices you want. The software automatically saves them in PDF, Word, Excel, or LEDES format in the matter documents section. Save billing preferences in the client profile.

Summary reports of batched bills show invoices by matter to display balances, current charges, totals due, and trust balances after billing. You can run prebills from the summary or details report on batched bills, or generate invoices to mail or email.

Rocket Matter billing also supports audit rules for insurance defense practices and lets you set hourly billing limits to make matter budgets. And you don't have to leave Rocket Matter to get information on credit card processing. Run the Rocket Matter Pay Transaction History report and sort it by the client, matter, or date range.

Business Intelligence
Users create custom reports in Rocket Matter with an easy-to-use Business Intelligence tool. The graphical UI makes it easy to build reports using a panel of five data sets and their available fields. Data sets include activities, contacts and clients, invoices, matter rates, and matters. Select a data set, and its fields come into view in the left panel, where you can drag and drop them onto the main page to filter and group data in columnar views. For example, select an invoice data set to configure an aged accounts receivable report. You can order the columns to display the client's name, matter name, invoice identification number, and more, along with the invoice age and category data, and filter by creation date. Click Run Report, and you can view a summary or detailed report online and export reports in Microsoft Excel format for further analysis. *See Figure 3.*

Project Management
Legal project management in Rocket Matter starts when you set up and save a matter. The software creates a template that can be reused and edited on-demand, and changes accrue to existing cases with the same template. Develop any number of case templates and apply them to cases to automatically generate tasks and staff

assignments, create trust accounts, and populate the matter with custom fields. Templates can also fix the case type, billing preferences, and workflow processes.

View workflows in charts or Kanban boards, where you can drag and drop matters to update their status. Two drill-down reports on workflow identify workflow problems: View All Matters by Case Type and View Matters by Workflow Status. The status reports display case age and whether cases are in or out of scope or approaching their limits.

Integration
Rocket Matter supports a free Office 365 plugin to track billable time, edit documents in Microsoft Word and PowerPoint, and save the information to Rocket Matter with versioning support. With the Outlook plugin, you can track time spent on email, synchronize Outlook contacts and calendars, and save emails and attachments directly to matters in Rocket Matter. You can also save documents and billing information from Word and PowerPoint to RocketMatter. Other integrations include Box, Dropbox, Evernote, QuickBooks Online, LawToolBox, Ruby Receptionist, and Smith.ai.

Pricing
Rocket Matter sells its software direct using a predictable and competitive subscription model. Essentials, Pro, and Premier cost $39, $59, and $89 per user per month annually, respectively.

Who is Rocket Matter?
Rocket Matter is a cloud-based practice management, legal billing, and payment processing software provider located in Boca Raton, Florida. Since 2007, the company's eponymous software-as-a-service helps make law firms productive and profitable. In 2020, Lightyear Capital, a New York-based private equity firm, acquired Rocket Matter and other integrated billing, payment, and software service providers, including Tabs3, TimeSolv, and ImagineTime, through its subsidiary, ProfitSolv. Larry Port, Rocket Matter's CEO and founder, leads the company of more than 40 employees who support thousands of customers in the North American legal market.

Why Buy Rocket Matter?
- Review and edit draft invoices as prebills to generate and deliver accurate billing statements to clients in their preferred format.
- Use the firm's business intelligence to customize reports to monitor and forecast revenue.
- Develop matter budgets and apply matter-based trusts.
- Use integrated e-signature and Rocket Matter Payment processes.

Schedule Your Demo Today!
See how Rocket Matter is the ideal solution for firms with highly demanding billing needs. Schedule your free demo today to learn more! ■
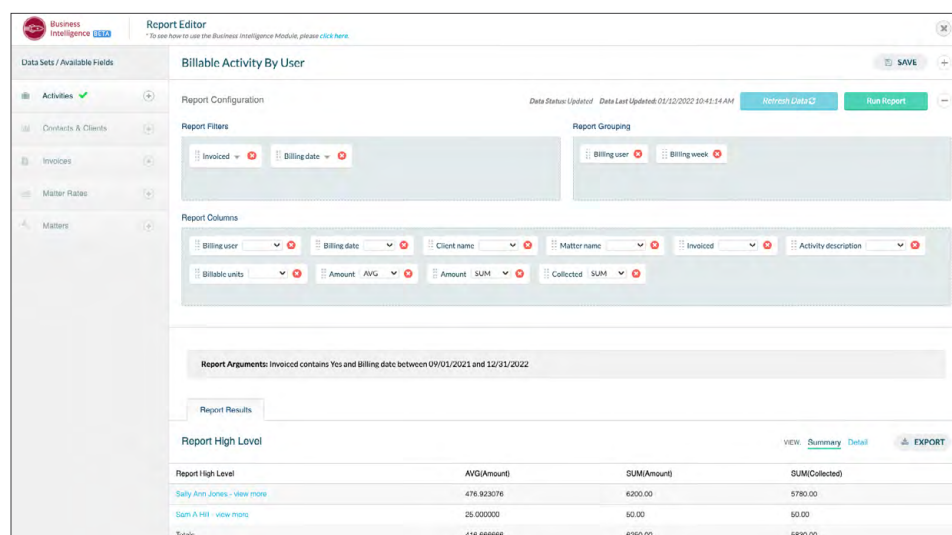

Figure 3: Rocket Matter's Business Intelligence UI to customize reports.

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