



EasyFiler

Automatic email-to-ProLaw® filing.
Consistent, visible, and fully automatic.

ProLaw firms handle significant volumes of email correspondence tied to active matters. Filing it consistently — without adding work to already-full schedules — is the challenge EasyFiler was built to solve.

THE PROBLEM

Manual Filing Doesn't Scale

High Volume	At any meaningful volume, manually filing matter correspondence into ProLaw is time-consuming and rarely gets done consistently.
Filing Gaps	When staff are occupied or away, correspondence doesn't get filed. There's no reliable way to know what made it into ProLaw and what didn't.
No Filing Record	Without a structured filing process, there's no complete record of what correspondence has been received and stored — a gap that can matter in litigation or audits.

WHO IT'S FOR

Built for ProLaw® Firms

Law Firms	Any ProLaw firm using Microsoft 365 and shared mailboxes for matter correspondence.
Corporate Legal	In-house teams handling high email volume across multiple matters and practice groups.
Government Legal	Agencies requiring consistent, defensible document retention across all matters.

KEY FEATURES

What You Get

Simple Submission, Automatic Processing

Staff send or drag correspondence to the firm's dedicated filing address. From there, EasyFiler handles everything — processing new messages every two minutes, 24/7. NextPro provides onboarding and dashboard training as part of every setup.

Six Ways to Find a Matter ID

EasyFiler works through subject line, email body, attachment filenames, attachment text content (including OCR for scanned documents), learned sender patterns, and ProLaw contact records — in sequence, until it finds a match. The system gets more accurate the longer it runs.

Review Queue — Nothing Silently Dropped

Emails that can't be auto-filed land in a review queue instead of disappearing. Staff see the failure reason, enter the correct matter, and refile in one click. Event class corrections update the ProLaw filing folder immediately — no desktop client needed.

Dashboard, Audit Trail & Alerts

The filing dashboard provides a complete record of every email processed — sender, subject, matter matched, attachments, and status. Slack and email alerts notify the team of errors. NextPro monitors all client instances.

Multi-Matter & Attachment Support

Include multiple matter IDs in one subject line and EasyFiler buddies the event across all of them. Each attachment becomes its own linked ProLaw child event with the original filename.

Outlook Add-In — Coming Soon

A native Outlook add-in is in development for a future release. Attorneys will be able to file directly from their own inbox with a single click — confirming the matched matter and filing to ProLaw without leaving Outlook.

See EasyFiler in action.

NextPro handles the full configuration and testing. Contact us to schedule a live demonstration.

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NextPro Legal Consulting Services, Inc.

The ProLaw® experts. Consulting, support, training, and custom tools for law firms and legal departments.

CONTACT

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GET STARTED

Schedule a Consultation

Contact us to learn how EasyFiler can automate your ProLaw filing and eliminate lost documents.