



Save **time**, **money** and **risk** by eliminating paper transmittal expenses, speeding business transactions, and ensuring information privacy and security!!

*" The eCopy solution is a key enabler in our business expansion. It will allow us to increase our case load without investing in extra people and all of the associated training and other expenses."*  
~ Les Carter, IT Manager, Brown, Dunne & Gray

### **Key Issues in the Legal Industry**

One of the greatest challenges law firms face is improving management efficiency and effectiveness of cases and matters as they relate to clients, while simultaneously maintaining security and client confidentiality as information is shared between partner locations. Another challenge is to share this information instantaneously without waiting for busy fax lines or overnight couriers. Both these challenges are increased by the need for tracking, classifying, archiving, and retrieving these large amounts of legal documentation.

#### **Tracking and Billing:**

The introduction of new technologies for electronic communication and document distribution may help to maximize business efficiency, but for the legal industry, it also contributes to the challenge of tracking e-mail and fax activity and then billing it back to a client.

#### **E-filing:**

Projects are underway throughout the US to replace the traditional method of filing, serving, storing and retrieving court documents with a more efficient electronic process – E-filing. Rather than copy these paper documents and ship or manually deliver them to the courts, E-filing allows you to send them electronically over the Internet.

#### **Case Management:**

The legal industry generates an enormous amount of paper documents – from depositions to complex transactions to memoranda. In order to manage all of these documents and relate them back to a specific case, the information, which is often highly sensitive, must be kept in a central location, searchable by keyword, and easily accessible upon demand.

#### **How eCopy Can Help**

- Enables law firms to track and recover costs for scans.
- Captures client matter right at the copier, which can then be exported into a billing application, such as Equitrac, and applied back to the client's billing information at a later time.
- Enables scanned documents to be text-indexed right at the copier for searching and retrieving from a document management system.
- Transforms an image file to editable text at the desktop for conversion to PDF, MS-Word, or Internet browser files.
- Offers a flexible range of security options to adhere to company standards.
- Enables the instant exchange of critical paperwork over a local network or the Internet.
- Leverages the existing office infrastructure of hardware, networking and applications to speed business transaction cycles.
- Slashes long-distance fax and overnight courier costs.
- Standard and easy to use interface ensures that employees will quickly and consistently use the eCopy solution-- "no training required".

