HOW CAN INFORMATION MANAGEMENT & DOCUMENT SCANNING TRANSFORM LAW FIRMS?

INTELLIGENT INFORMATION MANAGEMENT

LEGAL DOCUMENT MANAGEMENT
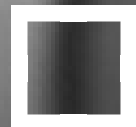
How can Legal Document Management empower your business & everyday processes?

PAPER OVERLOAD

Law Firms are a necessity in our society, with many of them being the deciding factor on the outcomes of crimes. With such importance, any way to reduce the workload and more quickly find information or results is important. Let's take a look at some statistics below.

80% of the intellectual property inside firms is communicated or stored in email (Gartner, 2014), the leading DMS solutions used by law firms today were designed in the 1980s. With such outdated technology, how can law firms feel confident with being able to find their information and security which is even more important?

According to a 2012 IDC White Paper, it found that lawyers spent 11.2 hours creating documents & facing problems related to document management.

ime wasted in document creation and management activities cost firms $9,071 per lawyer a year or a 9.8% loss in the firm's total productivity according to the study. For a firm with 100 lawyers, that's more than $900,000 every year

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COMPLIANCE ISSUES

With sensitive data, personal information, and in-depth details about cases, security and ensuring that you're meeting compliance standards is very important in the legal field. According to AIIM, one in four workers don't meet compliance standards when trying to access documents. Imagine the threats and risks lawyers can take for their firms if they're accessing information and documents that are sensitive with no security, that opens up the door for hackers & others to easily steal their information.

MOBILE INFORMATION

AIIM says that 81 percent of organizations report difficulty accessing information across multiple platforms, including mobile devices. With today's day and age, it's important that information that can change entire cases be able to be accessed at any location. With mobile phones becoming even more powerful, there are intelligent information management systems that can be accessed directly from your mobile device.

DATA CONCERNS

Nearly 1 in 6 law firms that reported a breach said they lost important files and information. [ABA Tech Report] Without backups, security measures, or cloud based software, your law firm could be at risk for the same threats. When choosing which intelligent information management system to use, you have to ensure that it can meet all of the above needs.

SECURE YOUR DATA

When choosing an intelligent information management system, choosing security measures and processes can be overwhelming. You have to decide whether your software needs to have role-based permissions, meaning only certain people have access to certain information. You also have to decide whether you want it hosted in-house or on the cloud, which can vary based on a few factors.
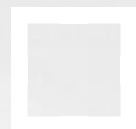
ACCELERATE YOUR PROCESSES

When you decide to use document scanning services for all of your legal records, you can ask that all of your documents be scanned with OCR. This allows all of the text inside your document to be searchable, imagine being able to drill down case names, dates, & other important information with OCR scanned documents. This of course, is not possible if you only scan your documents and keep them on a USB drive or a shared network folder. You need an IIM system to help you achieve that.

AFTER SCANNING

If you do decide to go the OCR route, choosing an intelligent information management system to upload all of your documents into can empower them even more. Creating virtual folders may seem to confusing, so using metadata from your OCR documents allows you to instantly search and drill down what you're looking for. (ex. Johnson case, divorce 1995) With metadata, it will list the most relevant content first and narrow it down the less keywords or metadata it has.
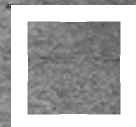
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THANK YOU

HAVE A NICE DAY!

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