



## Legal Services Solutions Brief

Despite the greater speed and access created by Web-based applications, organizations that provide legal services still cope with increasingly voluminous amounts of paperwork—customer records, contracts, motions, legal briefs, notes, etc. Law firms are constantly seeking technology to better manage, store and distribute documents. But paper-based processes still reign supreme because of concerns related to trust in e-document delivery—specifically security, admissibility, confidentiality, and the ability for rapid retrieval on-demand.

Legal service businesses are seeking efficient methods of storing, searching, and retrieving information from within the numerous documents they are required to keep. Failure to achieve a secure, searchable solution can mean hundreds of man-hours locating documents, loss of hard copies in an unforeseen disaster, expensive storage, or even a potential citation for failure to meet the growing list of government regulatory requirements that apply to a growing list of clients. These businesses lose valuable time coping with administrative headaches that could be better spent on billable hours.

***“Every case we handle is extremely document intensive—briefs, motions, supporting records. Every other solution we looked at was either too simplistic, or way too complicated and costly for a firm our size. DocuShare had the power and sophistication Dibble & Miller required, but was also extremely easy to learn and use.”***

—David Nickason,  
Office Manager and IT specialist,  
Dibble & Miller, P.C.

### The industry’s leading document management solution

Implementing Xerox DocuShare® allows legal services organizations to significantly improve productivity, streamline business processes, reduce the time and cost of managing paper documents, and spend more time focused on revenue-generating activities. DocuShare leads the industry in speed of deployment and ease of administration and use, and is the only cross-platform document management solution to significantly reduce IT requirements, resulting in low TCO (total cost of ownership) and fast ROI (return on investment). Tightly integrated with Xerox Document Centres and WorkCentre Pros, DocuShare can manage both hard copy and electronic content with unsurpassed ease and convenience. And with its very low cost of entry and extreme scalability, the superior functionality of the DocuShare solution is available to sole proprietors, small and mid-size firms, corporate legal departments, as well as large law offices that provide legal services to global customers.

DocuShare supports heterogeneous platform environments, including Solaris and Linux. It deploys rapidly, is user friendly, offers greater flexibility and control to users, scales farther, and easily manages a broader range of content types.

### DocuShare Legal Services Solution Benefits:

- Achieve a fast ROI and a low TCO
- Increase available billable hours
- Gain 24/7 access to contracts, briefs, filings, motions, notes, and other vital documents
- Engage in workflow processes to collaboratively manage documents between attorneys, multiple offices, and clients
- Search and access documents from multiple sites and remote locations
- Customize document management around business processes and litigation requirements
- Eliminate physical paper storage to save office space and costs
- Reduce time and labor to copy, file, and retrieve paper documents
- Support customer security requirements, such as HIPAA, Graham-Leach-Bliley, and Sarbanes-Oxley
- Extend business continuity and disaster recovery programs by digitizing critical hard copy files in the event of disaster
- Make the information that drives your business more resilient and useful

### Realize greater time and cost savings

DocuShare is ideal for legal organizations that wish to create a digital system of document storage that provides optimum security and simple, rapid retrieval of vital documents. DocuShare lets businesses extend this functionality to multiple locations without additional hardware or software investment. The premier document and content management solution from Xerox, DocuShare is accessed through a simple Web interface and is so easy to use, legal businesses can readily incorporate DocuShare into their daily workflow.

*DocuShare provides:*

- Benchmark ease-of-use, making it simple for an office administrator to scan and store documents or an attorney to rapidly retrieve pertinent information
- Efficient routing, review, and approval on contracts, motions, briefs, or other vital documents
- Permission controls, Secure Socket Layer (SSL) encryption, and integration with LDAP or Active Directory databases to enforce corporate security policies
- A simple searchable database to rapidly locate the contract, notes, filing, or brief without combing through physical files
- A secure off-site repository for digital copies of critical documents, as part of a disaster recovery solution



## Part of a comprehensive business continuity and recovery plan

While DocuShare can be accessed by a variety of users located all over the globe, legal services organizations can easily monitor the application centrally as part of an overall business continuity solution. All stored documents can be backed up and archived for quick restoration in case of service interruption—eliminating delays due to lost documents and information. DocuShare's digital storage of hardcopy provides excellent protection in cases of disaster or destruction of paper documents—minimizing risk and saving businesses from the anxiety of knowing that valuable legal documents may exist only on paper.

## An affordable, scalable solution that grows to meet changing needs

Xerox DocuShare brings improved cost-efficiencies, providing legal services organizations of every size a powerful document management package that is affordable to acquire and cost effective to administer, while rapidly achieving a measurable ROI. DocuShare's next-generation programming platform provides the extensibility organizations need to scale with evolving business demands, increasing the solution's value into the future. And DocuShare's security protocols, advanced encryption technologies, and LDAP or Active Directory database integration capabilities enable legal businesses to extend the security required by regulatory compliance to documents and content stored in DocuShare on behalf of their clients.

With a minimal amount of training, attorneys, associates, administrators, and office employees can be immediately more productive, more closely integrated into the whole organization, and better able to act swiftly on behalf of customers.

**For more information on DocuShare, contact a Sales Representative at 1-800-428-2995, or visit us online at <http://docushare.xerox.com>.**



## Integrating Technology for Success: Omtool Accuroute

Document intensive industries such as legal services often need to store, retrieve, track and exchange a high volume of business-critical files from not only within a company but across multiple offices or business units around the world. Omtool AccuRoute is an application that enables users to scan a hardcopy document from a Xerox scan-enabled, multifunction device for instant distribution as a fax or an email, or into digital storage in DocuShare. AccuRoute provides a secure process by which a law firms can scan and digitally capture any legal document, enabling secure routing and long-term storage in a matter of seconds.

## Customer Success: DocuShare in a small law firm

Dibble & Miller, a small, but very busy, law firm in Rochester, New York specializes in business law and taxes, both extremely document-intensive areas. They needed a system to manage their documents that was easy to use and robust enough to store thousands of pages of content, yet still came in at an affordable entry price.

The firm also required a sophisticated system that would alert the right people when new content was added, give instant access to multiple users who needed to work with the same content, and provide a comprehensive profile of each document without having to open it. The firm chose Xerox DocuShare.

DocuShare brought the power and sophistication Dibble & Miller required, but was also extremely easy to learn and use, and very easy to implement. The firm was up and managing content within an hour, creating more time for billable work. As an added bonus, Dibble & Miller also found DocuShare to be a powerful tool for legal research, supporting a higher level of collaboration and workflow between the attorneys. The verdict? DocuShare is a hands-down winner.

## Customer Success: Cisco Systems

The legal department of a Fortune 500 company was inundated with and dependent upon paper documents. Paper legal contracts were sent to an outsourced service provider, who then scanned and stored images onto CDs. Once the contracts were on the CD they were uploaded to a database at the company's headquarters. This process cost upwards of \$50 to \$60 per contract and resulted in a two-week delay before attorneys could access these documents. At the same time, Xerox Document Centre multifunction devices resided on every floor in every building of Cisco's main campus. One afternoon, someone in the legal department noticed a scan button on the front panel of the Document Centre and discovered how simple scanning documents into digital formats could be.

Cisco rapidly implemented a new solution that utilized the Document Centre to scan and Xerox's FlowPort image routing software to route the contracts to a group of email addresses or to Cisco's legacy contract repository. Finally the department integrated DocuShare to bring true functionality to the contract archive, including vital search and retrieve capabilities. Cisco achieved a simple, fast, and cost efficient method of rapidly scanning and storing contracts, Non-Disclosure Agreements, and other legal documents, keeping them in the ideal format for quick referencing and retrieval. Cisco also discovered that DocuShare use encouraged interaction and efficiencies in work processes among the attorneys—now they share and collaborate during all phases of contract development, ensuring that contracts that share similar clauses and conditions are in sync.

This easily implemented solution also allowed Cisco to achieve compliance on various regulatory issues. For example, because the Sarbanes-Oxley Act requires the documentation and retention of board meeting minute books, all board meeting minutes are now scanned into DocuShare.