## WORKFLOW SOLUTIONS FOR LEGAL

The Business Challenge

Evolving information technology has really affected law practices. First they relied on paper and faxing. Then the trend moved toward paper and email. Now law firms live in a world of paper, email, scanning and electronic workflows. But that's not all, when you add Time and Billing and Case Management software, mobile devices, eDiscovery capabilities and cost recovery models, managing it all can be daunting.

DID YOU KNOW?
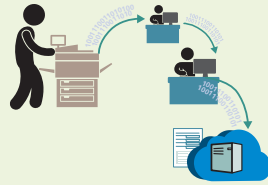
Many law firms are not leveraging scan technology to its potential. It is important that scanned documents are portable in size, can be submitted to the court and easily routed to a document management system.

We can help law firms streamline their scanning workflow so that documents are sent directly to their Document Management System (DMS) or electronic workflow for the efficient sharing and distribution of information with their colleagues. Firms can also leverage this technology to prepare files for Electronic Court Filing by parsing the files and converting to the appropriate file format automatically.
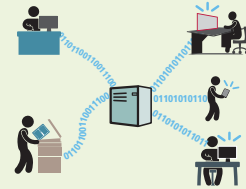
Law firms need to be able to quickly access critical information. Off-site storage and information trapped on paper makes the sharing of information cumbersome.

We can show law firms how to store digital documents in an electronic repository, eliminating the need and costs associated with storage and retrieval of off-site paper documents. This can save time, money and labor to the firm.

Innovative cost recovery solutions not only provide firms with the technology to charge back clients, but these solutions also help organizations better manage print costs via rules-based routing.

We can help law firms more accurately track and bill for client-incurred cost such as scanning, printing, copying and third party disbursements. In addition, we can manage their printer fleet to squeeze every penny of cost out.

QUALIFYING QUESTIONS

- What tools is your firm currently using to scan?
- How does the firm send documents to opposing counsel, co-counsel, your clients or the court?
- What sorts of standardized processes do you have in place around scanning (ie: do all documents have to be scanned into the Document Management System (DMS))?
- How is your firm storing electronic and hard copy documents? What are the issues surrounding those processes?
- How are you struggling with storage of documents, both from a space perspective as well as from a cost perspective with off-site storage fees?
- Does your firm currently charge for copies, prints and scans?
- If so, what tool do you use for tracking them and do you find it accurate?

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WORKFLOW SOLUTIONS FOR LEGAL

Our Leadership Advantage

We believe that the key to transforming the way companies work starts with harnessing the collective imagination of people. This idea, paired with our award winning technology and services, is how we are breathing new life into established forms of knowledge sharing—helping companies to move beyond paper and beyond the office so they can collaborate like never before. Services-led, technology-enabled and people driven, we are committed to helping companies leverage the powerful information and knowledge that already exists throughout their organizations—often untamed, untapped and buried—to create the future they want.

LEVERAGING THE RICOH PORTFOLIO

Scanning Solution

Ricoh Legal Advanced Workflow (RLAW)
- Electronic Court Filing Preparation
- Bates Labeling
- Scan to Document Management Software (DMS) including;
  - Worldox®
  - iManage
  - OpenText™ eDOCs DM

GlobalScan NX
- Converts paper documents into digital files to automate paper-based processes.
- Organizes documents in an electronic file system for easy retrieval.
- Integrates with Ricoh MFDs to leverage existing equipment.
- Creates text searchable PDF/A documents from scanned originals.
- Facilitates Bates labeling of documents with the optional module.
- Easy-to-use, graphical interface with one-touch scanning.

OmTool Accuroute
- Scans to specific electronic repositories (DMS).
- Integrates a solution into their Ricoh Family Group MFD.
- Uses routing sheet technology with the ability to build multiple routes with one scan.
- Creates text searchable PDF/A documents from scanned originals with the ability to truncate the files for maximum file size requirements for court filings.
- Maximizes investment and productivity with enterprise class solutions with server based workflows.

Document Management Solution

DocumentMall
- On demand software as a service solution with no hardware, software or IT overheads.
- Instant access to documents and files.
- Check-in/out, version control, annotate documents to enable sharing of documents and collaboration.
- Integration with Ricoh Family Group MFPs and third-party applications to accelerate workflow.

Cost Recovery Solution

PCS Director, Copitrak and Equitrac Professional
- Manages expenses from capture through allocation.
- Capture and chargeback for documents produced by all output devices.
- Increases billing speed and accuracy, automatically exchanging client matter and expense information with leading accounting solutions.
- Gain in-depth knowledge of assets and costs for optimal device placement.

RESOURCES

GlobalScan Product Information
Go to the INFOCENTER.
Type GlobalScan in QUICKSEARCH to locate sales support materials.

DocumentMall Product Information
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PCS Director Product Information
Go to the INFOCENTER.
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Wide Format Product Information
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RLAW Product Information
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Powered by CHAMPS

CHAMPS | Ricoh Services for Dealers

Ricoh is available to support your organization in the delivery of this solution via CHAMPS. If your organization requires support from a pre-sales, implementation or post-sales perspective, you can leverage CHAMPS and connect with a team of resources that support your organization in delivering the solution. Visit the CHAMPS Portal for more information.