

Document Imaging Solutions, Inc.

Bringing digital imaging systems to a new standard

New Technologies Help Lawyers

New Technologies Give Lawyers a Competitive Edge

An imaging system should not be designed to force a change in the way an attorney wants to practice law. Rather, it should integrate seamlessly into the method by which an attorney chooses to practice his/her profession and enhance the effectiveness of each and every attorney. When offices converted from carbon paper to the copy machine, it did not change how one practiced law, but simply enhanced production in the office. Likewise, our system is flexible enough to meet the varying needs of everyone within a law practice, and it enhances production to the degree that every attorney is willing to embrace it.

The notion that a document imaging system encompasses working with electronic documents and eliminates working with paper is a misconception. It is not an all-or-nothing proposition. Instead, one needs to think in terms of the life cycle of a paper document. **At some time in its life cycle, a paper document becomes more of a strategic resource when it is turned into an electronic document.** The point in time will vary with the nature of the document, the people who need access to the information contained within the document, and the office procedures of the firm.

Stronger Cases at a Fraction of the Cost

Our document imaging system enables you to build stronger cases at a fraction of the cost of using a paper-based system by providing more efficient document management during case preparation and during all phases of the trial. Searches for documents and information contained within those documents that once took days now take hours. One can search each document for key words and hits that are highlighted right on the electronic document. Collaboration with partners can be handled more efficiently and thoroughly.

The electronic file format of our system, PDF, is small in size, and is easily transmitted over the Internet. E-mailing PDF documents or posting them on the Web allows multi-office teams collaborating on the same case to quickly and easily share information. With a host of annotation tools available, such as highlighting, text strike-through, circling and sticky notes, one can easily mark-up documents.

A stronger case means higher rewards for your clients. Less time spent on case preparation means greater profits for the firm.

- *Document imaging provides more efficient case management and preparation.*
- *Information searches that once took days now take hours.*
- *Gain access to the electronic documents at any time and from any location.*



Document imaging is a cost-effective investment that cannot be ignored.

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Work Smarter, Not Harder

By searching each document for key words and hits that are highlighted right on the electronic document, time is saved when searching for important information contained in a case file. Furthermore, greater security in knowing that you have not overlooked a critical piece of information that supports your case is provided.

With our system you can retrieve a document and then jump directly to the specific information needed within the document. You will navigate from occurrence to occurrence of the word, starting with the first “hit.” Each “hit” is highlighted within the document, thus making the search process much more efficient, enabling users to retrieve and use information faster and in fewer steps.

Collaboration on Cases

Our document imaging system enables multiple people to simultaneously view the same document. Because all PDF documents reside on your server or on the Internet, you are able to bring all pleadings, correspondence and case documents together in one place. Case management and organization are expedited when all the documents reside in one place and are not spread throughout the office or in several locations.

Annotation Tools: Adobe Acrobat provides a host of electronic annotation tools that allow you to easily mark-up documents. Tools like highlighting, text strike through, circling, and sticky notes make case preparation easier and are useful in trial. The software automatically indexes and hyperlinks every annotation in a PDF file. This allows you to jump to the annotation by clicking on the link in the annotation index.

Intra-Document Links: You can also create intra-document links. Clicking on the hyperlink in one document opens the related document to the exact page you want to view. When examining a witness during a trial, this feature quickly and easily moves you through a series of exhibits.

Put an End to “Work Stoppage” Immediately

A major problem for law firms arises when an attorney removes a file from the office. Multiple people must access most files, so when a file is removed from the office, everyone else’s work is interrupted. The result is what the manufacturing industry would call a “work stoppage,” which slows production and increases costs. It also elevates frustration levels among staff members.

This problem can be eliminated with our document imaging system. If an attorney is leaving the office and needs to take a file with him, downloading a copy of the file to a laptop computer is the only step necessary for document portability. Thus, the original file remains in the office, giving everyone access to it as needed. There is no “work stoppage” and related frustration among staff members is eliminated.

- *Email PDF documents or post them on the Web to quickly share digital information.*
- *Our system enables multiple people to simultaneously view the same document.*
- *Annotation tools, such as highlighting, text strike-through, circling, and sticky notes make case preparation easier and are useful in a trial.*



Collaboration on cases has never been easier with digital documents.

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Reducing Paper Storage Costs

Storage expenses are a major expense for most law firms because legal work resides on paper. The problem is multiplied because of the copy machine. Firms not only file and store original documentation, they file and store copies of documents, and the cost of storing this information continues long after the useful life of the paper file.

A major benefit of our document imaging system to law firms is the ability to significantly eliminate these costs. For example, the information packed into a three-drawer filing cabinet can be stored on one CD for a cost of under \$1.00. Personnel time to file documents is also reduced because PDF files are filed from your desktop PC.

The U.S. Federal Courts Only Accept the PDF Format

One thing is becoming more evident: law firms are moving in the direction of filing cases electronically in the PDF file format. After an intensive study on ways to improve court processes and procedures, the U.S. Federal Courts have concluded that filing and sharing legal documents related to court cases is faster, easier and less expensive using electronic PDF files. To streamline courthouse procedures, the U.S. Federal Courts developed the Case Management / Electronic Case Files (CM/ECF) project using PDF files as their electronic document format. The CM/ECF system now allows submissions and access to entire case files and dockets in PDF files via the Internet. Therefore, if you are going to be interfacing with the U.S. Federal Courts, it will become necessary for you to possess the capabilities of our document imaging system.

Combining Document Imaging with the Internet

Web enhancement makes case documents more accessible to every team member. Understanding Web-based HTML code is not required to share this information. Simply create a PDF document using our system and upload the document to your website. Your website then becomes the ultimate repository for all your case information. It brings pleadings, correspondence and case documents together in one place that can be accessed from anywhere at anytime.

When cases require collaboration among lawyers in several offices, the unlimited distribution potential of the Internet becomes a valuable resource for your firm. PC-based programs work fine in one office, but are useless when you need to share information among several offices. Combining our document imaging system with the power of the Internet unleashes a powerful strategic resource.

Most legal firms have no more than a basic website, therefore we have created a strategic Internet repository for your legal documents. This repository is designed to interface seamlessly with your firm's website.

- *Eliminate the costs of paper storage, copying, and filing.*
- *The PDF file format is the only electronic format guaranteeing acceptance by the U.S. Federal Courts.*
- *Bring pleadings, correspondence and case documents together in one place that can be accessed anywhere and anytime over the Internet.*



Access to case files via the Internet increases a lawyer's mobility.

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We have made this solution easy to implement. No hardware! No software! No technical expertise! No programming required! Our Application Service Provider (ASP) will warehouse your documents and provide a search engine to build an index of your document content. When your remote office makes a query, the search will respond with the appropriate documents within your site where the keywords exist. The entire process is transparent to the end user.

Conclusion

It does not matter if you are a one-man law office or an international firm; our document imaging system is adaptable to any size firm. It is flexible enough to meet the needs of a litigator, a labor attorney, or an attorney who practices corporate, divorce, or bankruptcy law. It can be used to interface with the U.S. Federal Court CM/ECF system or used simply to archive dead files. We hope that we have demonstrated that our imaging system can be a powerful strategic tool in the hands of a law firm and a solution to many of the problems that are inherent in a paper-based legal file.

DIS Corporate Information

Document Imaging Solutions, Inc. was established in 1996 to provide an affordable solution for converting paper into an electronic document format that can be quickly and easily accessed and shared throughout a company. It had been our experience that document imaging was cost prohibitive for most companies. We wanted to develop a system that was priced so that any business could take advantage of the benefits that document imaging offers. Furthermore, we wanted a system that was simple enough that it could be used by entry level personnel and yet robust enough that it would still be a contender in the mainstream document imaging market.

The result is an imaging system that is both affordable and easy to use. Our systems are priced so that any company can justify the investment. They are so easy to use that entry-level people can be trained in a matter of hours to run the system, and yet, robust enough that it is currently being used by the U.S. Naval Command Center in Washington D.C. and by the U.S. Marshals Service. Our systems are highly adaptable to any size business and to any industry, as evidenced by the fact that it is being used by a wide variety of different kinds of businesses: law firms, C.P.A. firms, physician offices, schools, the food industry, oil industry, and the trucking industry, just to name a few.

- *Our document imaging system is adaptable to any size firm, whether it is a one-man law office or an international firm.*
- *Because we embed our label, using our documents on the Internet is as easy as uploading the documents to the web.*



Our document imaging system helps manage cases, equating to higher rewards and better client relationships.

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