How Laserfiche® Works for Lawyers

Improve Case File Management and Provide Outstanding Client Service

- Access All Your Information from the Office or the Courtroom
- Manage Case Files More Effectively
- Improve Profitability by Automating Complex Business Processes
- Enhance Litigation Preparation Throughout Your Firm

What if you could operate more profitably, work more efficiently and intimidate opposing counsel with your superior preparation? Laserfiche® document management helps lawyers worldwide, in both public and private practice, optimize business processes, reduce operating costs and make information both more accessible and more secure.

Manage All Your Information More Effectively

Paper case file folders can be difficult to locate and update, and frequently impede information exchange among attorneys, file clerks and secretaries. With Laserfiche, you store all your information—including scanned paper documents, e-mails, Microsoft® Word®, Excel® and PowerPoint® files, digital audio and video files, photographs and PDFs—in a central, secure repository, so staff can easily locate and share information.

- Quickly and easily access, add and update case file information, regardless of format.
- Enable multiple staff members to access the same case file simultaneously.
- Assign templates to each file type to simplify document sorting, search and retrieval.
- Secure sensitive information with blackout and whiteout redaction tools.

Stop Lugging Around Bulky File Folders and Banker's Boxes

With Web Access™, you and your staff can work with documents anytime, anywhere. Web Access provides the full functionality of the Laserfiche Client™, with the minimal installation and support requirements of a Web application. And with Laserfiche Plus™, you can burn entire case files to CD or DVD, so you can work with your files wherever you are—even if the computer you're using doesn't have access to Laserfiche.

Automate Manual Work Processes

With Workflow™, you can automate business processes so your staff spend less time handling paper and more time on revenue-generating activities. Workflow provides a graphical canvas to model complex processes, so you eliminate bottlenecks and ensure constant productivity. And Quick Fields™ capture and indexing tools further automate manual processing, so your staff can use their time more efficiently.

- Transfer electronic files from network directories, fax servers and multi-function peripherals.
- Import photographs directly from digital cameras.
- Extract data from bar codes and forms to automatically create document names, populate template fields and sort and file documents.
- Permanently stamp archived documents with Bates Numbers.

Address: 3545 Long Beach Blvd.
Long Beach, CA 90807

Website: www.laserfiche.com
E-mail: info@laserfiche.com

Toll Free: 1-800-985-8533
Tel: 1-562-988-1688

Improve Litigation Preparation and Performance

Laserfiche gives you an efficient, cost-effective way to manage the high volume of documents—including depositions, transcripts, e-mail and other e-discovery documents—generated during litigation.

Speed Document Review

KPMG estimates that first-level document review encompasses anywhere between 58 and 90 percent of total litigation costs. Laserfiche streamlines document review so your staff quickly narrows the document set for further review.

- Annotate documents with working notes.
- Locate information —even in handwritten paper documents—with powerful indexing functionality.
- Quickly identify pertinent documents with highlighted search results.
- Separate and secure privileged information with user- , folder- and document-level security.
- Export search results to an Excel spreadsheet to quickly identify "hot" documents.

Simplify the Discovery Process

Copying and distributing discovery documents is one of the most resource-consuming components of litigation. With Laserfiche, you reduce the costs of discovery production, both in staffing and supplies.

- Provide opposing counsel with secure read-only Web access to discovery documents.
- Enable opposing counsel to submit discovery documents electronically, which can then be added to the master case file.
- Securely redact privileged information from discoverable documents.
- Burn documents to CDs with included viewers and search functionality, enabling access from computers that do not have Laserfiche software installed.

Streamline Litigation Preparation

Preparing for litigation often involves time-consuming searches through boxes of documents. Drop your highlighter and use Laserfiche to easily search the case file—you'll be more familiar with your case and better-prepared for testimony and cross-examination.

- Search the full text of transcripts, witness statements and depositions and save results for use at trial.
- Use bolded lines of context to quickly identify when a witness refers to an item at issue.
- Sort documents chronologically to establish a timeline and easily identify sequences of events.
- Create shortcuts to important documents, maintaining the integrity of the case file while separating out specific documents needed for trial.
- Promote better communication with opposing counsel, easier pretrial conferences and quicker case resolutions.