

Document Management

Litigation today involves lots of documents, both paper and electronic. Today's litigators must manage document intensive litigation and are under tremendous pressure to review and produce documents in a timely manner. The emergence of electronic communications has increased the volume of documents exponentially. Depending on the complexity of your case, we will determine which document management solution works best for you.

Scanning & Imaging

With our large in-house scanning department, we can take your paper documents and convert them to electronic images so you can view them anywhere, anytime. Scanning your documents reduces the amount of paper involved in your case, and protects your files from being lost or destroyed. We provide optical character recognition (OCR) capability, which gives you the ability to search all document text. Our scanning department can quickly print back paper copies of all the documents on the CD-ROM, or we can print back only the files you have selected. In addition, we offer on-site scanning if you need to keep documents on-site.

Bates Labeling

The Data Company's document management department offers manual, electronically assigned, and electronically branded bates labeling.

E-Discovery

In the past, responses to requests for the production of documents involved simply searching for paper documents. With the emergence of technology, discovery practices have evolved and changed our insight of what defines "responsive documents." Responses to requests for the production of documents can be paper documents, but also (and more often) are word documents, spreadsheets, PowerPoint presentations, and emails that often reside on hard drives, CD's, disks, network servers and back-up tapes. Our E-Discovery team will work with you and your IT staff to distinguish where documents are stored, what format they are stored in, and how the data can be retrieved. We have the equipment and personnel to provide consultation and training for software applications and trial strategy. By processing documents electronically, we can help you and your client significantly cut discovery costs and save time.



Photocopying

Photocopying will always be a continuing staple of the litigation process. With over 25 years of experience working in the legal community, we understand that every single page must be treated with care. A single miscopied page could be the document that decides the outcome of your case, and that is why we take extra measures in our quality control process. The Data Company has the personnel and multiple high-speed photocopiers necessary to complete your copy job with quick turnaround and accuracy.

Database Coding

Today's complex litigation requires a well-built database to manage your case properly. With the goal of producing a database that helps you organize your case and ease your search and retrieval efforts, we have the trained staff and equipment to code your database. Database coding is the process of inputting critical data into legal programs, including both objective and subjective fields. Objective fields are fields receiving data that is not disputed such as bates number, title of document, type of document, date, author, recipient, mention, etc. Subjective fields are fields that require interpretation, such as summaries and notes.