

# Document Management

**We offer the very best services to organize, manage, and present your evidence, all provided by our own trained, professional staff, and all meeting the highest standards of quality control.**

## Scanning and 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 hundreds of boxes of paper to tiny CD-ROMs or DVD-ROMs. Not only do you save space, but also your files are highly protected — they can no longer be lost, edited or destroyed. And we can provide optical character recognition (OCR) capability, giving you the ability to search all document text quickly.

## E-Discovery

As e-discovery's popularity and necessity grows you can turn to us to take you through this relatively new process. Companies no longer store hard copies of documents. Increasingly, corporate data is maintained digitally as files, images and emails. We can assist you with e-discovery requirements by converting these file types to manageable text and graphic files that are as organized, searchable and usable as the scanned documents familiar to you. If you have forensic e-discovery needs — recovering previously deleted or erased files — we can simplify and manage that process as well.

## E-Filing — DataBrief

With convenient links to exhibits, supporting case law, animations and video depositions, electronic briefs can dramatically improve the court's ability to digest your submission, especially in complex cases. Called DataBrief, our e-filing service eliminates the clutter of boxes, file folders, binders, and other accompanying materials in favor of a single CD-ROM that is completely hyperlinked to case law, exhibits and transcripts for easy reference.



## Photocopying

Photocopying will continue to be a staple of the litigation process. As a true one-stop shop for litigation services needs we have the high-volume copy services you need with the quality and turnaround you demand.

## Database Storage and Retrieval

Cases of all sizes can benefit from a custom database to handle information, exhibits, documents, video clips or other hard data. Our tools can simplify tasks for even small matters, adding efficiency and the power of information at your fingertips. We have the staff and equipment to build and code your database — inputting critical data into legal programs such as Summation and Concordance and other popular software. We will enter both the objective and subjective fields for you. And, of course, you have access to all this information — anytime, anywhere — through our DataLawyer system.