



ADVANCED SOLUTIONS FOR LEGAL

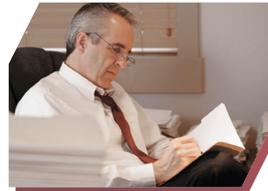
Case Preparation for Large Law Firms

During case preparation, we must painstakingly collect and manually combine all paper and electronic documents for each client. There must be an easier way!



To satisfy compliance requirements, we must conceal or delete all sensitive client data. We need to find a less labor-intensive, more automatic way to accomplish this.

We have an established group of attorneys, paralegals, and consultants who handle our most critical cases. Shouldn't there be a way to streamline case file distribution among them?



While our firm has been successful, we've outgrown manual archiving and billing. We need to streamline and automate our document and case management processes.

At any given time, we may have a large number of active cases ongoing. We need better ways to identify case documents and ensure they are not mixed up.



GET ADVANCED

No matter the size of your firm or corporate legal department, your attorneys, paralegals, and other legal staff probably spend too much valuable billing time on manual processes such as copying, e-mailing, collating, and archiving case documents.

Canon and eCopy offer solutions that can help you easily increase efficiency and streamline case preparation. They will also enable you to integrate your case files into the most often used document and case management solutions in the legal industry.

With the Canon and eCopy solution, your firm can now process documents faster, streamline case distribution, account for all document costs by client, matter, and sub-matter, then archive them to back-end systems. The end result? Your attorneys and paralegals can spend more time focusing on their cases and practicing law.



Assemble Case Documents for eDiscovery, eFiling, and Litigation Support

Canon offers solutions that can help you speed up case document preparation. Now you can easily combine scanned hard-copy and electronic documents into one complete and compelling file.

You can also redact sensitive terms and apply Bates numbering to case file pages as they are scanned.



Incoming pages can be redacted and Bates numbers added as you scan them.



Streamline Document Distribution

Compress multistep discovery processes like archiving or sending documents to opposing counsel into convenient, one-touch buttons.

You can also process larger batches of case documents using bar code cover sheets to automatically index, name, collate, and organize.



Leverage bar code routing and preset distribution lists.



Integrate Documents into Case Management and Cost Recovery Systems

These solutions enable staff to easily save case documents to the document management system of your choice.

No matter what cost recovery system your firm prefers, the Canon solution will integrate with it so all document-related case costs can be tracked, allocated, and recovered.



Canon software and devices are designed to work with your preferred cost recovery solution.

For more on output management solutions for legal, visit www.usa.canon.com/advancedsolutionsforlegal

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