



ADVANCED SOLUTIONS FOR LEGAL

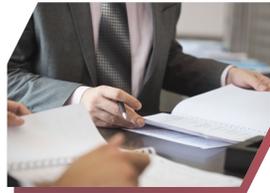
Case Preparation for Law Offices and Corporate Legal Departments

We are a small firm with a limited budget and no IT staff. We need solutions that help maximize productivity and reduce manual processes.



To maintain confidentiality, we use markers to manually black out sensitive data on case documents. We need a simpler redaction solution.

We spend too much time scanning, copying, e-mailing, and archiving case documents. Is there a way to streamline these tasks to be more automatic?



Clients often send or fax us hard-copy documents. We need a quicker, easier way to convert them into editable MS Word format so they can be added to the case record.

Our courts are now asking us to file all cases in PDF or PDF/A format. Is there cost-efficient software that can help us do this?



GET ADVANCED

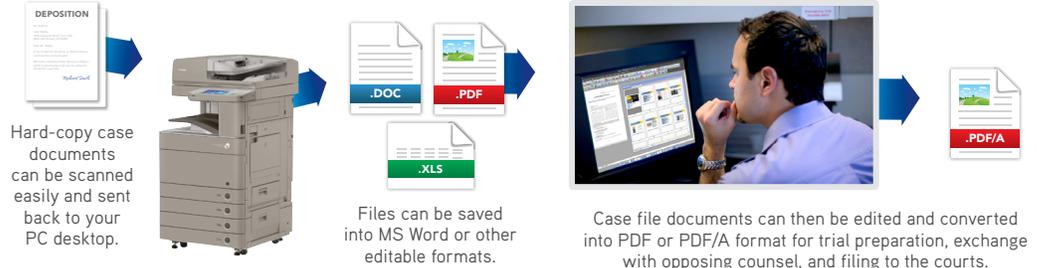
Whether your practice has one attorney or many, your staff probably spends countless hours assembling, storing, and retrieving legal documents. How much time does your staff spend digitizing documents, combining multiple documents into one case file, then copying and distributing those documents during discovery and submission to the courts?

Canon and eCopy offer solutions that can help you digitize hard-copy case documents more quickly, increase efficiencies in case preparation, and securely distribute to your digital archive and legal personnel working on your cases.



Create and Edit Case Files

Canon and eCopy solutions can serve as a high-speed entry point for legal case preparation. Now you can quickly transform hard-copy documents such as depositions and pleadings into editable files, work on them, then save them to PDF/A format.



Assemble Case Documents for eDiscovery, eFiling, and Litigation Support

Want to speed up case document preparation? Now you can quickly and easily combine scanned hard-copy and electronic documents into one complete and compelling file.

You can also help ensure case confidentiality by redacting sensitive terms from case file pages as they are scanned.



Integrate Documents into Network Archives and Distribute

With Canon and eCopy solutions, you can combine multistep discovery processes like sending documents to opposing counsel into convenient, one-touch buttons. Simply place case documents into the feeder, select the workflow button, and the device scans pages where you need them delivered.



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

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