Gain control
[intelligent document solutions for legal.]
Managing partners and chief executives are worried about moderating economic growth, slowing demand for legal services and pressure from clients to reduce fees. These issues put pressure on legal firms to look for ways to mitigate costs and increase productivity and security, while ensuring regulatory and court requirements are met.

As a result, technology is becoming increasingly important in the legal industry. Using technology to automate currently manual processes can help lawyers become more productive by reducing risk with non-compliance, misfiled or inaccurate information.
Most law firms handle a staggering volume of documents. Whether you’re preparing for discovery, collaborating with associates or filing with the court, every document must be processed accurately, efficiently and cost-effectively.

By the end 2015, attorneys on average were creating or receiving more than 70 documents every day (and for some, many more). That includes emails, email attachments, Word documents, Excel spreadsheets, PDFs, client records, opposing counsel records, etc. That’s more than 26,000 documents a year and growing!¹

**Increasing productivity and security**

As the need to become more productive and cost effective grows; the need for technology to help you grows. Utilizing technology to transform the legal profession into a more productive operation requires digitizing workflows that are currently manual and labor intensive.¹

Clients can request security audits of law firms. According to ILTA’s 2015 Technology Survey 53% of firms with over 150 attorneys have undergone a client audit. Most audits focus on security policies, documentation and training. However, 31% of law firms say they are challenged with balancing security with usability. This drives the discussion regarding data in motion. Mobility and electronic communications drive the need to protect data beyond hardcopy and still maintain efficiency.

**By automating back office processes you can increase operational efficiency by:**

- Capturing documents and information electronically and routing them to the appropriate departments.
- Automating manual steps and workflows.
- Adding security and control wherever paper is required or information transmitted.
- Reduce the number of errors and lost documents due to paper processes.
- Recover costs.

42% of firms with under 150 attorneys manually track physical files.²

38% of firms with under 150 attorneys do not have electronic records policies.²

42% of firms rate security and risk management as a top technology issue.²

68% of law firms say balancing security with mobility will be a priority over the next decade.²

¹ ILTA’s 2015 Technology Survey
² ILTA 2014
Clients can request security audits of law firms. According to ILTA’s 2015 Technology Survey 53% of firms with over 150 attorneys have undergone a client audit. Most audits focus on security policies, documentation and training.
Nuance Document Solutions can help

Nuance is fixated on enabling law firms to securely capture, organize, publish and distribute information—regardless of whether it’s paper or PDF files—to ensure data loss protection and confidentiality, track usage and costs, and provide complete control while improving process efficiency.

**Nuance Document Solutions — simple, streamlined and secure**

Nuance provides one comprehensive solution that addresses all of your requirements, not a single product that solves one issue.

**Our solution includes:**

- Security controls that ensure confidentiality
- Seamless integration into existing operating procedures and workflows
- PDF review and publishing
- Capture of documents at any device
- Audit trail for documentation
- Simplify the sharing of information between departments
- Increase productivity of mobile workers
- Insights into expenses for cost savings and recovery

**Value Proposition:**

Capture and route documents efficiently and accurately

Nuance’s leading intelligent document capture and workflow solutions transform manual, disconnected processes into dynamic, streamlined and automated workflows. Our scanning solutions automate paper-to-digital workflows, enabling law firms to scan, capture, process and accurately route documents from any MFP.

By improving your firm’s document workflows, Nuance can help you increase operational efficiency, cut and recover costs while managing cash flow more effectively.
Value Proposition:
Secure processes that assure regulatory and financial compliance

Nuance helps law firms transform their business processes into a faster, more compliant and better customer experience. The platform builds in security to every step of the business process from submission to output by:

- **Authorization:** Password or smartcard-based authentication assures that only authorized employees can access specific devices, network applications and resources.
- **Authentication:** User credentials must be verified at the device by PIN/ PIC code, proximity (ID), or by swiping a smartcard to access documents containing customer information.
- **Encryption:** Communications between smart MFPs, the server and allowed destinations are secured to ensure documents are only visible to users with proper authorization. Nuance PDF Software provides fully encrypted password protections and digital signatures to secure PDF documents.
- **Secure Output:** Prevents exposure of customer information by holding print jobs in a secure print queue and outputting them only when the authorized employee authenticates and releases the documents.

Value Proposition:
Productivity in a mobile environment

With more and more firms using mobile solutions as part of their business processes, being able to do almost anything from your mobile device is not just a nice-to-have anymore.

Nuance mobile solutions can help extend business processes to the mobile workforce. Employees can send documents, photographs and other electronic files from their smartphone or other mobile device to any number of company applications securely. Our solutions allow mobile workers to work efficiently and deliver quality information downstream by:

- **Mobile capture on the go:** Deliver information back into your business processes securely, in multiple formats from any smartphone or mobile device.
- **Electronic forms:** Any forms-based application is delivered securely to remote employees. Data can be validated easily with document management or other line of business applications directly within the form.
- **Barcode scanning with lookup:** Barcodes help businesses to speed up work and improve data accuracy. Mobile workers can read a barcode with their mobile device, populate eForm fields instantaneously with accurate data pulled right from the company’s database allowing mobile workers to complete electronic forms efficiently for almost any application.
- **Secure Mobile Print:** Initiate print jobs from mobile devices regardless of location.
- **Secure Mobile Guest Printing:** Visitors to a firm can print by submitting to a secure print queue and receiving a pin back on their mobile device that can be used at the MFP to release jobs.
Where are we doing it?

**Casner & Edwards**
Boston-based law firm Casner & Edwards needed to improve its current copying and scanning solution. The current solution required two terminals with little or no workflow features and it did not integrate with their current billing system. This took time from client matters, frustrated users and made it difficult to recover costs. Nuance consolidated two systems into one Copitrak® Solution that provided cost recovery, ease of use and scan routing into document management systems. This provided simpler PDF conversion, reduced IT time spent to support the system and more accurate billing.

**Marshall Dennehey Warner Coleman & Goggin**
Philadelphia-based Marshall Dennehey Warner Coleman & Goggin needed to upgrade legacy PDF software. The old software was slow, and laborious for creating PDF documents for filing, running OCR, Bates stamping, and other necessary tasks. They implemented Nuance Power PDF and benefited from reduced paper and printing costs, increased productivity, reduced the time to find documents by implementing booking marking to name a few.

**Bedell Group**
Bedell Group was managing vast amounts of paper files. This was taking up valuable office space and making it difficult to locate files once they were taken from the main filing area. They needed a way to digitize and store files to make them available to their expanding firm. Nuance installed eCopy ShareScan® into several existing digital copiers and utilized high capacity scanning units for large scale jobs. eCopy Quick Connect allowed them to integrate paper documents into WorkSite and other network services improving the firms workflows, reducing the need for IT administration while requiring little or no end user training to use the software.

Contact us to find out how thousands of other law firms use Nuance to secure their information and manage their workflows. To learn more, please call 1-855-367-4445 or visit nuance.com
“Copitrak is all about the ease of use and it saves our staff much needed valuable time.”

Paul Masuret
Executive Director
Casner & Edwards, LLP

“It’s impossible to make everybody happy, but Power PDF comes close. The attorneys that do have Power PDF love it.”

Lisa A. Ruane
Manager of Application Services
Marshall Dennehey

“Cost recovery metrics provide the most visible indication of the return on our eCopy investment, but the benefits of the eCopy solution have extended far beyond this.”

Leo Cavendish
Head of IT
Bedell Group

About Nuance Communications, Inc.
Nuance Communications, Inc., is a leading provider of voice and language solutions for businesses and consumers around the world. Its technologies, applications and services make the user experience more compelling by transforming the way people interact with devices and systems. Every day, millions of users and thousands of businesses experience Nuance’s proven applications. For more information, please visit www.nuance.com.