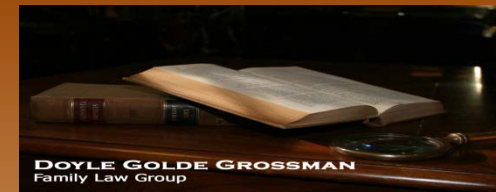


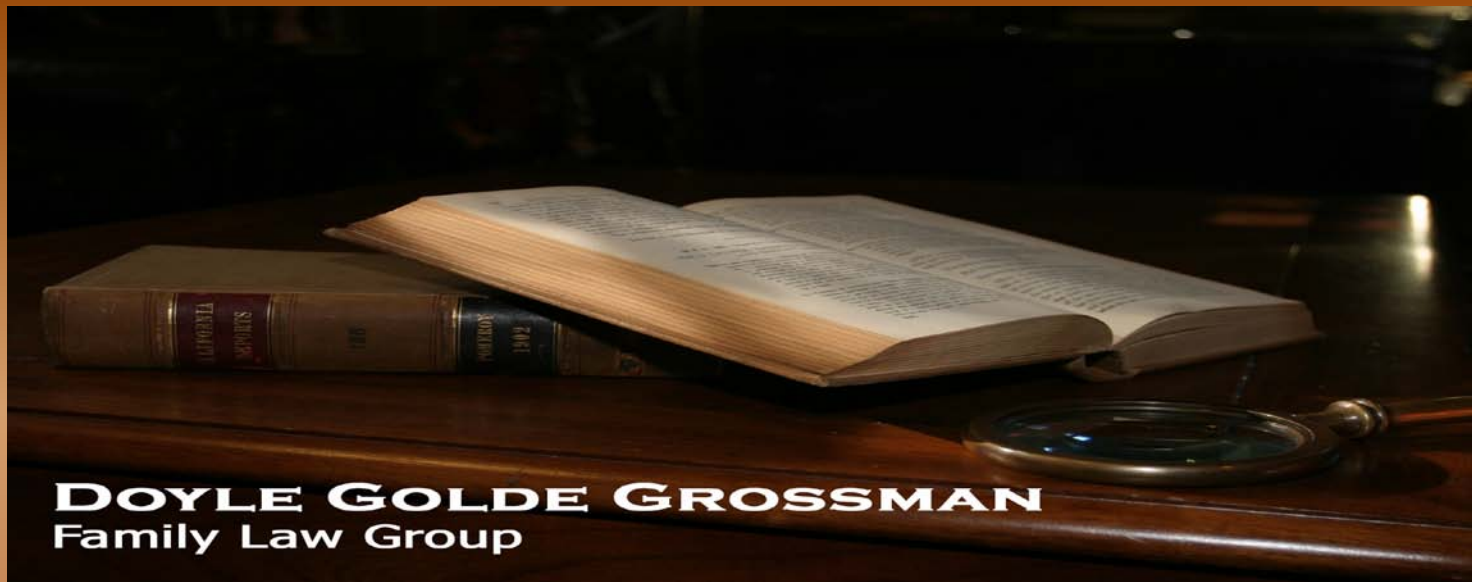
## Document Imaging Solutions for Small Law Offices



This program will offer solutions for development of digital imaging practices for the small law office. We will discuss low cost simple methods of scanning documents for use in discovery, file management and file closing/archiving over various models of entry-level and mid-level network infrastructure, including:

- Simple scanning, storing and wireless sharing of digital documents between lawyer and legal assistant;
- Use of common office equipment as hub for document imaging;
- Providing significant value to clients through document imaging and recovering costs of document imaging from clients;
- Sharing large digital documents over the internet with opposing counsel and experts;
- Archiving of closed files over a simple low-cost network;
- Document retention rules and compliance; and
- Mid-level networking, on-site storage, on-site back-up, off-site back-up of digital documents and files.

**This is not an e-Discovery seminar; it is a document imaging/paperless office mechanics seminar.**



**DOYLE GOLDE GROSSMAN  
Family Law Group**

**571 Hartz Avenue**

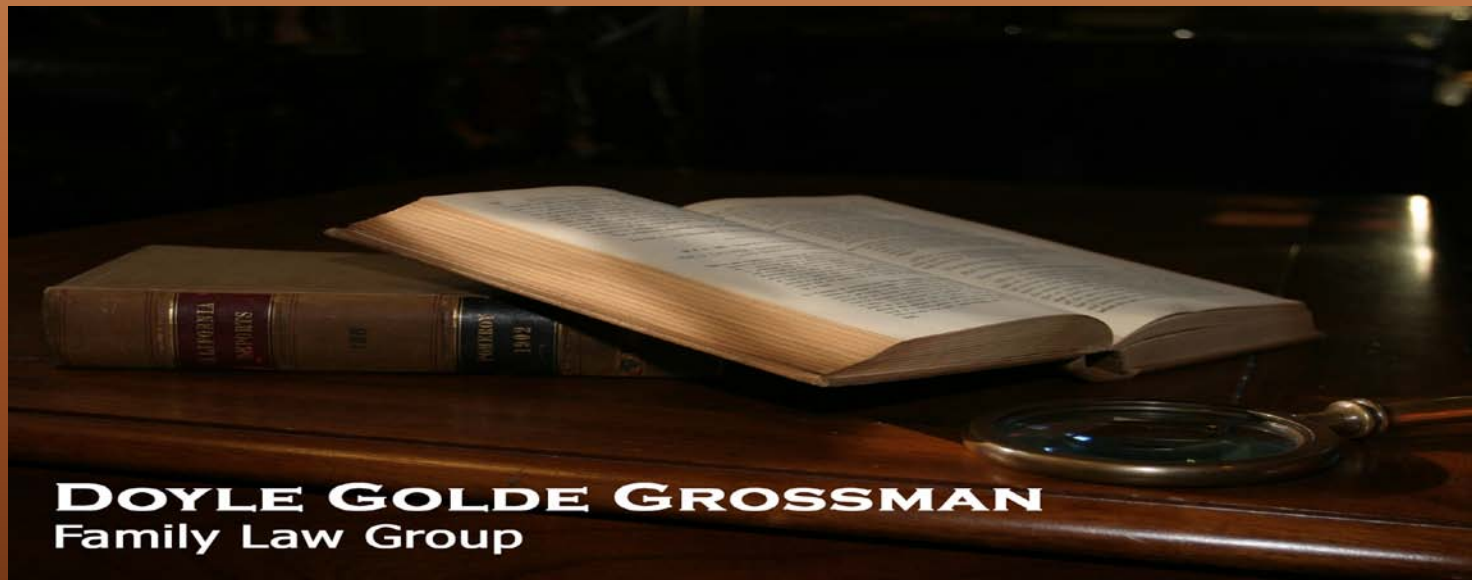
**Danville, California 94526**

**(925) 314-2320**

**[TDoyle@FamilyLawGroup.com](mailto:TDoyle@FamilyLawGroup.com)**

# Presenters

- Terry Doyle, Principal DOYLE GOLDE GROSSMAN
- Daniel Quane, Attorney DOYLE GOLDE GROSSMAN
- Amy Knox, DOYLE GOLDE GROSSMAN
- Brian Driscoll and Sean O'Keefe, Shamrock Office Solutions



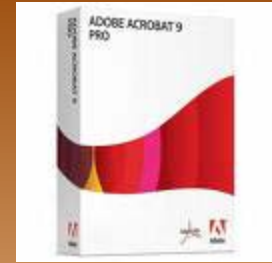
# What is Electronic Document Imaging Management?

- The use of advanced electronic technology to convert paper documents such as financial records, asset records, transcripts and pleadings into electronic format so that information is readily available to you, office staff and off-site third party experts.

# What's Needed?

- Adobe Acrobat 9.0
- A high speed TWAIN compliant scanner
- Router (Wireless Preferred)
- Network Attached Storage Device (NAS) or Server

# Adobe Acrobat 9.0 Pro



- **Adobe Acrobat 9.0 Pro** is designed to view, create, manipulate and manage files in Adobe's Portable Document Format (PDF).
- **Adobe Reader** (formerly Acrobat Reader) is freeware and is available as a no-charge download from Adobe's web site. Reader only allows the viewing and printing of PDF files, and will not perform the necessary functions of Acrobat 9.0.
- Acrobat 9.0 Pro, inter alia, will also Bate-stamp and provide your office with the ability to create interactive PDF documents and forms as well as convert word documents and web-pages directly to PDF format.
- \$449.00 per license.

# High Speed Scanner



- Scanners are generally rated at pages per minute (PPM) and impressions per minute (IPM). IPM generally refers to document scanners that scan both sides of the page. Thus, a scanner that scans at 100 PPM can provide 200 IPM.
- Other considerations: duty cycle and feeder capacity.
- Twain compliant with optical character recognition (OCR)
- Our office uses the Canon DR 4010C which is rated at 42 PPM and 84 IPM with a duty cycle of 5000 pages per day and a feeder capacity of 100 sheets. Cost: \$2,500.00

# Twain Compliant Scanners with OCR Capability

- TWAIN is an industry wide standard that allows a computer to communicate with a graphic device, such as a scanner or digital camera. Nearly all scanners, digital cameras, and web cams are TWAIN compliant.
- Optical character recognition (OCR) refers to the software used to convert letters and numbers that are non-editable into a format that can be edited. For example, a served discovery request is something that can't be edited on a computer. Using OCR software, you could convert a hard copy of a discovery request into a Microsoft Word or Word Perfect document.

# Router



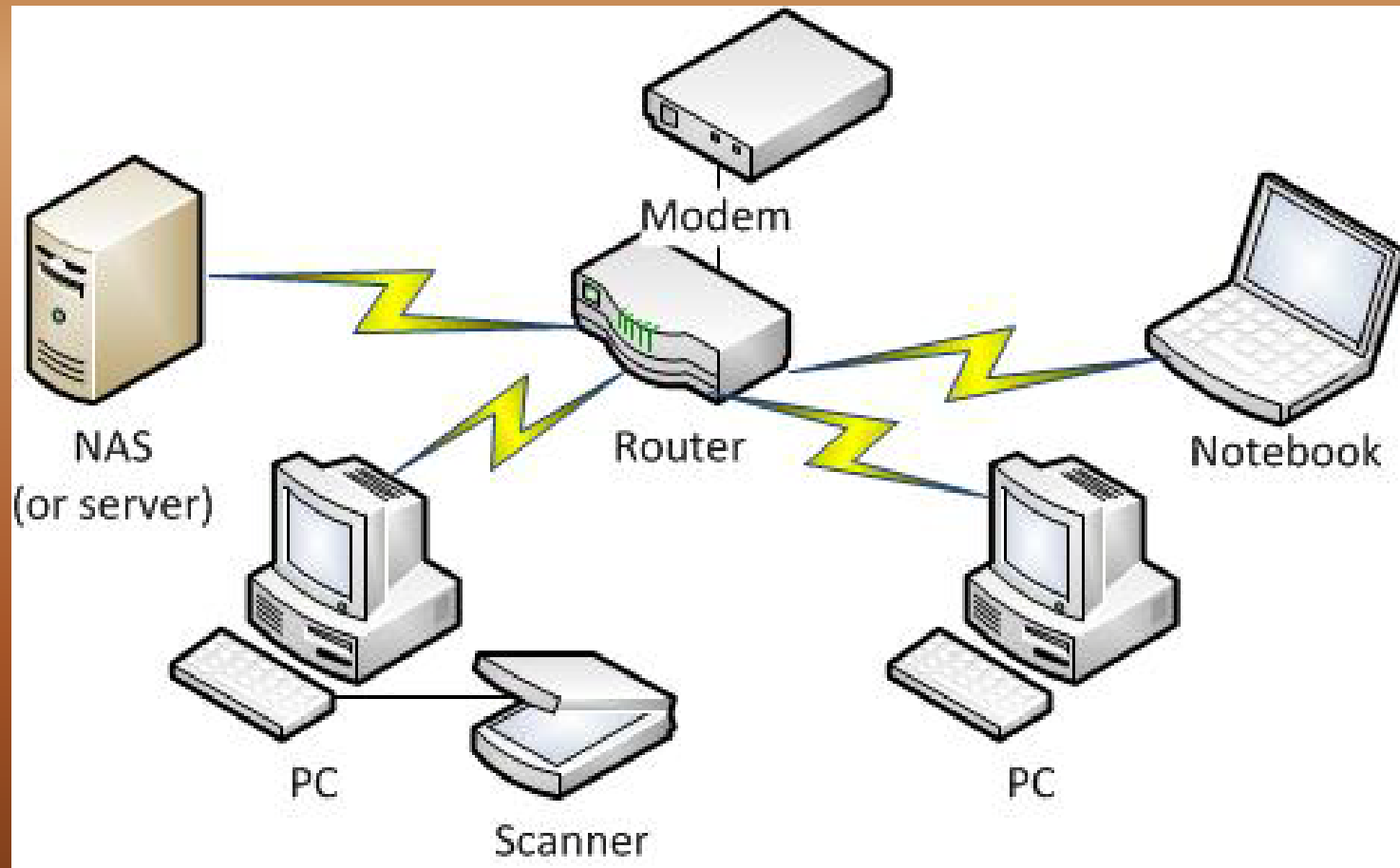
- A router is used to pass data between devices.
- The router will be connected to your modem which is your access to the internet.
- Most offices will already have a modem in place to pass information between the internet and the office's computers.
- The modem can also pass information from computer to computer and between computers and a Network Attached Storage (NAS) device.

# Network Attached Storage Device (NAS) or Server



- A Network Attached Storage Device (NAS) is simply a hard drive connected to the network.
- The NAS device is plugged into the router.
- All computers connected to the router will be able to access the NAS device.
- The NAS device will appear on each computer as an additional hard drive; i.e. “L:” in addition to the “C:” drive in the local computer.

# Simple Office Network



# Benefits of Electronic Document Imaging Management

- Decrease office space used for storage.
- Increase accessibility of documents.
- Increase productivity.
- Collaborate with off-site attorneys, staff or third party experts.

- Once converted to electronic format documents can be stored, indexed, linked, bates-stamped and password protected.
- Electronically formatted documents are available for instant retrieval eliminating the need to spend valuable time digging through files and boxes attempting to locate documents.
- Electronically formatted documents can easily be made available to off-site attorneys and staff or to third parties.

Home Insert Page Layout Formulas Data Review View Developer Acrobat

Cut Copy Paste Format Painter Clipboard

Calibri 11 Font

Wrap Text Alignment

General Number

Conditional Formatting Styles

Format as Table

Cell Styles

Insert Delete Format Cells

AutoSum Fill Clear Editing

Sort & Filter Find & Select

B1014 Balance Sheet 12-07

A	B	C	D	E	F	G	H	I	J	K	L
1031	Employee's Salaries	5092-5098									
1032	QIP Payments 2006 & 2007	5089									
1033	Stock Option & Stock Owner Summary as of 11-28-07	6983									
1034	Vacation Accrual 2007	5087									
1035	W-2 Wage & Tax Statement 2007	5121									
1036	Wage & Tax Register 12-31-04	5558-5614									
1037											
1038	<b>I. Federal Tax Returns</b>										
1039	2004 Federal Tax Return	5430-5557									
1040	2005 Federal Tax Return	5295-5429									
1041	2006 Federal Tax Return	5135-5294									
1042	<a href="#">2007 Federal Tax Return</a>										
1043	<a href="#">2007 State California</a>										
1044	<a href="#">2007 State Texas</a>										
1045											
1046	<b>J. Financial Statements</b>										
1047	Financial Statements 12-31-06 & 05	5015-5029									
1048	Financial Statements - Income Tax Basis 12-31-05 & 04	5000-5014									
1049	<a href="#">12-31-07 and 2006</a>	11280-11296									
1050	<a href="#">2009 Annual Plan</a>										
1051											
1052	<b>K. General Ledger Asset Reconciliation</b>										
1053	2006 General Ledger Asset Reconciliation	5041									
1054	2007 General Ledger Asset Reconciliation	5113									
1055											
1056	<b>L. Income Statements</b>										
1057	Income Statement 2006	5034									
1058	Income Statement 2007	5079-5080									
1059	Income Statement 2007	5103-5104									



Form **1120**

Department of the Treasury  
Internal Revenue Service

# U.S. Corporation Income Tax Return

For calendar year 2007 or tax year

OMB No. 1545-0123

**2007**

beginning \_\_\_\_\_, ending \_\_\_\_\_

- A Check if:**
- 1a Consolidated return (attach Form 851)
  - b Life/nonlife consolidated return
  - 2 Personal holding co. (attach Sch. PH)
  - 3 Personal service corp. (see instructions)
  - 4 Schedule M-3 attached

Use IRS label. Otherwise, print or type.

Name \_\_\_\_\_

Number, street, and room or suite no. If a P.O. box, see instructions. \_\_\_\_\_

City or town state, and ZIP code \_\_\_\_\_

**B** Employer identification number \_\_\_\_\_

**C** Date incorporated \_\_\_\_\_

**D** Total assets (see instructions)  
\$ **3,028,279.**

**E** Check if: (1)  Initial return (2)  Final return (3)  Name change (4)  Address change

<b>Income</b>	<b>1</b> Gross receipts or sales	<b>7,272,374.</b>	<b>b</b> Less returns and allowances		<b>c</b> Bal	<b>1c</b>	<b>7,272,374.</b>
	<b>2</b> Cost of goods sold (Schedule A, line 8)					<b>2</b>	
	<b>3</b> Gross profit. Subtract line 2 from line 1c					<b>3</b>	<b>7,272,374.</b>
	<b>4</b> Dividends (Schedule C, line 19)					<b>4</b>	
	<b>5</b> Interest	<b>SEE STATEMENT 1</b>				<b>5</b>	<b>91,600.</b>
	<b>6</b> Gross rents					<b>6</b>	
	<b>7</b> Gross royalties					<b>7</b>	
	<b>8</b> Capital gain net income (attach Schedule D (Form 1120))					<b>8</b>	
	<b>9</b> Net gain or (loss) from Form 4797, Part II, line 17 (attach Form 4797)					<b>9</b>	
	<b>10</b> Other income (attach schedule)	<b>SEE STATEMENT 2</b>				<b>10</b>	<b>56,857.</b>
	<b>11</b> Total income. Add lines 3 through 10					<b>11</b>	<b>7,420,831.</b>
<b>Contributions</b>	<b>12</b> Compensation of officers (Schedule E, line 4)					<b>12</b>	<b>312,100.</b>
	<b>13</b> Salaries and wages (less employment credits)					<b>13</b>	<b>3,084,755.</b>

# Remote Access to and Transfer of Electronic Documents via FTP Site

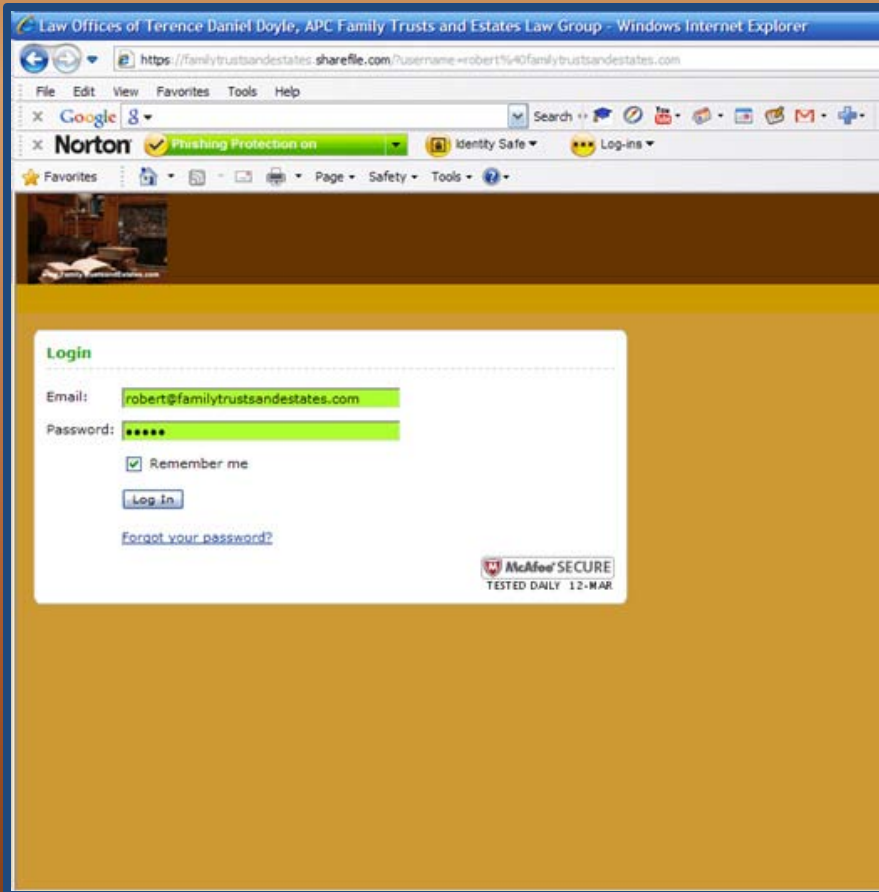


# Offsite Document Storage and Management Service

- Eliminate/reduce Paper.
- Store documents.
- Search and retrieve documents.
- Set permissions and share documents.
- Branded FTP (File Transfer Protocol) site: price varies but approximate cost with ten users is \$60.00 per month.
- Advanced document management service: costs vary but start at approximately \$2500.00 per year.

# FTP Screen Clips

## Sign In Applet



## We Use ShareFile.com

**Clients can be given your ShareFile address to log on:**

**<https://familytrustsandestates.sharefile.com>**

**OR**

**Your website can be set up with a similar log in applet for access to the FTP site.**

# FTP Screen Clips Folder Menu

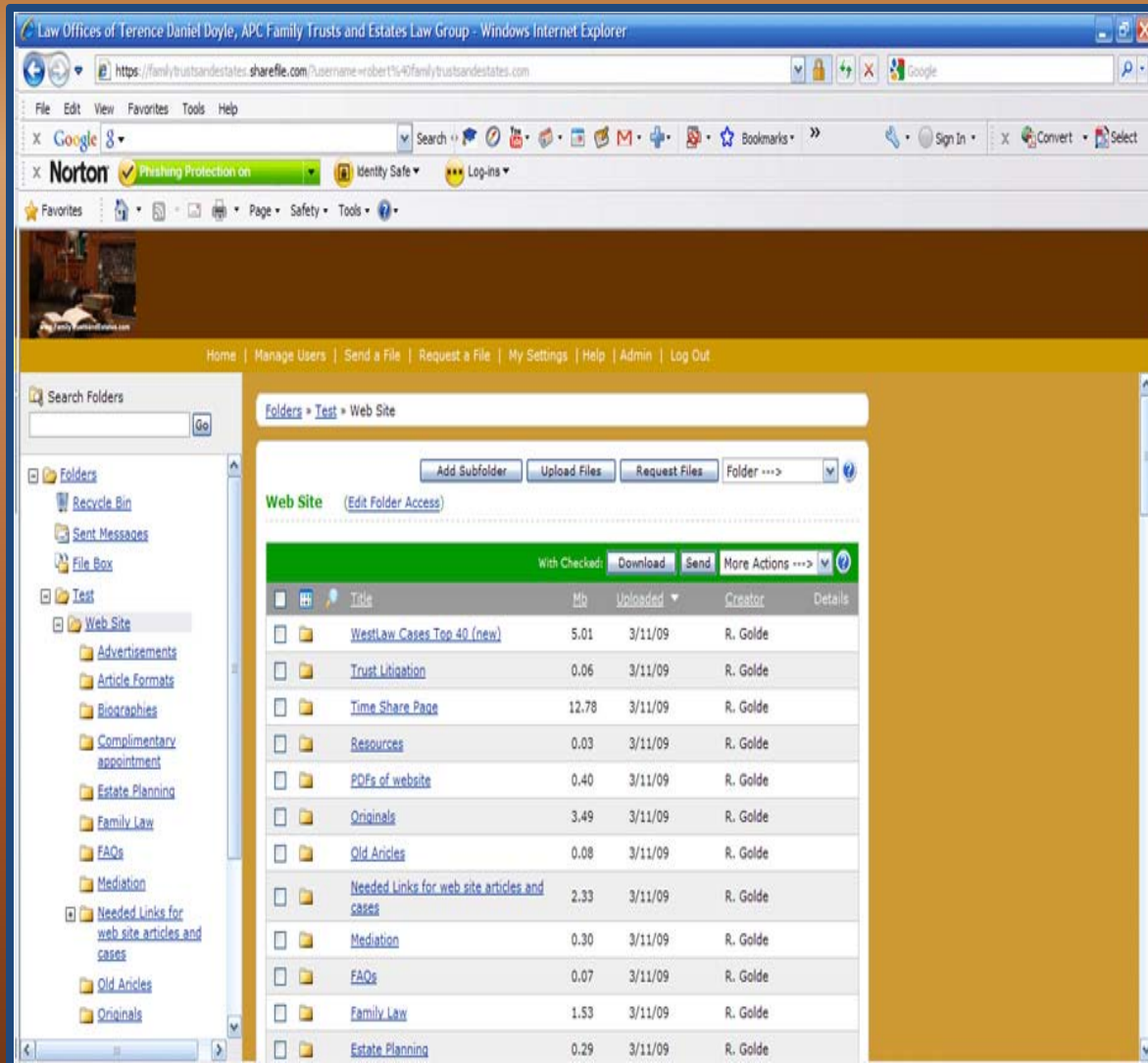
The screenshot shows a web browser window displaying a file management interface. The browser's address bar shows a URL starting with 'http://familytrustsandestates.sharefile.com'. The interface includes a search bar, a navigation menu with options like 'Home', 'Manage Users', and 'Send a File', and a main content area titled 'Folders'. On the left, a sidebar lists folders: 'Recycle Bin', 'Sent Messages', 'File\_Box', and three 'Test' folders. The main 'Folders' area contains a table of folders with columns for 'Title', 'Size', 'Uploaded', 'Creator', and 'Details'. The table lists 'Add New Folder', 'Recycle Bin', 'Sent Messages', 'File\_Box', and three 'Test' folders with their respective sizes and upload dates.

Title	Size	Uploaded	Creator	Details
<a href="#">Add New Folder</a>				
<a href="#">Recycle Bin</a>				
<a href="#">Sent Messages</a>				
<a href="#">File_Box</a>				
<input type="checkbox"/> <a href="#">Test3</a>	0.00	3/11/09	R. Golde	
<input type="checkbox"/> <a href="#">Test2</a>	0.16	3/11/09	R. Golde	
<input type="checkbox"/> <a href="#">Test</a>	102.82	3/9/09	R. Golde	

**In the Folder Screen folders can be added just as in any program. Once folders are added subfolders can be added and users and permissions assigned.**

# FTP Screen Clips

## Opened Folder



**Once a folder is opened documents can be uploaded to that folder.**



# FTP Screen Clips

## Permissions

Home | Manage Users | Send a File | Request a File | My Settings | Help | Admin | Log Out

Search Folders  Go

Folders > Test2

Add Subfolder Upload Files Request Files Folder --->

Test2 (Edit Folder Access)

With Checked: Download Send More Actions --->

Title	Mb	Uploaded	Creator	Details
Spread_Sheets	0.16	3/11/09	R. Golde	

[View activity log for this folder](#)

powered by sharefile

Folder Access (Edit) Folder Access Options --->

Name	Download	Upload	Delete	Admin
Golde, Robert (robert@familytrustsandestates.com)	✓	✓	✓	✓

Email Alerts

Email me whenever a file is uploaded to this folder

Email me whenever a file is downloaded from this folder

Home | Manage Users | Send a File | Request a File | My Settings | Help | Admin | Log Out

Search Folders  Go

Folders > Test

Add Subfolder Upload Files Request Files Folder --->

Test (Edit Folder Access)

With Checked: Download Send More Actions --->

Title	Mb	Uploaded	Creator	Details
Web_Site	102.82	3/11/09	R. Golde	

[View activity log for this folder](#)

powered by sharefile

Folder Access (Edit) Folder Access Options --->

Name	Download	Upload	Delete	Admin
Golde, Robert (robert@familytrustsandestates.com)	✓	✓	✓	✓
Knox, Amy	✓	✓		

Email Alerts

Email me whenever a file is uploaded to this folder

Email me whenever a file is downloaded from this folder

**Permissions can be set to “Download Only,” “Upload Only,” “Delete,” “Administration” or a combination of any or all.**

# Archiving of Closed Files

- Most small law firms will accumulate thousands of boxes of documents.
- The documents from completed cases are usually stored off-site at a significant cost.
- An office equipped with a high speed scanner and NAS device is capable of scanning these boxes into digital format.
- The office may return the hard copy of the file to the client while retaining only the digital copy.

# Archiving of Closed Files, cont.

- The PDF documents stored on the NAS device may simply be accessed if the file is required in the future eliminating the time and cost of retrieving a file from storage.
- A small law office can reverse the flow of documents being sent to offsite storage by scanning those files and eventually eliminate the cost of the offsite storage.

# Document Retention Rules

- The California Professional Conduct Rules and State Bar Act do not specify how long an attorney should keep a client's files.
- A civil action against an attorney for a wrongful act or omission (other than for actual fraud) arising in the performance of professional services must be commenced within:
  - Four years from the date of the wrongful act or omission; or
  - One year after discovery of the facts constituting the wrongful act or omission, whichever occurs first. [*Ca Civ Pro* § 340.6(a)]

# Document Retention Rules, cont.

- BUT...
- Unless the aggrieved client's knowledge of attorney malpractice is accompanied by "actual injury," the statute of limitations for commencing the malpractice action is tolled until such injury occurs. [*Ca Civ Pro* § 340.6(a) (1)]
- The tolling of malpractice actions requires an attorney to retain copies of their files indefinitely.
- Note- A beneficiary's actionable injury based on negligence in drawing of a will does not arise until the testator's death. *Adams v. Paul* (1995) 11 Cal.4th 583

# Additions to the Basic Office Network

- Our office began with a single high speed scanner, basic router, and NAS device.
- With these few items we were able to significantly reduce the amount of paper in our office, reverse the flow of files going to offsite storage, and improve the transmittal of information from our office to clients, experts and opposing counsel.
- We have worked with Shamrock Office Solutions to take the next steps.

# Additions to the Basic Office Network, cont.

- Mid-level networking
- On-site storage
- On-site back-up
- Off-site back-up
- VOIP
- Remote Access

# Mid-Level Networking

- A server can be installed to replace the NAS device and enable your network to perform additional tasks.
- The electronic documents created through scanning can be saved directed to the server and be accessed seamlessly by all network users.
- A Microsoft Exchange Server will automatically sync your e-mail, contacts and calendar to all of your devices.
- The information on your computer will be automatically updated when you calendar an item or send or delete an e-mail on your smart phone.

# On-Site Storage

- The server will host all of your documents on site as they are available with an immense amount of storage.
- The server will allow for additional features to be added in the future including backing-up of documents, VOIP and remote access.

# On-Site Back-Up

- The NAS device or server can back-up the personal computers automatically at set intervals.
- A second NAS device connected to your network can be set up to automatically back up your primary NAS device at set intervals.
- The server can be set to back up documents to a NAS device or second server.
- On-site back-up may not be effective in the event of equipment failure, theft or destruction.

# Off-Site Back-Up

- Off-site back-up allows for the electronic documents stored on your computer, NAS device(s) and/or Server to be automatically backed-up to a safe and secure off-site server.
- There are many on-line servers providing remote off-site back-up for as little as \$10 per month.
- Both on-site and off-site back-up is recommended. The on-site back-up enables quick document recovery while the off-site back-up provides security in the event of equipment failure, theft or destruction of the on-site equipment.

# VOIP

- Voice Over Internet Protocol (VOIP)
- VOIP refers to communications sent over the internet rather than the public telephone system.
- VOIP may be added to your Server enabling your phone service to be provided via the internet.
- VOIP offers additional features unavailable through standard phone systems.
- VOIP may also cost less than traditional phone systems.

# Remote Access

- Virtual Private Network (VPN)
- VPN allows a user to access your private network remotely.
- You can access your office Server and all of your documents from your computer with any internet connection.
- VPN allows you to work remotely without the need to bring the documents or case file with you.
- In the event you do not have the document you need with you, you can instantly access it from court, home or while traveling.

# Partnering with a Technology Expert

- We have partnered with Shamrock Office Solutions to assist us in improving our office technology.
- A technology expert will be able to determine what equipment you require and what equipment you may not know that you already have in place.
- For example, many offices have large copy machines which often also have high speed scanning capability if simply connected to the router installed in most offices.