

## Industry Profile

The legal industry is constantly striving to improve client service and control costs — not easy goals to accomplish when you're inundated with paper. The costs for creating, managing and storing client information continue to escalate, while manual processes for documenting court proceedings and building case documentation require armies of administrative support and hamper productivity. At the same time, law firms need to be ever-vigilant about protecting sensitive client information.



## Solution

Unity Document Suite is a complete desktop document management solution that transforms tedious, costly manual processes into highly efficient digitized workflows. This powerful, intuitive software works with the document capture capabilities of an integrated bizhub multifunction printer (MFP), enabling legal professionals and their support staff to convert, edit, organize, combine, search and share scanned documents as well as Microsoft® Office and PDF files like never before.

Unity Document Suite provides a user-friendly interface between MFPs and desktop applications, including enterprise document management and content management systems. It optimizes the way users capture, manage, work with and share documents while eliminating common concerns about file compatibility or security. Unity Document Suite enables users to scan and convert paper document into editable, searchable PDF documents — the file format of choice for filing, archiving, and sharing in the legal industry — right from the MFP. As a result, it helps law firms improve client service, increase staff productivity, and reduce costs for bottom-line results.

## Addressing Key Industry Challenges:

### Challenge:

Storing and archiving client files takes up valuable office space and makes retrieving information both inefficient and time consuming.

### Solution:

With Unity Document Suite, legal assistants can scan or convert all client and case documents to editable, searchable PDF files and store them in a digital archive. Depending on the type of document, the assistant can define a personalized workflow — complete with scan-to destination, conversion format, and routing instructions — that can be executed with a push of the button at the MFP. Documents can be automatically indexed and stored in a designated location within any digital archive — whether it be a desktop folder, a Windows® network folder, or an enterprise document management system like Microsoft® SharePoint®. To retrieve client information, authorized assistants can simply search all content within scanned or converted documents by alphanumeric pattern or text to find what they're looking for. No more searching through file cabinets and boxes.

## Challenge:

Law firms are required to submit client documents to the courts by specific deadlines. Because the client files often arrive from multiple sources in a variety of formats, including paper, Microsoft Office, and PDF, the process of printing, consolidating, and converting the files is tedious, time-consuming and inefficient, thereby tying up valuable administrative resources.

## Solution:

With Unity Document Suite, all the legal assistant needs to do is scan the paper documents to PDF, convert the electronic files to PDF, and assemble all the resulting PDF files into a single, professional-looking PDF document by dragging and dropping. Then the finished PDF document can be emailed directly to the court. The whole submission process can be completed in a mere fraction of the time, boosting the productivity of administrative staff and improving client service.

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## Challenge:

To maintain their reputations, law firms must be rigorous about maintaining security and protecting client confidentiality — even as information is shared between partner locations and the court system.

## Solution:

Unity Document Suite enables law firms to protect scanned and/or converted documents with secure encryption and permission controls.

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## Challenge:

When numerous employees need to work on one case or client file, documents are typically shared digitally or handed over as paper documents. As a result, employees can easily misplace documents or spend time working on a document that is not the latest version, negatively impacting firm productivity and client service.

## Solution:

With Unity Document Suite, employees scan all incoming documents, convert them to searchable PDF files, and store them in a digital archive — all from the MFP. That way, authorized employees can find the documents instantly with a text or alphanumeric pattern search. Files are backed up and never lost. What's more, it's easy to create a Bates stamp with sequential numbering or date/time marking on a PDF file to guarantee authenticity and ensure all employees are using the same document.

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Ideal for capturing, converting, editing, combining and sharing all kinds of legal documents including:

- Client information
- Briefs
- Case documents
- Depositions
- Contracts and agreements
- Wills and estates
- Interrogatories
- Court documents
- ...and much more

**Challenge:**

When dealing with documents in various formats — paper, Microsoft Office, PDF, etc. — collaboration is not only inefficient, but it can be costly and insecure.

**Solution:**

With Unity Document Suite, users can communicate and collaborate with unprecedented speed and efficiency. Legal professionals can easily add notes, annotations, stamps, and watermarks, and redact or highlight important information. They can even view, organize, prioritize and update all their comments using the convenient Comment Panel. Password protection and digital signatures ensures that sensitive information remains secure even as documents are shared. And because documents can be shared digitally, law firms can reduce their costly reliance on faxing and overnight delivery.

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