



Solutions for the Legal Industry

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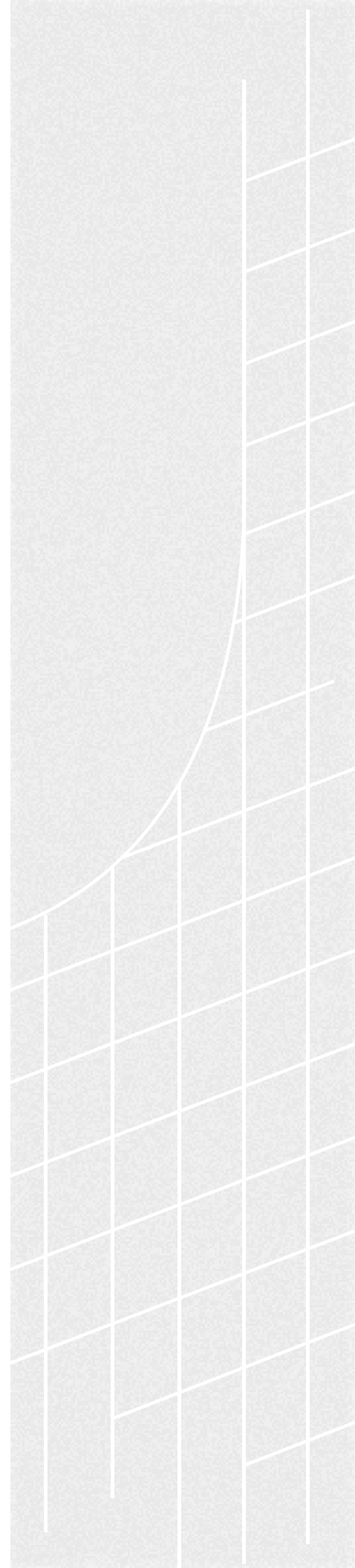
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Automating document workflows to streamline legal processes

From depositions and contracts to court filings, invoices, and records requirements, for the legal industry, document processing is all about high volumes, high speeds, and high stakes.

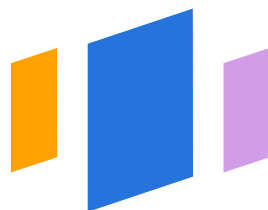
The legal market remains one of the most document-intensive industries today, but you don't want to bury your staff and clients in paperwork. To adapt to an environment that's highly competitive and technology progressive, forward-thinking firms are devoting IT resources toward the transition to electronic records. It's no longer acceptable to rely on yesterday's time-consuming, inefficient processes to manage the documents you face today. Even so, massive numbers of paper documents still exist and must be managed. Is your organization ready to adapt?



Less Paper

Document storage is expensive, time consuming and often inefficient. Whether it's local transport or overnight mailing, routing documents and records to clients, co-counsel, opposing counsel, and courts is costly, time-consuming, and risky, too.

Paper is volatile and susceptible to loss due to natural causes (such as fire or water damage), and is easily misplaced through human error. Since firms are liable for protecting client information, safeguarding content is critical. It's 8 o'clock, do you know where *your* paper is?



Better Service

Customer churn is a critical concern for law firms. If paper documents are hindering your ability to deliver responsive service to your clients, then it's time to consider ways to deliver faster, more competitive service.

Staff productivity is vital for your business. Is your firm doing everything it can to streamline paper processes, avoid needless delays, unburden employees from tedious work, and utilize valuable resources? Are your case-critical documents easily accessible to staff working from anywhere?



More Resilient

Ensuring business continuity is paramount in our changing world — whatever the circumstances, work must be able to continue as planned, even during unplanned events.

Vital case information arrives at your firm from various sources in many forms, both paper and electronic. That complexity requires smart, reliable technology to ensure access while safeguarding information. Are your existing systems protecting your sensitive documents from unauthorized access and disastrous business disruptions?

Capture, process, deliver — it's that simple

Document capture and document process automation no longer have to be back-office processes, requiring large and expensive machines. Savvy legal teams rely on AccuRoute's enterprise class document process automation to capture, process, deliver, and archive critical business documents and make everyday, front-office processes more efficient and accessible.

Our out-of-the-box legal-specific technology provides busy firms with flexible, user-friendly configurations that can solve the challenges around managing thousands or millions of documents per month. With AccuRoute, law firms can:

- **Capture:** AccuRoute supports any networked-enabled, all-in-one digital printer, copier, fax, or multi-function peripheral (MFP) to capture all your paper documents.
- **Process:** Interchangeably convert your paper into a wide range of electronic formats: PDF and text-searchable PDF, bookmarked PDF, PDF/A, Microsoft Word and Excel, JPEG, RTF, TIF, and many more. You can even extract data from barcodes, validate the data, and profile your documents before archiving in your document management system.
- **Deliver:** After you scan, AccuRoute can quickly, securely, and automatically deliver your document (by fax or email) to yourself, internal colleagues, opposing counsel, and even e-file, all while providing a complete audit trail. You can also store documents in a DMS, network folders or document archives and cloud repositories such as iManage, NetDocuments, Microsoft SharePoint, SharePoint 365, and OneDrive.



We're not hunting down paper correspondence or trying to determine if anything's missing from a case file. It's all in one place — and that place is wherever the attorney is.

Monroe Horn
Chief Technology Officer
*Sunstein Kann Murphy
& Timbers LLC*

89%

of CIOs see a need for more agile, scalable IT infrastructures to ensure business continuity.

Smarter document management strategies

Solution Benefits

AccuRoute provides technology to address many challenges your firm faces each day, such as:

- Streamlining mission-critical document workflows for legal teams via e-filing or scan-to-DMS while maintaining high levels of security
- Lowering total costs by consolidating fax infrastructure powered by Fax over IP (FoIP) technology that enables least cost routing
- Improving the client experience by automating processes and ensuring attorney access to time-sensitive documents from anywhere

Read on to learn about other ways we help firms to boost efficiency, lower costs, and reduce risk.



Records Management Integration

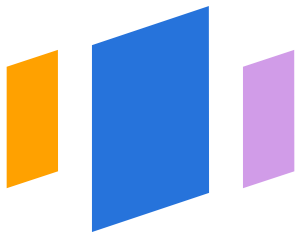
AccuRoute provides a cost-effective, practical solution for document distribution and records management. You can easily and efficiently control, distribute, and store documents in document management systems such as iManage, Microsoft SharePoint, Open Text eDOCS, NetDocuments, World Software Worldox, and Upland FileBound. Improving document accessibility strengthens team collaboration while lowering document management costs.

Smarter document management strategies



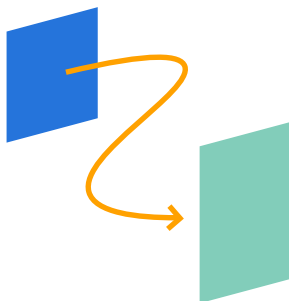
Records Scanning

Converting to electronic documents drastically reduces storage costs. Electronic documents also grant greater accessibility to your employees, thus enhancing the customer experience. Adoption of AccuRoute as a solution will allow you to perform batch scanning of documents, scaling for any sized project.



Discovery

Forget the endless cycle of copying documents, couriating to opposing counsel, sifting through paper copies, and storing box after box. With AccuRoute, you can electronically scan, share, search, and store documents quickly, easily, and securely. Digitizing allows more thorough discovery cycles that are faster and less expensive, and OCR makes every piece of captured content text searchable.



Litigation Support

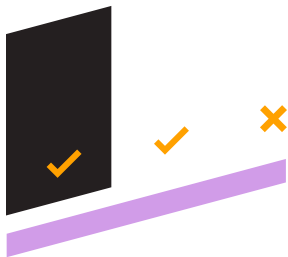
With AccuRoute, can easily and efficiently control, distribute, and store documents in document management systems such as iManage, Microsoft SharePoint, Open Text eDOCS, NetDocuments, World Software Worldox, and Upland FileBound to name a few. Improving document accessibility strengthens team collaboration while lowering document management costs.

Smarter document management strategies



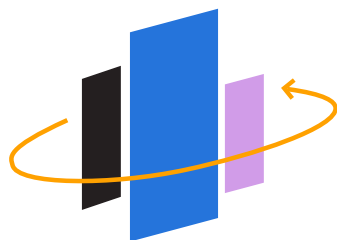
Accounts Payable

AccuRoute's seamless capture and extraction capabilities and secure content repository provide law firms with the components necessary to centralize documents and metadata from nearly any source. Spend less time routing documents, chasing down invoice approvals, and correcting manual data errors, and more time practicing law more efficiently.



Disaster Recovery

Through its ability to capture, deliver, and manage mixed-mode (both paper and electronic) documents, AccuRoute ensures your critical documents are secure and available anytime, from anywhere. AccuRoute centralizes legal documents and conveniently stores, shares, and exchanges content while streamlining the continuity of your business. Your vital archives are safe from disasters or disruptions that could otherwise hinder your operations.



Court Filings

AccuRoute makes it easy to efficiently comply with new mandates like electronic filing by standardizing conversion to text-searchable PDFs and other formats, data extraction and compression, document splitting (based on file size or page count), and delivery to multiple locations in a variety of formats.



Customer success stories

Over the years our clients have expressed the benefits they've received as a direct result of implementing AccuRoute solutions. From enhanced productivity to increased collaboration, streamlined document workflows, improved accessibility and extensive cost savings, here are just a few of their success stories.

Enhanced Productivity

This IP firm was able to leverage its existing docketing database, thanks to a custom integration with AccuRoute and Microsoft SharePoint. The firm's professional staff of 175 saw their previously tedious document workflows slimmed down to just a few processes, which saved the docketing team countless hours each day. What's more, the attorneys and paralegals no longer had to sift through piles of paper to locate the correspondence they were looking for, resulting in increased efficiency throughout their high-volume business workflows.

Increased Collaboration

This 370-person law firm needed a smarter way to close the time and productivity gap that various office locations created. Foremost, the attorneys needed to routinely collaborate on documents in near real-time. The solution was to use AccuRoute to scan documents and file content to a variety of destinations, in various formats all at once — simply by supplying a single user, client, or matter number before scanning the file. The resulting environment was one that allowed the team to instantly access information, independent of location.

Customer success stories

Millions in Savings

Instead of having to relocate hardcopy files, this multinational leader in IP law implemented AccuRoute to streamline their document scanning and filing processes. They were able to access and retrieve files from anywhere in the world, on demand. This strategy helped them save millions in moving and storage fees.

Streamlined Document Workflow

This leading Canadian firm wanted to empower their 1,300 employees to handle the workload more efficiently. By implementing AccuRoute as the foundation of its document capture and handling system, they scanned more than 400,000 pages into their existing DMS in just six months, ultimately streamlining the management of more than one million pages in their Toronto office alone.

Improved Records Management

This high-profile 650-attorney global firm improved their records management through AccuRoute's document capture capabilities and integration flexibility. They tied AccuRoute into their existing records management system to serve as their case management tool, saving valuable processing time and improving overall records management.

Ease of Access

This Boston-based IP firm processes nearly 200,000 documents a year. Their attorneys struggled without an easily accessible central repository. With AccuRoute, they found a way to create comprehensive electronic files, take control over incoming faxes, and automate their mailroom. By designing one standardized, electronic, text-searchable PDF file they could easily import documents into their existing DMS and make the documents accessible anytime, from anywhere.



60%

Nearly two-thirds of lawyers believe their firm is ready to adopt new technology to manage routine tasks.

Additional product features



AccuRoute Fax

AccuRoute Fax builds on AccuRoute's innovative technology to make faxing and archiving documents easier, faster, and more cost-effective. Upland CloudFAX, Hybrid Fax, and On-Premise Fax packages let you choose how to set up your fax communications to benefit your staff and clients. You can fax directly from the MFP device with all of the manageability, usability, and cost effectiveness of a centralized digital fax infrastructure.

AccuRoute Mobile Capture

Our mobile solution is an extension to AccuRoute's document capture platform that delivers highly distributed, mobile document capture capabilities to office workers with portable devices, so they can work and access documents from wherever they are.

AccuRoute Queue

Some document processes require manual intervention to review or manage deficiencies and exceptions—such as missing approvals or signatures. AccuRoute Queue lets you view in-process documents and automatically identifies areas that need additional review and expert intervention.



Our lawyers and staff across the entire firm can scan paper in and manipulate it any way they want. We don't have to recreate the wheel anymore.

Catherine Saldutti
Records Supervisor and Trainer
Post & Schell

AccuRoute CX

AccuRoute CX is the software-based engine that drives solutions to automate the manual processing of forms-based documents. With AccuRoute CX forms processing, images are first classified as corresponding document types and then when information needs to be extracted, AccuRoute CX is able to automatically capture and validate the field-level data elements. Resulting document images and document sets are assembled and automatically routed based on the document type and metadata fields captured as part of the document processing workflow and delivered to line of business applications for further processing, content management systems or databases for storage or other destinations as desired.



AccuRoute

Upland AccuRoute helps organizations accelerate business processes by automating data capture and extraction using optical character recognition (OCR) to securely process through workflows to applications, people, or storage. With AccuRoute, users can easily capture, process, deliver, or fax content from any device using a single, unified platform.

Want to learn more?

Contact us.



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email: accuroute@uplandsoftware.com**