



THE LEGAL ENVIRONMENT IS RAPIDLY CHANGING, AND THERE IS A GLARING NEED FOR A BETTER SOLUTION.

In today's law office, security, productivity, cost of ownership and protecting profitability are the top concerns. Firms struggle to strike the right balance between empowering their employees to service clients' needs, while tracking their activity to ensure expenses are accurately billed or allocated. IT managers are burdened by the complexity of managing multiple vendors and disparate systems, while end users, increasingly reliant on tablets and smartphones, are unable to accomplish printing and scanning tasks.

Above all, administrators lack the visibility into expenses necessary to protect profitability and recover costs. The right solution requires more than just cost recovery software.

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.

The creation, collaboration and publication of documents are the lifeblood of the legal practice. These documents arrive in multiple formats, including paper, and digital files must be organized (e-file), searchable (e-discovery) and circulated to multiple parties. All legal documents are confidential instruments and must be protected and secured at all costs while in process and when archived. The process of organizing, securing and disseminating these documents is a costly administrative process that varies by case or project and must be properly tracked to recoup expenses.

The costs of security breaches add up:

90%

OF SURVEYED ORGANIZATIONS
HAD AT LEAST ONE SECURITY
BREACH IN THE PAST YEAR*

72%

OF BREACHES WERE CAUSED
BY MALICIOUS ATTACKS AND
NEGLIGENCE**

3.85 M

AVERAGE ORGANIZATIONAL
COST OF A DATA BREACH***



IS YOUR ORGANIZATION LOOKING FOR A SECURE SINGLE-PLATFORM SOLUTION?

Kofax Copitrak is a single, integrated solution that not only seamlessly tracks and recovers costs, but also automates the document lifecycle and breaks down scanning workflow bottlenecks. It offers the accessibility end users demand, while providing insight into expenses, profitability and cost recovery that not only pleases end users, administrators, and IT, but also, most of all, the partners.

The single-platform approach from Copitrak allows users to initiate and control workflows from any location, whether via mobile device, desktop or at the MFP. Users have the convenience and control they need to get their job done quickly and easily.

Copitrak benefits legal firms around four major themes.



Security and compliance: Only authorized staff can access specific devices, applications, and resources from within their firm, as well as outside firms and courts.



Cost visibility and control: Firms need to cut costs, measure cost expenditure and be able to track and control usage.



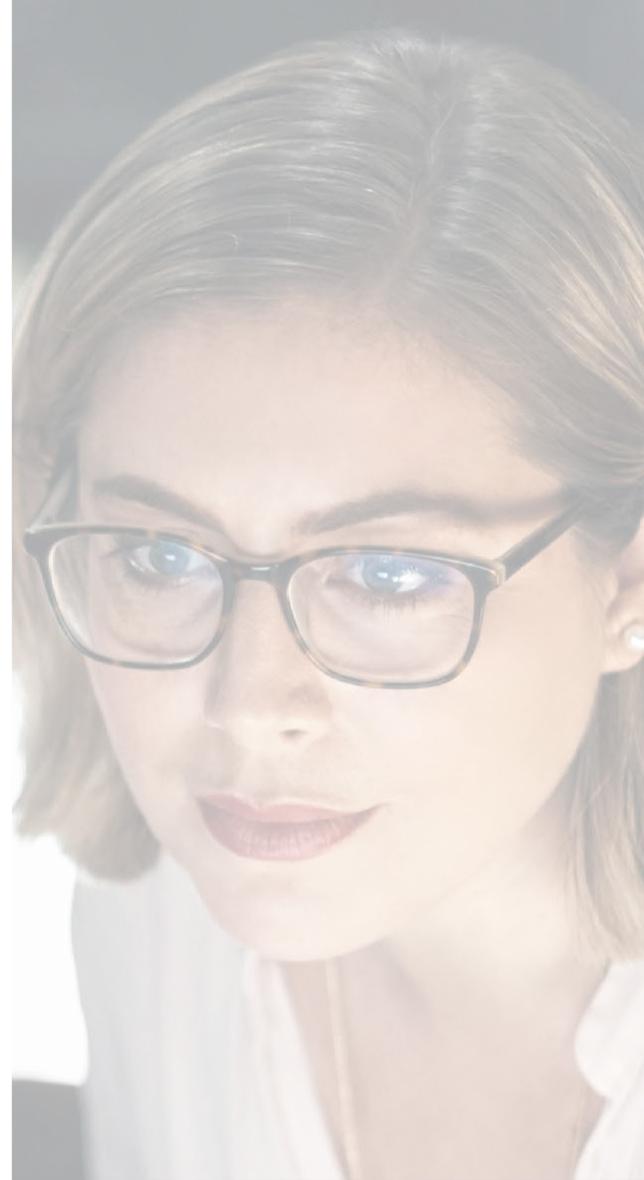
Information availability: Searching for documents is a primary need for firms—using Kofax OCR capabilities, firms can now track, control, and find documents easily, securely and efficiently.



System interoperability: Information getting into and out of business processes is key to any firm—with Copitrak, email, line of business (LOB) applications, databases and connectivity are now intuitive, secure, and customizable.

Why now?

Every day that you delay, you're possibly losing as much as \$17 per attorney that could go straight to your bottom line. For a 50 attorney firm, that's over \$200,000 per year.



The result of not having a single, integrated solution? Unharmonious, yet interrelated systems that hurt productivity and drive up costs.



REAP THE BENEFITS OF COPITRAK

Key benefits include:

- **Cost of ownership:** Achieve a lower total cost of ownership with a single, integrated platform.
- **Productivity:** Increase productivity with seamless solution access across smartphones, tablets, terminals and more.
- **Visibility:** Enhance visibility into cost recovery, hard copy expenses and firm-wide waste reduction.
- **Flexibility:** Stay nimble with a state-of-the-art solution built on an open system using modern industry standards.
- **Usability:** Easily convert, edit, and share PDF files with one click from any print application.



**Increase productivity
and save money**

At \$400/hour, saving just 4
minutes of administrative work
an hour boosts attainable
income over

\$50,000
a year

CASE STUDIES

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. Kofax 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.

“Copitrak is all about ease of use, and it saves our staff much needed valuable time.”

Paul Masuret
Executive Director

CASNER & EDWARDS

STRADLEY RONON ATTORNEYS AT LAW

From establishing one of the first mutual funds in the country in 1928 to handling the naming rights for a major Philadelphia stadium in 2004 to preventing the NASDAQ delisting of a major public company in 2014, Stradley’s responsive team of attorneys seamlessly addresses the full spectrum of clients’ needs, ranging from sophisticated corporate transactions to complex commercial litigation. Stradley Ronon realized the systems they had in place was not meeting these goals to increase cost recovery and become less reliant on paper. They chose Copitrak and which reduced their systems from four to one, they gained a single user interface for all copy, print and

scanning, they decreased IT’s budget related to system support and reduced annual support costs while increasing recovery adding to the firms bottom line.

“Copitrak enabled our firm to improve workflow by providing a tool that allows us to easily scan directly to FileSite, while at the same time providing us with a cost recovery solution that helps us track and manage expenses.”

Janet L. Roedell
Director of Operations

STRADLEY
RONON

HOGUE FENTON ATTORNEYS

Hoge Fenton is a multi-service law firm committed to delivering top-tier legal services to businesses and individuals. With offices in the Silicon Valley, the Tri-Valley areas, and a global network of more than 90 distinguished firms in 60 countries, Hoge Fenton can assist with the majority of their clients’ key legal needs, regardless of their size, location, industry, or legal matter.

Copitrak was a logical choice for Hoge Fenton’s needs; the all-in-one terminal would integrate with its copiers and provide a simplified user interface. Fewer moving parts meant more

reliability and fewer pieces that need maintenance. Additionally, because the eClipse terminals are more powerful, documents undergo OCR at a faster pace.

“Copitrak allows us to achieve our goal to maximum efficiency and support to our attorneys and staff members— all while allowing us to better serve our clients.”

Seth Silapasvang
IT Director

HOGUE • FENTON
ATTORNEYS



THE COPITRAK AND KOFAX ADVANTAGE

Kofax is committed to 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. Kofax addresses all your document requirements with a single, streamlined, and secure solution:

- 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
- Simplified sharing of information between departments
- Increased productivity of mobile workers
- Insights into expenses for cost savings and recovery





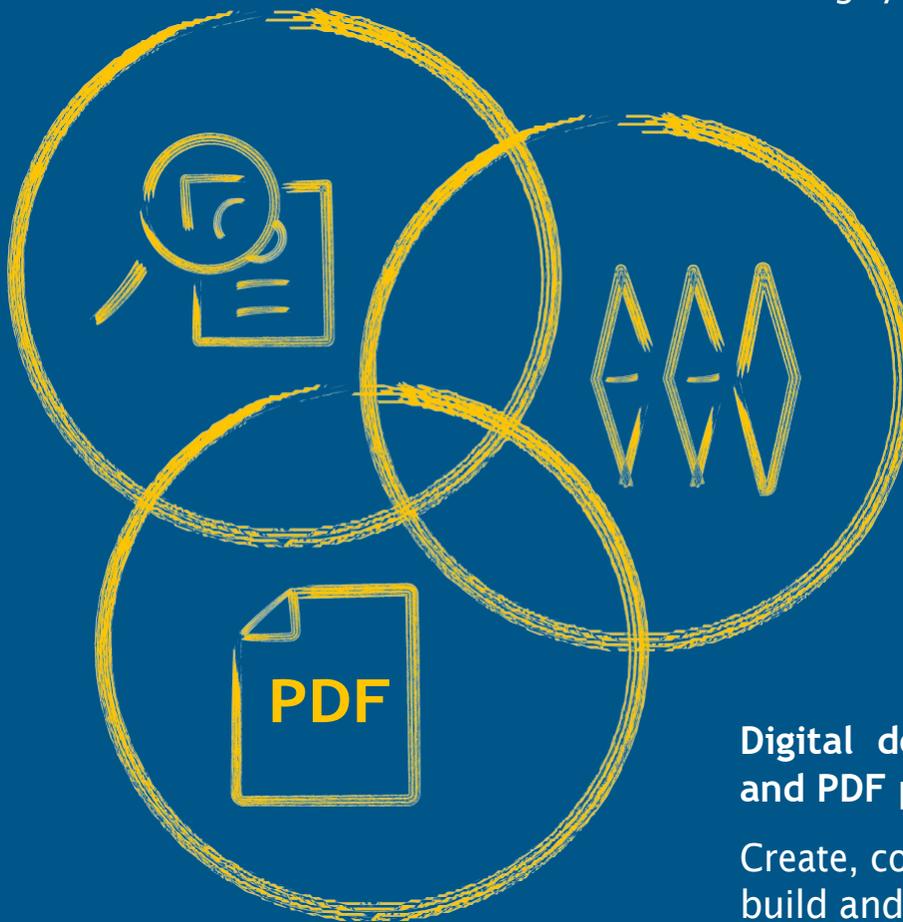
STREAMLINING WORKFLOW WHERE PAPER AND DIGITAL MEET

Cost recovery and print management

Track billable expenses by matter, including printing, scanning, copying, digital document workflows, postage and telephone use, and proactively manage hardcopy output costs.

e-Discovery and e-filing workflows

Streamline paper, PDF and image document capture workflows by automating conversion, management and routing tasks connected to your e-discovery and e-filing systems.



Digital document and PDF productivity

Create, convert, annotate, build and check PDF/A documents, and automate labor-intensive functions, (e.g., redact, compare, assemble, scrub)

Note: Certain PDF functions include functionality from Kofax Copitrak and Kofax Power PDF.



THE LEADING SOLUTION FOR SECURE PRINT MANAGEMENT

Contact Us

Finally, a proven solution for boosting productivity, tightening security, and reducing waste. Automate and simplify your most important document workflows and bolster the bottom line like never done before.

Discover SAI Copitrak by visiting our [website](#) or by contacting us:

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CAN: 604.685.1078 info@sai.ca

sai
systems auditing

KOFAX