Drowning in Paper? Paper Reduction Strategies for Lawyers

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Law and Practice Update

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Paper Reduction Strategies for Lawyers
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Drowning in Paper?

Paper Reduction Strategies for Lawyers

I. **PRELIMINARY DISCUSSION**: It's not likely that any law firm or legal department can eliminate paper entirely. The idea of this seminar is that you can still make a significant improvement in the efficiency of your office by simply reducing the amount of paper you manage and taking *some* of it out of the workflow. Furthermore and maybe more importantly, the tools necessary to accomplish this are not expensive, they're off-the-shelf technologies and it's likely that utilizing them will not even require the involvement of your IT/tech department. For many of you reading this, the more you can engage in self-help, the better.

II. **SCANNERS IN A LAW OFFICE**:

A. **The Paperless Law Office**: For most law firms and departments, a truly paperless office just not achievable. Sometimes you just *need* the paper and there's no stopping the flow of paper that others send you. However, this seminar will show you how to **reduce** the paper you manage significantly and not only is this achievable, the benefits are dramatic. With common-sense techniques and basic hardware and software combinations, the mountains of paper will shrink. You'll waste less time searching for paper, you'll have a healthier bottom line, enjoy your practice more and be able to provide better client service.

B. **Primary Uses Of A Scanner In A Law Practice**: There are many reasons law firms use scanners. A few of them are:

1. Converting a paper document into an electronic document you can edit in Word or WordPerfect
2. Scanning documents so that they can be searched by content
3. Reducing paper in your files
4. Scanning exhibits and documents to be electronically filed with a court
5. Completing pre-printed forms on the computer rather than in a typewriter
6. Scanning photographs, illustrations & other images for trial, archival or presentations
7. Archiving closed files

In view of the foregoing, scanners are becoming *very* popular in law offices. This seminar focuses on the first two items listed above.