

How to Achieve Meaningful Paper Reduction

Tech Solutions for Busy Law Practices

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- 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 support. 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 is 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. **Buying Scanners Doesn't Solve the Problem:** I teach a class on paper reduction in multiple states and provinces. I always begin by asking the audience how many of them have scanners. Every single hand goes up. In spite of that, they all still feel buried in paper. So the point is that scanners alone don't solve any problems. The solution lies in how you use the technology you buy. Scanners are just the hardware piece. Just as important is the software you're using to scan and search; the protocols/processes you're following; and the training you provide to your people.
 - C. **Primary Uses Of A Scanner In A Law Practice:** There are many reasons law firms use scanners. A few of them are:
 - Converting a paper document into an electronic document you can edit in Word or WordPerfect
 - Scanning documents so that they can be searched by content
 - Reducing paper in your files
 - Scanning exhibits and documents to be electronically filed with a court
 - Completing pre-printed forms on the computer rather than in a typewriter