

## Fact Sheet

# Document Management Solutions for Legal



A complete platform of products for capturing documents, extracting high value data, classifying that data into information and integrating it into existing business processes for greater efficiency.



## Market Trends

- 74% of legal businesses still rely on a manual process to gather information, evidence, and documents required for discovery
- 81% percent of law firms report difficulty accessing information across multiple platforms
- 24% of legal professionals indicate that information governance and data security is high on the agenda for their senior management
- 72% of solo and small firm lawyers reported a need for online document storage
- 26% of attorneys surveyed said they are moving to a cloud model for content and records

*\*n=300, survey conducted by AIIIM 2016*

## Challenges

With an overwhelming amount of paperwork, the legal industry faces a number of document management challenges.

- Large volume of case records and associated documentation
- High paper and storage costs
- Difficulty securing information from unauthorized viewing and tampering
- Legal compliance requirements
- Frustration of getting contracts signed quickly and efficiently
- Losing sight of contracts in queue
- Tracking changes and multiple contract revisions
- Managing long document retention periods

## Solutions

Document management software enables law firms to operate more efficiently, while keeping sensitive information accurate and secure.

- Easily locate client records based on client name, matter number, docket number or keyword searching
- Integrate eDiscovery pleadings, evidence files, deposition transcripts or emails
- Export case files for easy distribution to opposing counsel and the courts
- Facilitate collaboration between attorneys and litigation teams by giving counsel and clients access to documents
- Eliminate paper-based filing costs and provide fast, firm-wide access to case files



## Where It's Used

- Closed Case Files
- Pleadings
- Depositions
- Leases
- Judgments
- Appeals
- Transcripts
- Wills/Trusts

## Award Winning Products For Legal Automation



### Document Capture Automation

Transform captured business content into high value information that can be shared across your entire organization.



### Enterprise Content Management

Secure and compliant storage of business content allows users to classify information for improved access and collaboration.



### Business Process Management

Redefine organizational efficiency with processes that enforce business rules while allowing for global participation.



### Web Forms Management

Extend document automation effortlessly with dynamic web forms that eliminate paper-based processes.

## Why Choose Square 9 As Your Solutions Provider?

### 🎯 Focused

Focused on solving business problems, delivering new and innovative products for improving efficiency and productivity.

### 📈 Sustainable

Committed to a progressive development strategy, as an investment made today, can be counted on to deliver for years.

### ✅ Reliable

While software companies can take a day or more to respond to support issues, our response time is measured in minutes.

### 🛠️ Versatile

Offering a complete platform of solutions specializing in the most common business applications, servicing any industry.

“ GlobalSearch proved crucial to our winning the battle against paper by allowing us to manage an overwhelming number of documents easily, efficiently and reliably. Based on an average of only **five minutes** to process each document now, versus 25 minutes to manually process each before using GlobalSearch, the solution has already saved our firm over **100 attorney-hours** collectively, worth well over **\$16,000**. ”

- Stephen Plopper Esq.  
Stephen Plopper & Associates

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