

Easy Records Audit Addresses Your Legal Malpractice Risk

Recent studies conducted on behalf of the ABA Standing Committee on Professional Liability found that lost files or document evidence was one of the 5 most common reasons that clients filed a malpractice claim against a law firm.¹ Despite this fact, noncompliance with record retention rules continues to be an issue—not because firms deliberately fail to comply, but because many law firms mistakenly assume that they are capturing and appropriately managing 100% of their documents and emails.

MetaJure's Technology Makes Audits Efficient and Affordable

Conducting a records audit is the best way to assess whether your firm is at risk. But, until now, determining if a firm is collecting all documents and emails and identifying where they are located was onerous. It required large amounts of resources, time and often consultants to find and analyze these electronic records.

Fortunately, now MetaJure's technology not only automatically collects and analyzes all records, it also enables law firms to conduct audits efficiently and without dramatic expense. With MetaJure, firms quickly locate and assess all emails and documents, wherever they reside. Regardless of how your firm manages your records – whether you have a document management system, file shares or no system in place – MetaJure can help.

Significant Added Value

The value of an effective records audit goes beyond determining whether your firm is at risk of noncompliance with your professional obligations. The following assessments, which are easy with MetaJure DMS, also can help ensure your firm's business is managed well:

- **Records Completeness** – Does your firm have a policy mandating where such documents are to be kept? Do all of your firm's documents and emails reside in your firm's designated repository (or repositories) per your firm's policy?
- **Records Security** – Is access to your firm's sensitive client and firm files restricted appropriately?
- **Unsearchable Records** – Are any of your documents stored as image-only PDFs, rendering the text unsearchable?
- **Improperly Retained Records** – Is your firm inadvertently retaining electronic files that are subject to destruction requests?
- **"At Risk" Records** – Are any of your firm's documents vulnerable to being easily lost or stolen because they are stored solely on personal computers?
- **Retrieval Effectiveness** – Can your records be retrieved easily and accurately? This not only includes Word, PowerPoint and Excel documents, but other types of data including emails, PDFs and other image-based files, and audio or video recordings such as deposition files or dictated correspondence.

With an effective document audit, you will understand precisely where your firm may not be in compliance and what issues you may need to address. Now, thanks to MetaJure, you can complete such an audit easily and cost effectively.

Learn More About How MetaJure Can Help you Reduce Your Firm's Malpractice Risk

Contact MetaJure at 206.812.8750 or info@metajure.com for a free demo.

¹ See Thomas J. Watson & Reid Trautz, Need to Review Your Malpractice Insurance Policy?, Law Practice (Sep/Oct 2014).