

Avoiding the Pitfalls of “Secret Data”

The Importance of Electronic Document Management

Electronic document management is a critical function for law firms and legal departments. Preserving and being able to retrieve all relevant emails, documents and related work product quickly and easily is key to every lawyer’s efficiency, onboarding of new personnel, responding to client needs, preventing the repetition of past mistakes, and increasing the ability to take on fixed fee projects or to work within budgets, not to mention complying with ethical and malpractice insurance obligations. Just as operating off of less than 100% of current case law or statutes creates liability concerns for you and your organization, so does operating off of less than 100% of your knowledge and work product.

The Problem of “Secret Data”

Historically, law firms and legal departments have taken two different approaches to managing their electronic documents, installing either central file shares or a dedicated “put-to” document management system (“DMS”). In today’s world of high volume, electronic work product, both of these approaches have unintentionally resulted in the creation of vast caches of “secret data” – important knowledge and work product that resides hidden in various locations around your law firm or legal department, precluding you from accessing all of your knowledge and realizing your document management goals.

Centralized File Shares and “Secret Data”

Emails are particularly problematic since they do not automatically make it into these systems, exacerbating the problem of lost information for law firms and legal departments that rely solely on them. Moreover, unless each lawyer and staff member takes the time to move or save all of their documents and email attachments into this centralized system, their missing knowledge becomes part of an ever-growing cache of “secret data.” And even when documents make it into a central file share, retrieving them is typically a frustrating “spinning wheel of death” experience, with results often having little to do with what the user is looking for.

Dedicated “Put-To” DMSs and “Secret Data”

Law firms and legal departments that have elected to install a dedicated “put-to” DMS have not escaped the problem of “secret data” either. Even if you spend the time and money required to convert and migrate all pre-existing work product into a new DMS, many of these systems are not designed to store and retrieve email, creating a big challenge to preserving and subsequently retrieving this key asset. Filing and tagging taxonomies quickly become outdated, leading to incorrectly tagged or filed information. Most importantly, the Achilles Heel of these systems is that unless every lawyer and staff member consistently and religiously follows the established filing and tagging procedures, the documents that are not tagged and filed are completely invisible to your DMS. If that isn’t enough, client-provided documents and the files of lateral hires are difficult (and expensive) to incorporate, adding to an ever-growing collection of “secret data.” It is probably not surprising, therefore, that on average, only around 60% of a law firm’s or legal department’s knowledge makes it into a “put-to” DMS, *leaving a whopping 40% of your knowledge hidden in various places around your firm or legal department.* And, again, getting it back out of the system is often as big a challenge as getting it in.

MetaJure – An Entirely New Approach to Document Management

MetaJure’s founders are senior lawyers who intuitively knew there had to be a better way to manage documents in the 21st Century. Their goals in building the first “smart” DMS were to: (i) automatically capture 100% of a law firm’s or legal department’s knowledge and work product without having lawyers and staff move or re-label their documents; and (ii) provide those lawyers and staff with a simple, intuitive way to retrieve that knowledge

from any device. MetaJure works by crawling throughout the folder trees of local PCs, file shares and SharePoint sites, as well as a firm's billing system and existing DMS (for the firms that so choose), looking for documents and email to index and tag. Additionally, MetaJure automatically copies and preserves all documents and email in vulnerable locations such as PCs into the MetaJure system. This knowledge is then easily retrievable through a "Google-like" interface, with each user only being able to see and retrieve documents for which they have been granted permission. MetaJure eliminates the need for manual profiling, data conversions, or migrations. At the individual level, each user selects the folders on his or her local PC to share or exclude (and the individuals with whom they will be shared), all without altering her or his natural workflow.

The MetaJure Benefits

MetaJure delivers immediate benefits to law firms and legal departments:

- ✓ 100% of your emails and work product are captured, eliminating caches of "secret data"
- ✓ Document collection is automatic, with no time wasted re-labeling and moving files
- ✓ Information and work product is easily retrieved through a Google-like interface
- ✓ MetaJure can work in conjunction with your existing DMS to complete your data picture
- ✓ MetaJure can be implemented in just days costing far less than you would imagine

Isn't it time you and your firm entered the 21st Century of document management and operated off of *all* your knowledge?

- Watch this 90-second [video](#) about MetaJure
- Schedule [a personalized demo](#) of MetaJure today

Then, contact us to learn more: Tel: 206.812.8750 | sales@metajure.com