

# Document Management

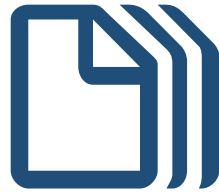
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# EVOLVE<sup>LAW</sup>

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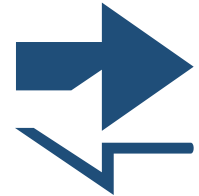
# Why care about document management?



**Documents are the heart of the legal profession**



**Prior work product is the most valuable tangible asset a lawyer has**



**Effective storage, management and retrieval is critical**

# Document management leads to less...

- ✓ Time spent looking for prior work product
- ✓ Time spent recreating knowledge/documents
- ✓ Chance of repeating mistakes
- ✓ Time getting new colleagues up to speed
- ✓ Chance of malpractice (missed conflicts, etc.)

# All of which results in...

- ✓ Faster turnaround times
- ✓ Improved client satisfaction
- ✓ Reduced write-downs and write-offs
- ✓ Increased business and profitability
- ✓ Increased access to legal services

# So, what's the document management problem?

## In 2015, the average lawyer created/received:

17,449 Emails

5,349 PDFs

2,942 Word documents

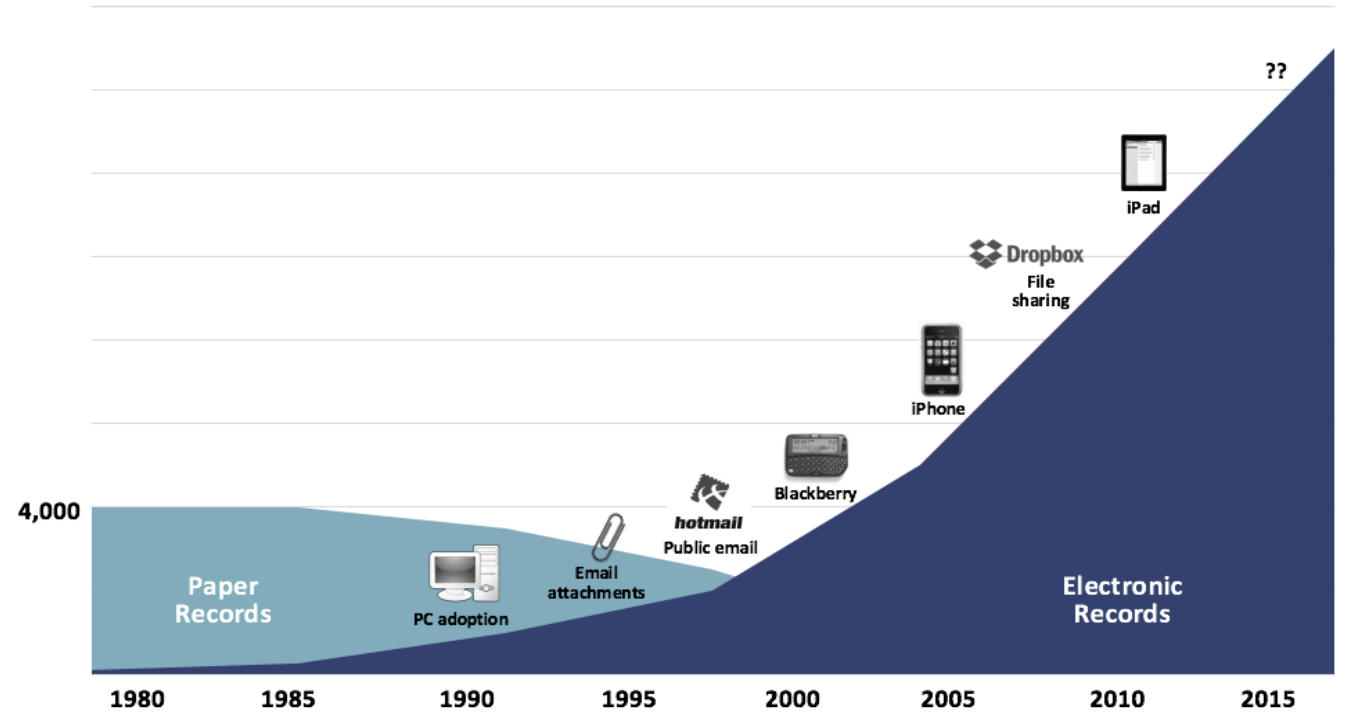
223 Excel spreadsheets

39 PowerPoint presentations

**26,001 Documents**

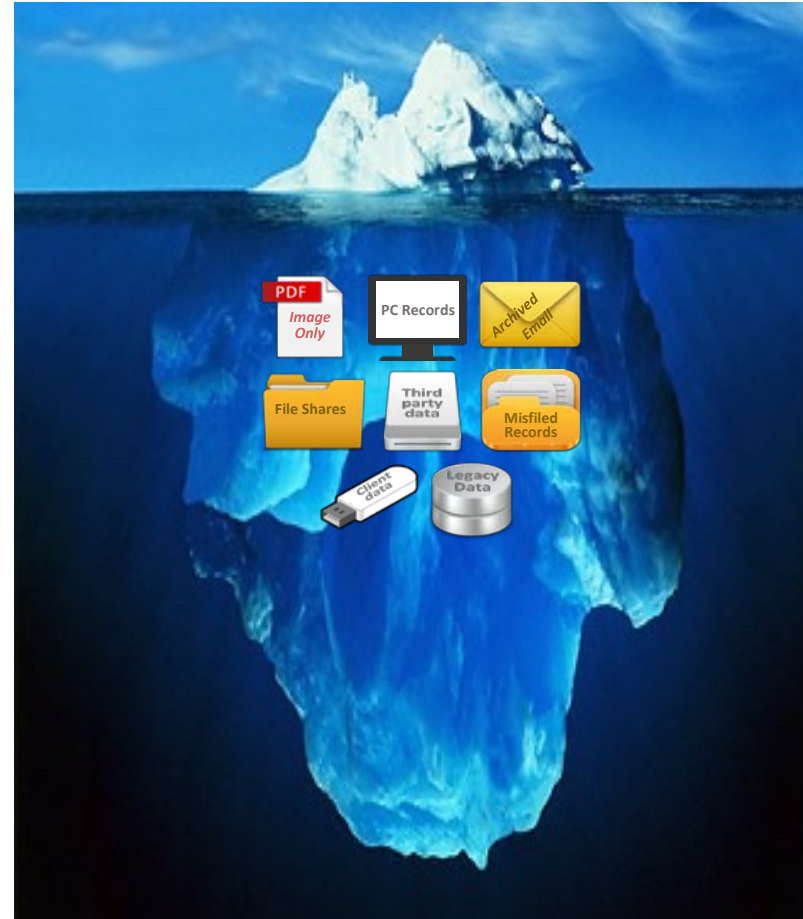
Is that  
anything  
new?

## 35 years of legal records documents/lawyer/year



This  
avalanche  
of data has  
led to...

... an iceberg of hidden  
documents & knowledge



Known & easily  
accessible

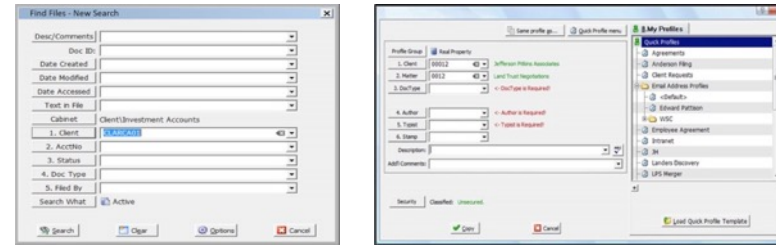
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Lawyers are responsible for tagging, profiling and moving their documents to a central repository



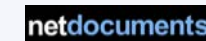
# Traditional approach



A paper-based model



Examples





# New approach



A smart repository that automatically finds, indexes and saves all documents and knowledge



A Web-based model

Google

Example

MetaJure 

# Regardless of your choice:

- ✓ Make document management a priority
- ✓ Implement something that will be adopted
- ✓ Price of not managing > cost of technology
- ✓ Problem will only increase with time