

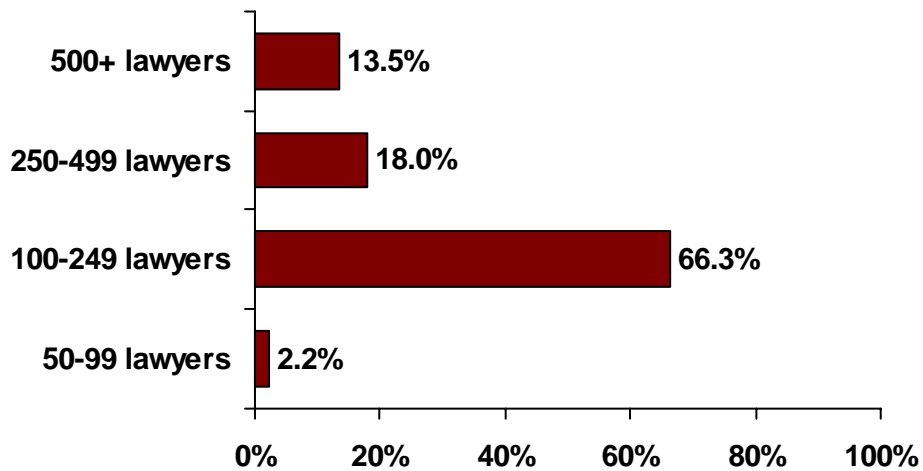


2011
Paperless Law Offices
An Altman Weil Flash Survey

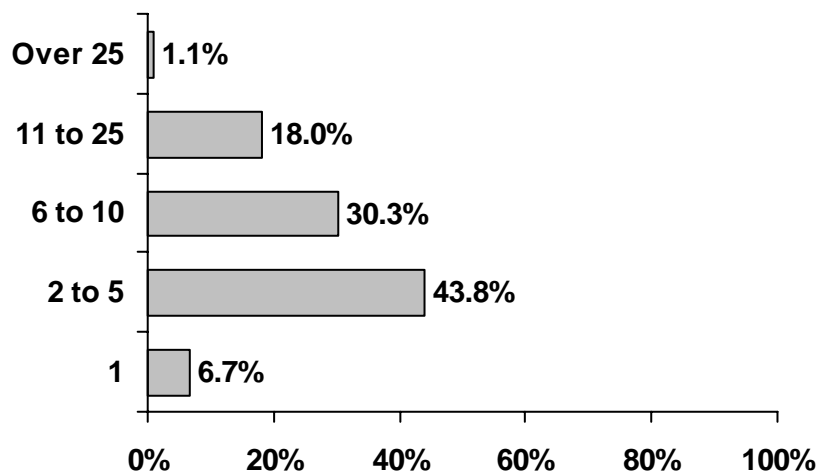
Survey Demographics

Altman Weil surveyed 382 law firms and received responses from 89 firms, a 23.3% response rate. The survey was conducted in December 2011.

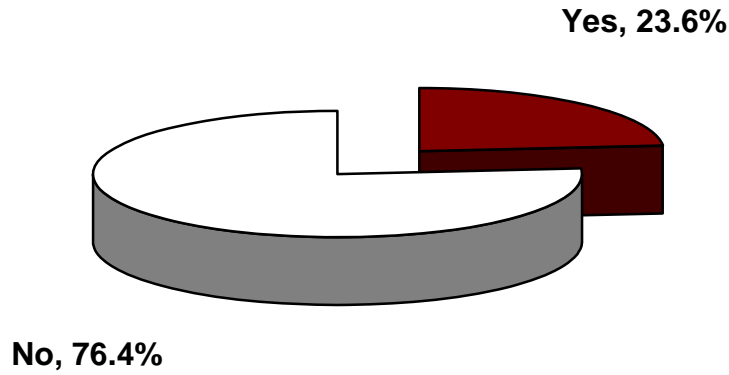
Participant firm size:



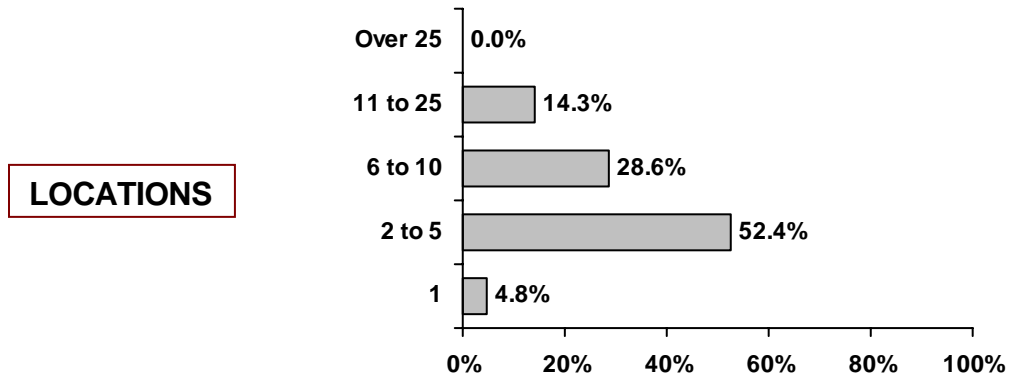
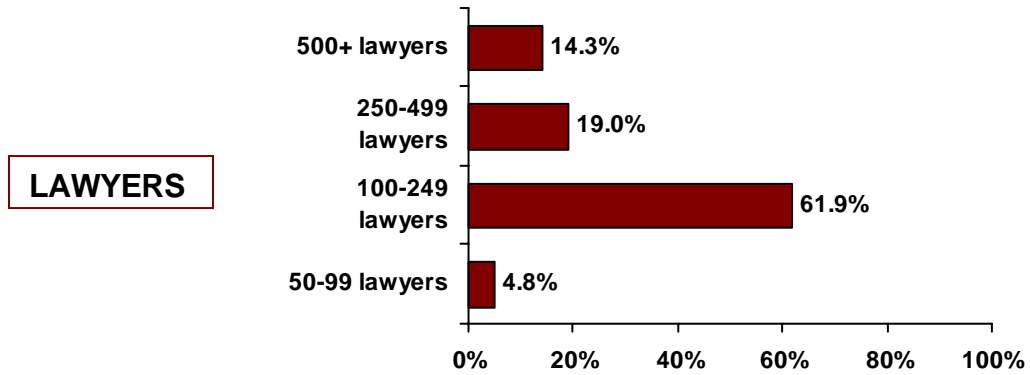
Number of office locations:



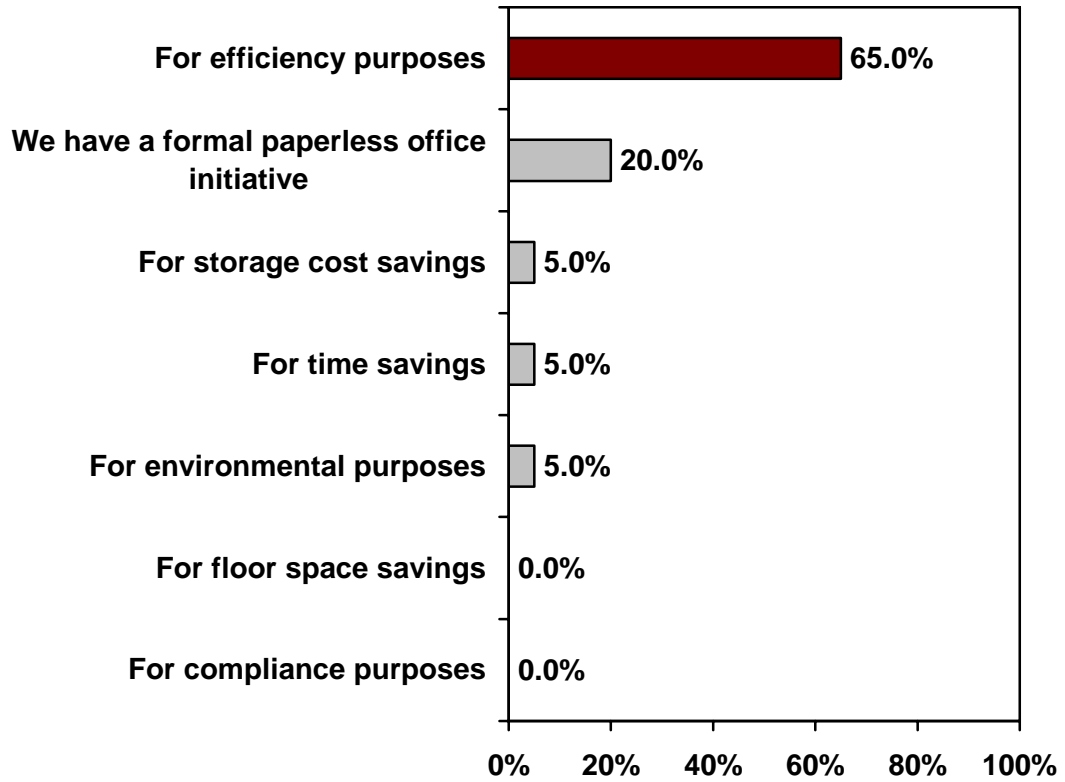
1. Does your organization convert incoming paper documents to electronic format on a systematic basis?



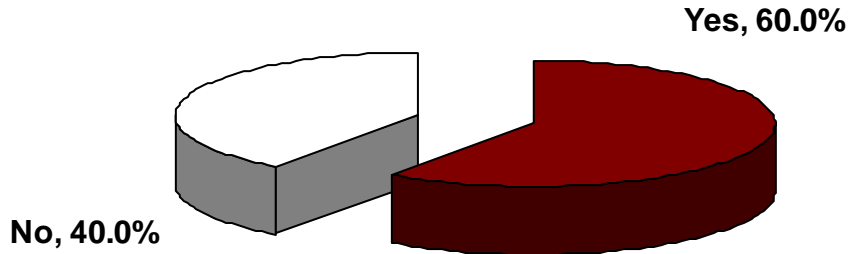
Who said yes (demographics)?



2. What is the primary reason you convert incoming paper documents to electronic format?

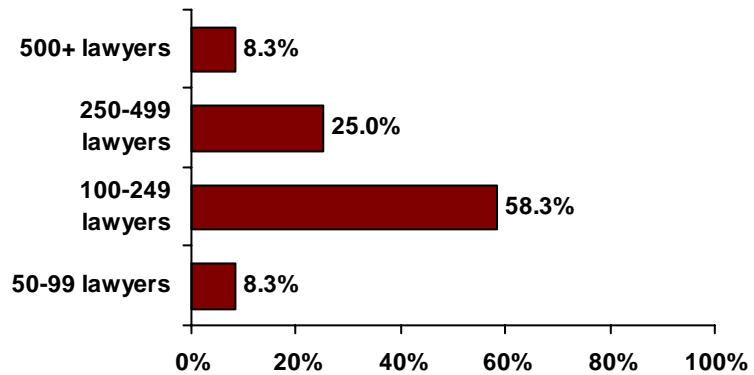


3. Do you use a centralized process (either at one or several selected locations) for scanning inbound client or other paper documents into electronic format?

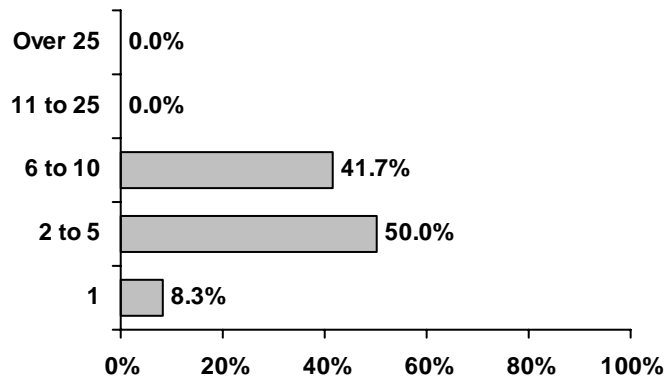


Who said yes (demographics)?

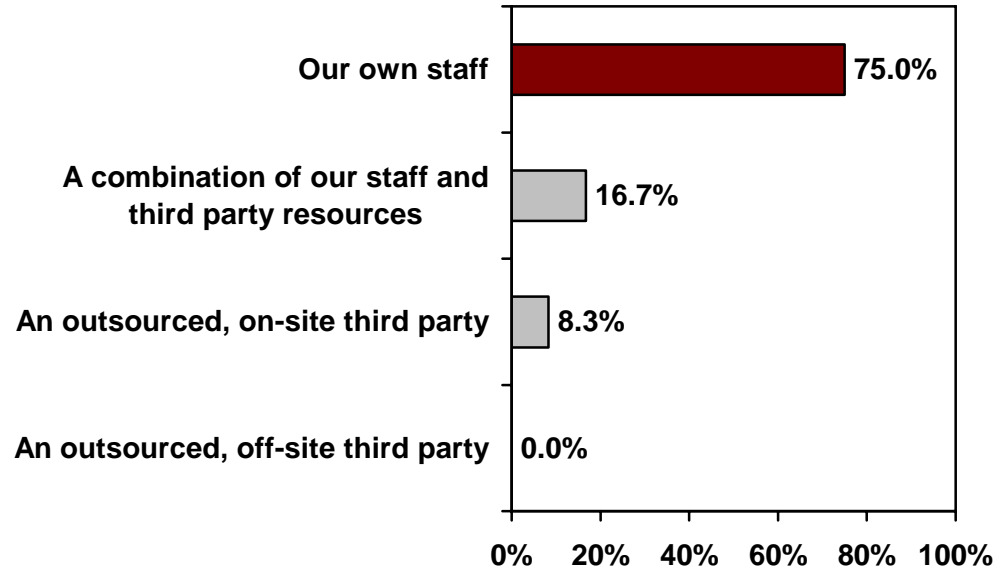
LAWYERS



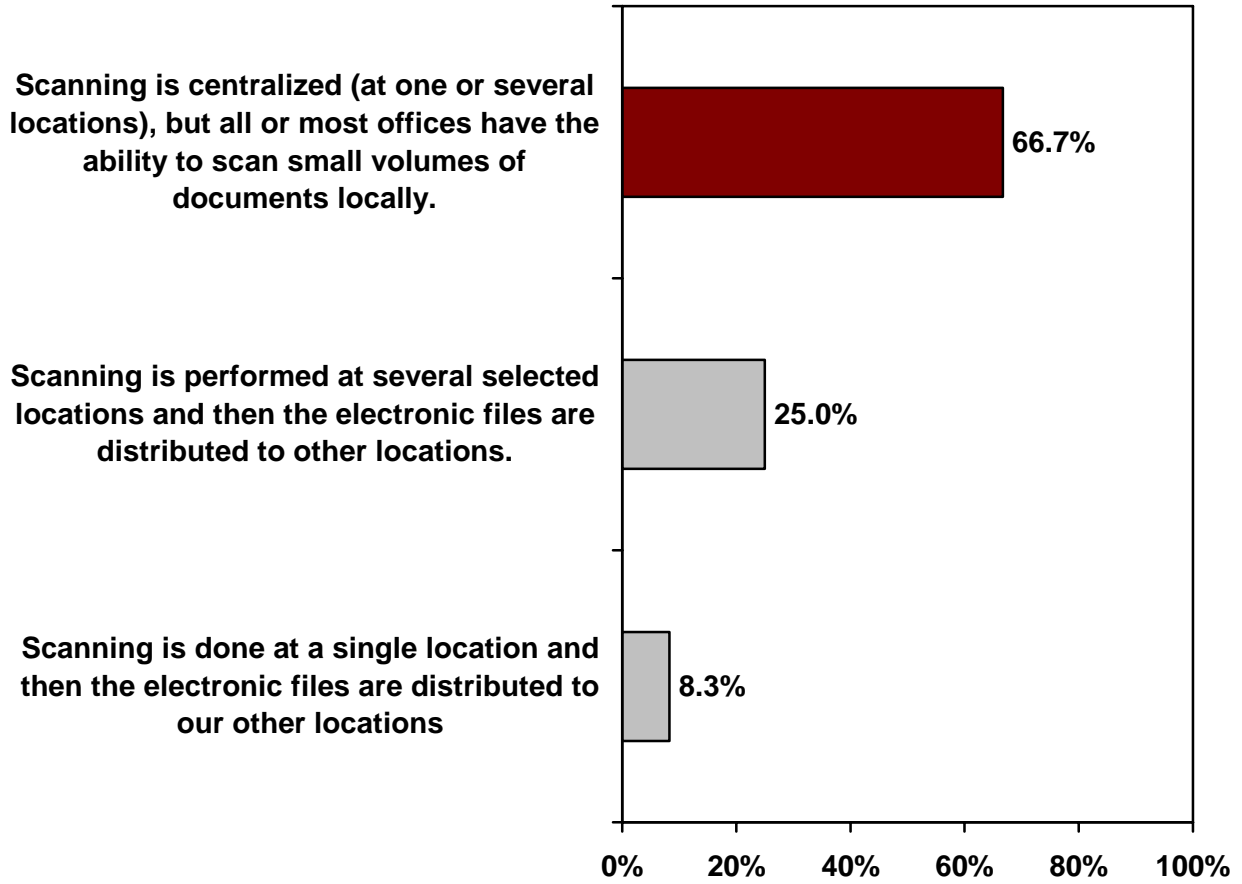
LOCATIONS



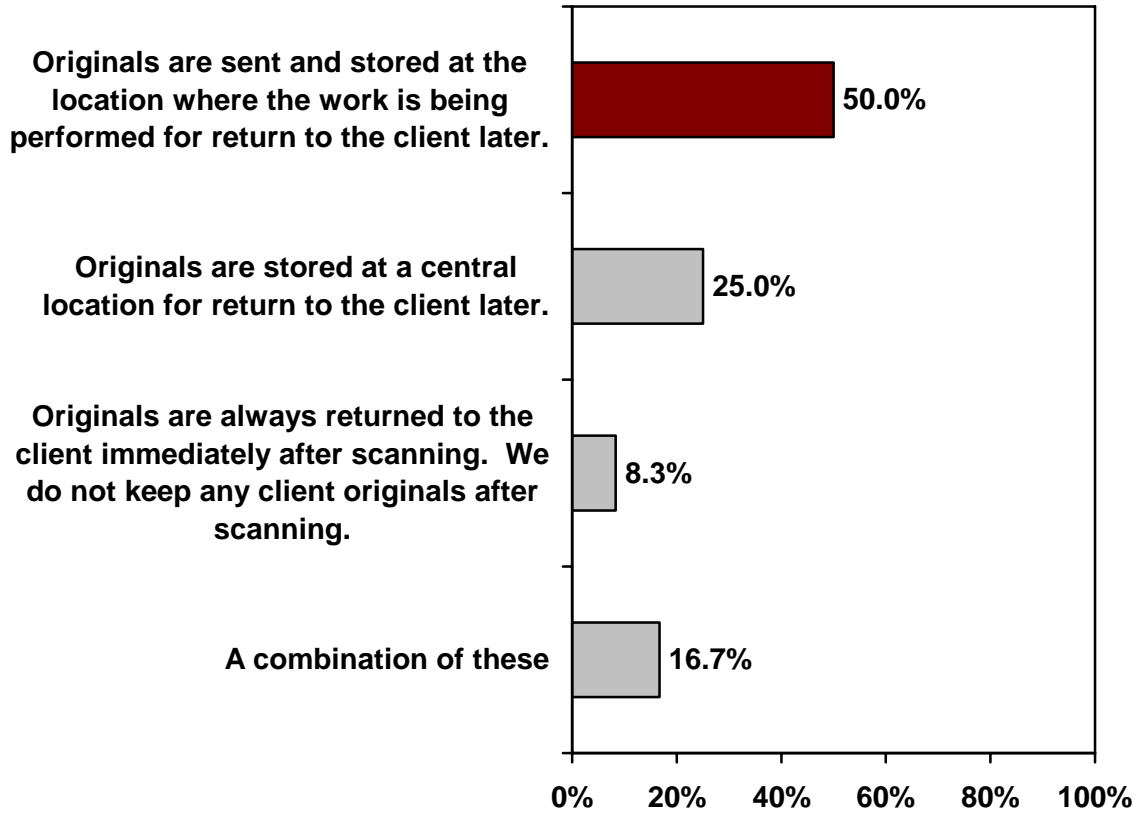
4. Who does the scanning?



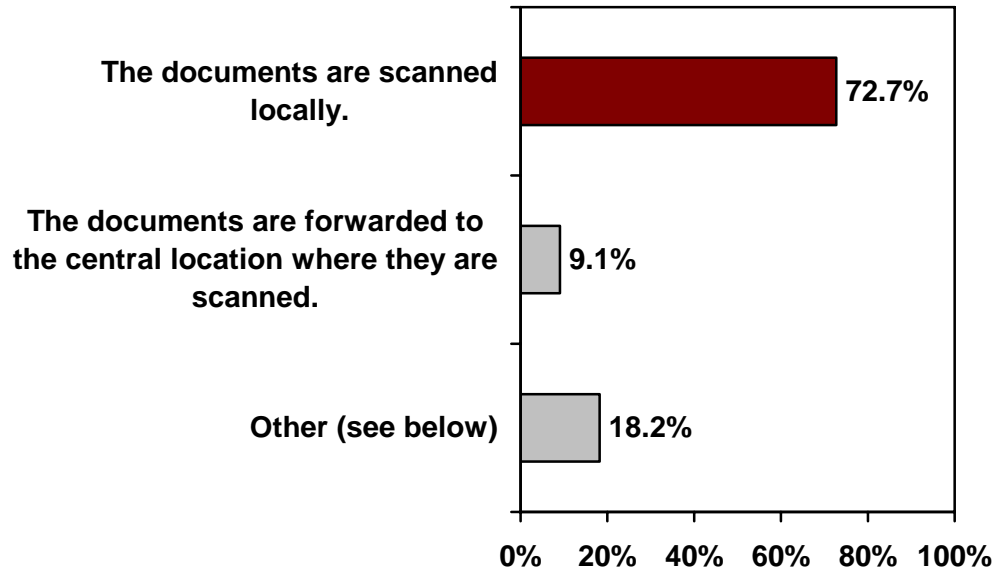
5. Which of the following best describes your scanning process?



6. How are important original paper documents (like blueprints, contracts, original signatory documents, leases, etc.) handled?



7. How do you handle situations in which inbound documents cannot be sent directly to a centralized location for scanning (because of in-state mailing requirements)?



Other:

- Our offices are all in the same state.

8. What obstacles do you encounter in the process of receiving and scanning inbound electronic documents and/or original document handling and how are they overcome? Please explain.

- Blood, sweat and tears...
- Document prep time is much higher than we ever thought. Also, dealing with binders and tabs is a bit of a challenge so that we maintain the integrity of the evidence or supporting file materials.
- Handling the volume of scanning incoming documents with limited staff and the time it takes to process the documents as searchable PDFs.
- Sometimes people are waiting for documents and do not want to wait for the paper to be scanned. In those instances, we have to give them the paper and they have to scan it which may or may not actually happen.
- Users learning the process
- We use a Records Management System that allows us to directly add electronic documents to the system. Handling of paper documents is still time and labor intensive.

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