

RICOH
Legal
Document
Solutions



ENHANCE THE INTEGRITY AND
ORGANIZATION OF YOUR DOCUMENTS

Strengthen the integrity and organization of both paper & electronic documents — all with a fully searchable database.

RICOH Legal Document Solutions simplifies document management by maintaining the integrity and organization of your physical documents while integrating them with your electronic ones – so you can enjoy convenient access to your important information from one consolidated and fully searchable database.

An efficient and secured solution

We provide ISO 9001 certified evidence and document management solutions, as well as litigation support services that successfully integrate technology, defensible processes and professional services tailored to your needs.

Benefits to your organization

- ✓ Eliminate time spent on manual search
- ✓ Improve data security
- ✓ Rapid turn-around time
- ✓ Proven methodologies that optimize the effectiveness of your database
- ✓ Peace of mind that your important documents are handled professionally and with care

RICOH Document Imaging

The sheer volume of paper produced by litigation can be staggering. And finding enough hours in a day to sift through the sea of documents a case can generate is a massive drain on a firm's resources.

Give your lawyers and their litigation support team the flexibility to be effective and get a better handle on the evidence with:

- Data portability
- Full text sorting and searching
- Efficient review of duplicates to locate images with similar fields (i.e. same author, date and title)

And the efficiencies extend beyond your own team:

- Work more effectively with the judiciary (all judges in Ontario are now able to receive a free copy of Summation and complimentary training)
- Provide secure web access to remote users including witnesses and/or the client
- Integrate a complete electronic copy of your documents with the client's document management system at any time

In addition to the convenience and long-term cost savings of an imaged database, additional advantages include:

- Routine backup and archiving of all images and case-related annotations
- Ability to re-size all originals to 8½ × 11 regardless of their original orientation
- Improved security and integrity of client documents



By converting all legal documents into an image format, multiple users can index and review the same collection at the same time – securely and from anywhere.

RICOH Coding

Transcribe your materials with uncompromising fidelity with RICOH Coding for organized and indexed documents with logic and convenience in mind.

Rather than simply creating a list of documents in word processing format, our highly trained team of coders and unitizers follow strict coding protocols based on a customized manual that we prepare with your input and approval.

Our standard objective coding services include a minimum of five basic fields of coding: Docdate, Doctype, Doctitle, Author and Recipient.

The fielded data is subjected to three levels of quality control to check for accuracy, consistency, and spelling errors. The completed coding is imported directly into a structured litigation support database, linking together document images, discovery transcripts, and other key information pertinent to the case — all in one place.

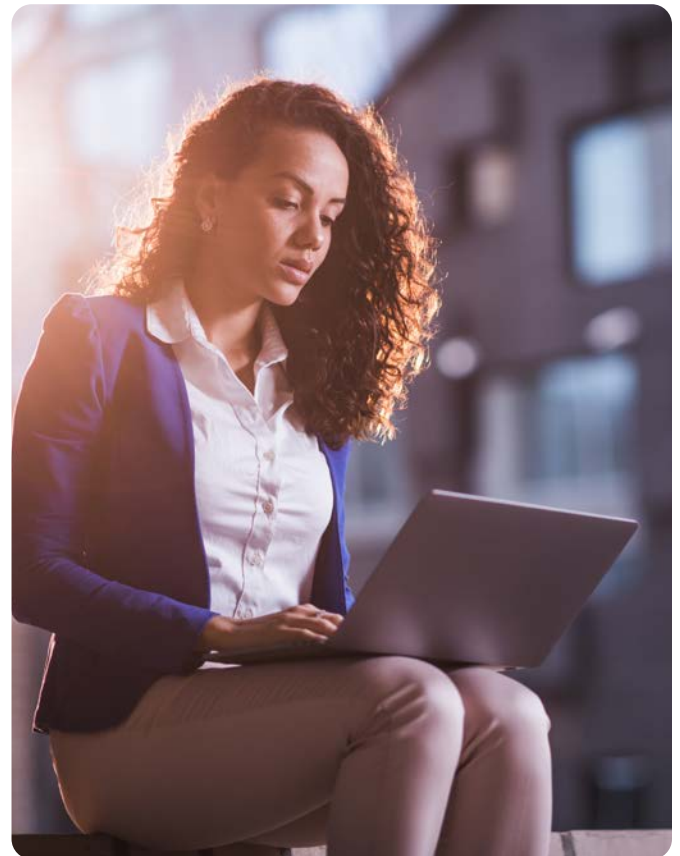
Our coding service makes document review convenient and provides you with:

- Deliverables that are as accurate, as they are time-saving
- A focused and compact range of categories
- Categories that are straightforward and commonly recur in legal proceedings
- Minimized occurrence of documents being shoehorned into inaccurate groups

Choose between domestic and offshore coding

Our offshore coding partner is ISO 9000 certified and has been providing coding services since 1995. With our offshore coding service, you can rest assured that:

- The same multi-level quality control processes and standards that are used for all our domestic services
- The same rigorous staffing protocols and technology-based controls that we use to ensure the security, confidentiality and integrity of your data at all times
- To ensure quality, a Canadian Project Manager is assigned to every offshore project



RICOH OCR (Optical Character Recognition)

Get a cost-effective supplement to the coding of your scanned documents with RICOH OCR Text Conversion.

Based on the quality of the original documents, OCR can be 98 per cent accurate. While scanning converts a paper document into a digital image file that is not searchable, OCR converts an image into a text file designed for keyword searching.

Using the “fuzzy searching” functionality within your litigation support software will enable you to:

- Locate key documents based on words within the text even if the OCR conversion accuracy was less than perfect
- Locate and compare similar documents using near duplication identification technology

Near-duplicate detection

Statistics have shown that every collection of documents contains 25 to 50 per cent near-duplicates – files with:

- A percentage of textual differences (by far the most common)
- Variances in formatting (such as bold or italicized fonts)
- Different file types (such as an MS Word file converted to PDF)

The return on investment on near-duplicate detection is unquestionable. Industry studies show the cost of legal document review has a significant impact on the overall cost of litigation. Furthermore, when near-duplicate documents are not identified or grouped together, there is a significant risk that similar documents (paper or electronic) will be reviewed multiple times by different lawyers resulting in:

- Wasted time
- Extra costs
- Risk of subjective coding inconsistencies

Near-duplication detection costs pennies per document and allows lawyers to review similar documents in groups, dramatically increasing the speed of document review while lowering the associated costs by 25 per cent or more.

RICOH Digital Printing Service

For many of our customers, the convenience of a printed paper set of documents is still desirable. Our high-speed printers create large batches of scanned images in chronological order, sequential order, or based on a database query to locate a subset of documents or productions.

Our digital printing services also allow for the insertion of:

- Bates numbering
- Header and footer labels
- Annotations or separator sheets for document or boundary breaks

With the highest quality assurance levels including validation reports and page number counts, you can feel confident leaving the preparation of your document sets to us.



Electronic closing books

Looking for a great way to demonstrate your technology capabilities and provide a value added service to your clients? Electronic closing books is a wonderful method of sharing information.

Get an electronic closing book that's a scanned, fully searchable version of a closing book stored on a CD or DVD with bookmarking to identify the major sections.

No more costly and cumbersome closing books. No more binders or bound volumes that take up physical space. No more copies to circulate to various parties.

Converting your paper closing book to PDF makes search, navigation, review, and management of thousands of documents on a single CD or DVD simple. Additional benefits include:

- Integration with internal document management systems
- Prevention of lost or misplaced originals
- Provide an impressive, value added electronic copy to your clients



EMPOWERING DIGITAL WORKPLACES

The greatest asset of a company, a country and the Earth itself is the imagination of its people. Through creativity and collaboration, people can improve the way communities live and work together. Ricoh strives to provide the right combination of technology, expertise and service to inspire and enable powerful transformation in your organization.

Since our beginning in 1962, we've been on the forefront of workplace innovation. Back then, that meant creating the first office fax machine. Today, we're empowering digital workplaces, which means connecting people to information, faster and more conveniently than ever before. We'll help you to improve employee productivity, better serve your customers, and grow your business. As for tomorrow, that vision is already taking shape in our minds and labs. And as digital workplaces continue to change the way we work, our imagination will continue to help you work smarter.

WHY RICOH?

- ✓ Production facilities nationwide
- ✓ A trusted print processes partner to major Canadian corporations, law firms and government agencies for over 15 years
- ✓ Dedicated team of experts with in-depth industry experience
- ✓ Best in class technology combined with end-to-end professional services and support

[For more information, get in touch with a Ricoh solutions consultant today!](#)

RICOH
imagine. change.

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