

The Complete Guide

Legal Document Scanning

www.securescan.com



Introduction

In the legal sector, managing records efficiently is not just a logistical requirement but also a matter of preserving the integrity and confidentiality of sensitive information. Law firms and legal departments handle a staggering variety of documents—ranging from contracts, case files, and correspondence to client information, billing records, and internal communications.

However, overseeing these ever-growing stacks of paperwork presents its own set of challenges.

While a number of industries have already transitioned to digital platforms, the legal world often finds itself wrestling with traditional, paper-heavy methods. Regulations like the Sarbanes-Oxley Act and the need for legal admissibility have spurred some to consider digitization but have also complicated the transition by introducing specific compliance requirements.

Switching to digital document management isn't merely about following a trend; it's fundamental for elevating the level of client service, boosting operational efficiency, and, importantly, safeguarding the security and privacy of legal information.

Issues Caused By Paper Record Keeping

Paper records and manual procedures pose numerous challenges that significantly impact both legal professionals and their clients.

Poor Accessibility

Quick and immediate access to critical legal documents is often needed during negotiations, court proceedings, or client consultations. Traditional paper records hamper real-time sharing and access, causing unnecessary delays and possibly affecting case outcomes.

Human Error

Paper records are error prone, increasing the chances of misfiling, loss of important documents, or unclear annotations. These kinds of mistakes can lead to legal repercussions, missed deadlines, or even malpractice claims.

Spiraling Storage Costs

Physical storage of legal documents demands real estate. As the number of records grows, law firms may find themselves needing to lease external storage spaces. These recurring costs can quickly become a financial drain.

Incomplete Data Sharing

Paper records are often incompatible with advanced case management software, creating isolated data pools. This fragmentation complicates the development of comprehensive client profiles and case histories, affecting strategic planning and case outcomes.

Compliance Challenges

Maintaining paper records brings its own compliance complications. Physical documents are difficult to secure against unauthorized access and are susceptible to theft, loss, or accidental damage. Compliance with laws like the Sarbanes-Oxley Act becomes more cumbersome when reliant on paper systems.

Data Degradation

Paper isn't forever. Over time, the quality of paper documents can degrade due to exposure to elements like moisture and light, or simply due to regular handling. This deterioration can result in compromised or lost data, causing particular concern when dealing with lengthy legal proceedings or historic cases.

Common Records Management Issues & Their Impact on Legal Practices

Records management serves as a backbone for the operations of any organization, but for legal practices, the implications are particularly significant.

Law firms and legal departments must not only ensure the meticulous upkeep of records but also meet stringent compliance requirements dictated by laws and industry norms.

Lawyers and paralegals lose as much as 2.3 hours a week searching, but not finding, the right documents and another 2 hours recreating documents that can't found.



Common Records Management Issues & Their Impact on Legal Practices

Data Fragmentation

In many legal practices, crucial information is dispersed across multiple departments and stored in divergent formats.

This lack of uniformity hampers the ability to quickly retrieve and analyze data, which in turn affects case preparation and strategy. Fragmented records can cause missteps in legal arguments, case delays, and even the loss of cases.

Inconsistent Data Entry

Issues of inconsistent data entry are not uncommon in the management of legal documents. Misspellings, redundant records, or varying naming conventions can result in disarray.

Inaccurate data not only disrupts internal operations but can also compromise the credibility of legal proceedings, leading to delays or unfavorable rulings.

Limited Accessibility

Lack of easy access to critical legal documents can significantly impede the workflow within a legal practice. Time spent on locating specific records is time lost on case research, client consultations, and court preparations. In urgent legal matters, where timing can be everything, limited accessibility can have adverse implications for case outcomes.

Inadequate Disaster Recovery Planning

Disaster recovery often doesn't get the attention it merits, leaving law firms vulnerable to catastrophic data loss from unforeseen events such as natural disasters or cyberattacks. The loss or corruption of important legal documents can not only bring operations to a halt but also expose the firm to malpractice claims and ethical investigations.

The challenges tied to records management in the legal sector underscore the necessity of a robust, digital records management system that can address these complexities efficiently and securely.

What Are The Benefits of Digitizing Legal Records?

Transitioning from paper-based systems to digitized legal records provides a host of advantages for law firms and their clients. From heightened accessibility and data accuracy to regulatory compliance and cost-effectiveness, digital record-keeping has become indispensable for modern legal practices.



Instant Access

Digital documents can be located and accessed near instantaneously, facilitating quicker decision-making and improved legal outcomes.



Regulatory Compliance

Digital records alleviate the challenges of complying with legal standards and requirements, as electronic systems are easier to secure, monitor, and audit.



Cost Savings

Digitization reduces the need for physical paper storage and paper related expenses, translating to substantial savings in operational costs.



Improved Data Accuracy

The risk of human errors, such as misfiling or illegible notations, is minimized in a digital setup, thereby improving the accuracy and dependability of case files.



Scalability

As law practices expand, digital records systems can be easily scaled to meet increasing demands, without the logistical hurdles that come with managing paper records.



Data Security

Digital record-keeping platforms come with advanced security features like data encryption and two-factor authentication, ensuring that sensitive legal information remains protected.

Outsourced Scanning vs. Scanning In-House: Which is Best?

Scanning In-House

The choice between in-house and outsourced document scanning can have a significant impact on your firm's operations, costs, and client services.

Pros:

- Your firm maintains full control over the entire process, ensuring compliance with your own quality and security standards.
- Documents are scanned on-site, allowing for instant access and usage.
- Tailor the digitization process to meet your firm's unique requirements.

Cons:

- Significant initial investment in equipment and software leads to higher costs.
- Continuous maintenance and software updates are necessary, adding to ongoing costs.
- Skilled personnel are needed, which could increase labor costs and potentially divert staff from other essential duties.

Outsourced Scanning

When you collaborate with a specialized scanning service like SecureScan, your firm can offload the complexities of scanning, indexing, and ensuring secure data storage.

Pros:

- Benefit from SecureScan's extensive expertise and experience in the legal scanning field.
- The scalability of a professional service often provides a more cost-effective solution in the long run.
- Allow your legal team to concentrate on what they do best—practicing law—rather than administrative tasks.
- SecureScan adheres to stringent security protocols, making it easier for your firm to meet legal and regulatory requirements.
- Advanced technologies and experienced staff ensure higher accuracy and quality.

All equipment and software maintenance is handled by SecureScan, saving you both time and resources.

How Does Our Legal Document Scanning Service Work?



1 Packing and Pickup

We will arrive at your location to pick up your documents, packing them for you if needed.



2 Transportation

Your documents will be transported directly to our scanning facility, handled with care from start to finish.



3 Arrival and Inspection

We inspect the delivery against our initial inventory and record the transfer of documents to our scanning team.



4 Document Preparation

We'll prepare your documents by removing staples, paperclips, and creases that could interfere with the scanning process.



5 Document Scanning

Your documents are scanned with one of our high-resolution scanners to ensure optimal quality and readability.



6 Quality Control

Quality control will review each scan manually. Images that fail to meet our high quality standards are rescanned.



7 Indexing

Important identifiers like IDs, names, or invoice numbers will be extracted from your documents, enabling text-search functionality.



8 Share and Store

We deliver your digital files via SFTP, encrypted USB drive, or upload them into an existing document management system in the format of your choice.

Our Capabilities

Our legal document scanning services are designed to meet the strictest guidelines for both confidentiality and security, as required in the legal sector.

Our team is highly knowledgeable about legal compliance, and we've invested in state-of-the-art technology to ensure the utmost privacy and data security is maintained throughout the digitization process.

Services We Provide

- ✓ High resolution scanning and data extraction
- ✓ Microfiche, COM fiche, and microfilm digitization
- ✓ Optical character recognition (OCR)
- ✓ Transportation of documents to and from our facility
- ✓ Document preparation and reassembly
- ✓ Large format scanning capabilities
- ✓ Image enhancement
- ✓ Indexing & manual data entry



Why Choose SecureScan?

At SecureScan, the security of your documents is our highest priority. We go far beyond industry standards to ensure that your data is protected throughout the scanning process with continuous vulnerability testing, third party audits, and investments in secure technologies.

Clear and Honest Pricing

With our transparent pricing model, you'll have a clear understanding of your project's final cost from day one, completely free of hidden fees or unexpected expenses.

Precision in Data Capture

We employ a meticulous double-blind data entry system along with manual reviews to ensure unparalleled accuracy in capturing your information.

Reliability

You can count on our team for timely project completion, exceptional one-on-one support, and consistent professionalism throughout the scanning process.

Experienced

Our experience in navigating the complexities of legal document scanning ensures the digitization process is straightforward, effortless, and free of unnecessary complications.

Flexible

We recognize that each law firm or legal department has its unique requirements. That's why we work closely with you to tailor our services to meet your specific needs.

Secure and Compliant

Our HIPAA/HITECH compliant, SOC 2 Type 2 Certified scanning service adheres to the strictest legal standards for data privacy.



About SecureScan

For over two decades, SecureScan has been assisting law firms and legal departments in enhancing the security, efficiency, and accessibility of sensitive legal documents. We focus on the digitization of confidential records, including those that contain Personally Identifiable Information (PII), attorney-client privileged communications, and other types of classified data.

Our service streamlines the transition from cumbersome paper-based systems to digital formats, enhancing operational efficiency in a secure manner, without disrupting your existing workflows.

Our legal document scanning process is meticulously crafted to comply with the most stringent confidentiality and security regulations governing legal records. From our cutting-edge, high-security facilities to our team trained in legal compliance, we ensure that our scanning services not only meet but surpass the industry's strictest standards for data protection.





Secure. Simple. **Affordable.**

Contact us online or email us at info@seurescan.com to learn more about the process and get an obligation free quote from one of our scanning specialists. We will discuss your needs and work with you to create an approach and timeline that meets your requirements.

Let's Chat About Your Next Project.

(877) SCAN-DOC

seurescan.com