

E-Filing: A New Document Destination

Cost Savings by E-Filing

Personnel Time

- Printing, Collating, Preparing Cover Letters
- Writing and Printing
- Determining Filing Fees
- Making Check Requests
- Completing Certified Mail
- Delivering Documents to Courthouse

Hard Costs

- Paper and Toner
- Postage
- Courier Fees
- Parking and Gasoline for Deliveries



Electronic filing or “e-filing,” as defined by the National Center for State Courts, is the migration of the court record from paper to an electronic format – a process that is revolutionizing the manner in which courts transact their business with each other, with attorneys, and with the user communities. One of the first and perhaps most groundbreaking examples of the power of e-filing systems was deployed by the IRS for federal income-tax returns. This greatly increased awareness of the e-filing paradigm and highlighted its inherent speed, simplicity, and cost-effectiveness. With the pervasiveness of the Internet, more courts are adopting e-filing not only as a method to deliver court-related documents, but often as the legally required delivery filing method.

With the adoption of e-filing, law firms avoid the pain of long hours spent not

only preparing documents for delivery, but also the time spent driving to courthouses, fighting traffic, and trying to find a parking spot before the courthouse closes. Gone, too, are the limited hours that law firms can submit their documents to the court. With e-filing, they can submit their documents to the court any time before deadline, even long after normal business hours.

Cost Savings

The traditional costs of delivering court documents are significant. Consider the time spent preparing documents and the associated hard costs for paper, postage, courier fees, and more. Add the administrative time for preparing and delivering these documents - often multiple times to multiple locations - and firms can easily spend more than \$100 per filing just to prepare and deliver documents.

AccuRoute®

AccuRoute for e-Filing — A New Document Destination

CTO Statement

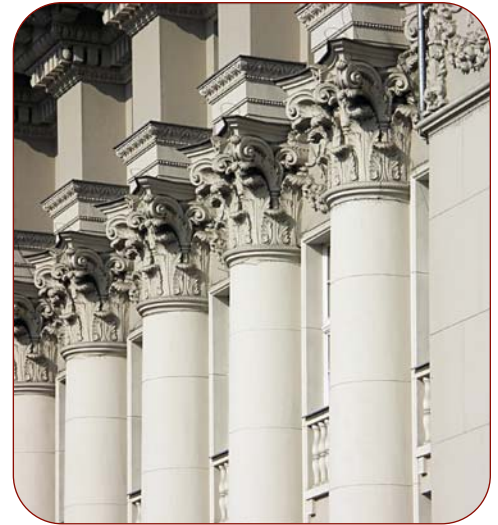
“Some e-filed documents are simply compressed and e-mailed in a format and location specified by the courts. Other courts have Web-based interfaces as part of their case management tools. The ability to convert documents to text-searchable PDFs, compress them and deliver them to multiple locations with multiple format requirements can save law firms both time and money.”

*Thaddeus Bouchard
CTO, Omtool, Ltd.*

PDF Format – Consistent Across Disparate Systems

E-filing requirements – including formats, size limitations, signature requirements, and delivery mechanisms – vary by state, court, and even jurisdiction. Today, there is neither a common interface nor delivery mechanism but most courts have standardized on PDF (portable document format) as the required format for electronic court documents. PDFs can be created from an electronic file already on your computer or by scanning a paper document and converting it to PDF, assuming you have the necessary software. The conversion can be done with the professional version of Adobe, or through document routing software that already contains this functionality. Generally, PDF files retain their original formatting (keeping text, formatting and graphics in tact) and are easy to search, compress, and share with others.

Some court systems request electronically filed documents to be delivered by e-mail, some have adopted Web-based interfaces for document uploading, and still others are implementing third-party solutions that facilitate the e-filing process, including billing. The different courts and jurisdictions that firms need to submit their documents to will dictate the different processes needed to comply. As e-filing becomes more pervasive and the disparity of systems across



AccuRoute® provides the "on-ramp" for paper-based document integration to help streamline e-filing processes.

courts and jurisdictions grows more streamlined, a standardized process is needed to save both time and money.

AccuRoute – Unifying Court e-Filing

A New Document Destination

Many law firms have adopted Omtool AccuRoute as the standard for easy and efficient delivery of legal documents to multiple recipients and destinations simultaneously. With the multiple destination/multiple format



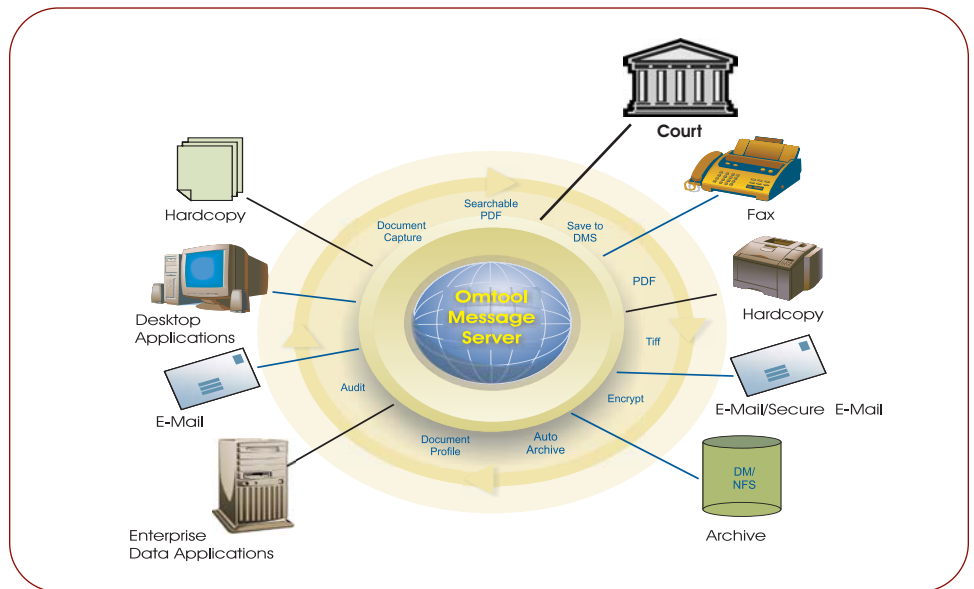
Tell your documents where to go...

AccuRoute®

AccuRoute for e-Filing — A New Document Destination

Ease and Efficiency

Many law firms have adopted Omtool AccuRoute as the standard for easy and efficient delivery of legal documents to multiple recipients and destinations simultaneously.



requirements of e-filing and the stringent size limitations, AccuRoute is a natural solution to many of the legal profession's e-filing challenges.

Responding to the most basic requirements of e-filing – electronic delivery (chiefly through e-mail transports) of compressed PDFs – AccuRoute provides a unified approach to document distribution, treating courthouse e-filing systems simply as a new document destination.

AccuRoute's ability to convert documents to text-searchable PDFs, compress them, and deliver them to multiple locations with multiple format requirements can make e-filing part of the standard case document distribution process, saving law firms both time and money. With AccuRoute,

there is no need to invest in additional PDF creation software since this functionality is already embedded within AccuRoute – further saving money for law firms.

Compression – Conforming to e-Filing Size Limitations

AccuRoute provides advanced image-file compression capabilities as part of its document routing and distribution solution. The AccuRoute compression engine takes images from the server and dramatically compresses them, making them from 50-80 percent smaller. As firms struggle to comply with size limitations on e-filed documents and control their own data distribution and storage costs, a simple, easy-to-use compression solution is a mandatory feature.



...and what to do when they get there.



File Merging and Splitting for e-Filing Requirements

Although legal documents tend to be very large, the e-filing file size limitation of many court systems is less than two megabytes. While compression can go a long way to reduce the file size of your documents, often times, it isn't enough. Therefore, AccuRoute enables legal administrators to split files in order to accommodate size restrictions while packaging them and preparing them for courthouse delivery. This can be based on either page count or overall file size. When multiple documents are being delivered, they can be merged first and then split for final delivery allowing for a single efficient process for all documents.

While e-filing across various courts represents a very disparate challenge, AccuRoute can help alleviate the variables in e-filing to multiple locations as well as distributing documents to opposing counsel through a streamlined document routing standard.



About Omtool,™ Ltd.

Omtool, Ltd. is a leading provider of document handling solutions that simplify the integration of paper and electronic documents in enterprise information management systems. Our flagship product, AccuRoute, streamlines the capture, conversion and communication of paper and electronic documents, enabling fast, secure, simultaneous distribution to multiple destinations in multiple formats. Available at any network-enabled scan device or from users' desktop computers, AccuRoute

provides faster, more efficient workflows, while reducing cost, complexity and risk. Omtool solutions are used worldwide by businesses in document-intensive industries that demand secure handling, integration and tracking of documents in full compliance with a range of regulatory requirements. Based in Andover, Massachusetts with offices in the United Kingdom, Omtool can be contacted at 1-800-886-7845 or www.omtool.com.

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