

# AccuRoute® A User's Perspective

## Stikeman Elliott LLP

### Top Canadian Law Firm Captures and Processes More Than 1 Million Pages Annually Using AccuRoute

#### The Challenge

- Capturing and sharing paper documents among internal users and external clients
- Accommodating hundreds of thousands of pages each month
- Supporting multiple hardware and DMS platforms

#### The Solution

AccuRoute provided:

- Complete integration with several DMSs
- Easy adoption by lawyers and assistants
- Excellent scalability to accommodate huge volumes using cluster architecture



#### The Firm

Named Canada's 2007 "Law Firm of the Year" by International Financial Law Review, Stikeman Elliott is recognized nationally and internationally for the sophistication of its business law practice. The firm is a leader in each of its core practice areas including corporate finance, M&A, real estate, tax, insolvency, intellectual property, administrative law, employment, business litigation, and more.

Located in Toronto, Montréal, Ottawa, Calgary and Vancouver, its Canadian offices are among the leading practices in their respective jurisdictions. Stikeman Elliott is also prominent internationally, with a longstanding presence in London, New York and Sydney and extensive experience in China, South and Southeast Asia, Central and Eastern Europe, Latin America, the Caribbean, and Africa. The firm's 500 members include many of Canada's most prominent business lawyers, including leading litigators, in several of Canada's provinces.

#### The Challenge

With thousands of documents moving through its offices every day, Stikeman Elliott needed more efficient ways to capture, store, retrieve, and share information. Lawyers liked to mark up documents with pen on paper as they worked. But how could they efficiently share those documents and make use of smarter ways to store their documents? Complicating the issue: those



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Dean Nazir, Firm Administrator,  
Stikeman Elliott LLP

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documents needed to flow both inside the firm and to clients, co-counsel, opposing counsel, and other stakeholders.

Previously, the firm used a multitude of MFPs, each requiring a different method for scanning, to create electronic copies of documents. "We didn't have any standard procedures," said Dean Nazir, Firm Administrator. "So our methods were inconsistent and difficult for users to master."

### The AccuRoute Solution

Needing a better way to share those paper documents and scan them directly to e-mail and DMS archives, Stikeman Elliott opted to deploy Omtool AccuRoute for document capture and routing. As part of its office renovations, the firm created small "pods" to house three lawyers and two legal assistants. In each pod, Stikeman Elliott installed an MFP, enabling each legal team to use AccuRoute to scan their documents directly, without having to walk any significant distance to a central service center. AccuRoute has also enabled the firm to standardize the scan process on various hardware platforms (Canon, HP, Ricoh, and Xerox).

"We have two AccuRoute cluster installations," explained Nazir. "One is in our Montréal office, serving 500 users, and the other cluster is in Toronto, serving 800 clients in six offices. This gives us excellent scalability and performance."

### The Results

In the first six months after its installation, Stikeman Elliott scanned more than 400,000 pages into its DMS and e-mail systems. Currently, the firm averages more than a million pages each year in its Toronto office.

"The adoption by our legal team members was exceptionally good," Nazir said. "AccuRoute has become a critical business system in our firm and our implementation has been a very positive experience - from both a user and IT perspective. Our scan process is now simple and seamless - even though we use AccuRoute in multiple offices with multiple MFP hardware vendors and multiple DMS libraries."

  
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