SimpleSoftware
Simple solutions for document management

Document Capture in the Legal Environment

An organized, efficient document management strategy is essential to operating a successful law firm. The ability to find crucial records can mean the difference winning or losing a case. The Federal Paperwork Reduction Act requires electronic filing of all documents in federal cases. Electronic document management is no longer a luxury, it's the law.

1-Click scanning with your existing hardware

SimpleIndex lowers costs by automating the data entry required to organize scanned files, extracting key information using powerful recognition features normally found only in large, expensive scanning solutions. *SimpleIndex* also works with electronic files like MS Office, PDF, e-mail, photos, audio and video clips, combining all case-related files into a single repository.

SimpleIndex is ideal as an inexpensive, standalone application for small firms, or a distributed capture front-end for large firms. The low cost and powerful features of *SimpleIndex* make it a better alternative to the built-in scanning interface included within some case management systems, especially when documents are received from multiple remote locations.

Benefits of *SimpleIndex* to your Firm

- Automatically *Bates Stamp* documents.
- "E-file" information to the Courts.
- Use *SimpleSearch* or *Google Desktop* for research/discovery.
- Upload files into case management systems like *CaseMap*, *WORLDOX* or *Time Matters.*
- Burn case files to searchable CD or DVD.
- Eliminate the costs of off-site storage & courier services.
- Increase staff productivity, efficiency, and satisfaction.

SimpleIndex's most powerful feature is its simplicity! Complex scanning workflows can be performed with just a single click. Installation is quick, and training is minimal. You can even use your digital copier to scan files and let *SimpleIndex* process them automatically.

Want to learn more? A Free 30-day trial and sample videos are available at **www.SimpleIndex.com**!