



CASE STUDY

Seamless Transition from Paper to Digital

High Volume, Quick Turnaround for Royal Commission Response



We can provide a seamless transition from paper to digital documentation, providing quick turnaround for urgent projects. We scan all document sizes, processing high volume fast.

The Challenge

We were asked to partner with a number of government agencies ('Agencies') who were asked to appear before a Royal Commission. The Agencies were required to submit information in compliance to a Notice to Produce. We received approximately 150 boxes from various organisations.

The Solution

We offered our clients a three step solution:

1. Digitisation

Digitisation transforms information into computer-readable format. Our recommendation for this process was document scanning to an image for more efficient storage, security and organisation.

Benefits of digitisation:

- + Prevents degradation and aging of documents

- + Searching for documents is faster
- + Frees up physical space
- + Enhances security
- + Particularly useful for over-size documents
- + Documents are more accessible on a number of devices
- + Cuts overheads
- + Increases productivity by improving communication, collaboration and automation

Although the process was slowed down by de-stapling, unclipping and removing post-it notes, we turned the 150 boxes around quickly.

2. Delimiting

The next stage involved delimiting 250,000 pages of scanned material, adding page numbering and optical character recognition (OCR).

We bundled the scanned documents by subject matter electronically. The main benefits are minimising the time spent searching for a file and creating a user-friendly database of files.

After delimiting, we used OCR technology to electronically convert the documents from an image into encoded, searchable text and added page numbering.



3. Objective Coding

The final stage was to objectively code the documents following the format stipulated in the document management protocol provided by the Royal Commission.

The objective coding stage involved our expert Legal Process Outsourcing team reviewing each document and preparing a computerised index of basic objective data for each document, e.g. document date, author, recipient, document type, etc.

Objective coding corrects any inaccurate metadata attached to the document, e.g. a document written and signed by a partner might show the administrative assistant as the author in the metadata, because it was originally typed on the assistant's computer.

The Outcome

The information required for The Notice to Produce was submitted on time and complied with the protocol.

Your Project

If you would like more information on our digitisation, delimiting and OCR services, please do not hesitate to contact Law In Order for an obligation free discussion at sales@lawinorder.com

“I was recently recommended to Law In Order after a client asked me if I knew of any companies that did bulk scanning of legal documents. Our client used Law In Order to scan 19 files containing more than 6,000 sheets of paper. These documents were then correctly referenced and made into digital files which were then placed onto USBs. Our client was incredibly impressed with the efficiency and ease of the process, and felt it was good value for money.”

**Lauren McEllister, Personal Assistant
Sothertons Chartered Accountants**

About Law In Order

Established in 1999, Law In Order is the leading supplier of end to end document and digital solutions to the legal industry providing expert litigation support through our cost-effective document production, expert discovery management and specialist court services. Law In Order operates 24 hours a day, 7 days a week and has offices in Sydney, Melbourne, Brisbane, Perth and India. This ensures that our clients have unrestricted access to the services they require and are able to contact experienced litigation support professionals for assistance and advice at any time.