

Adobe® Acrobat® Capture®

Holland & Hart LLP

The Rocky Mountain region's largest law firm reduces document storage costs by hundreds of thousands of dollars annually, thanks to Acrobat Capture and Adobe PDF

ABOUT THE CUSTOMER

- Largest law firm in the Rocky Mountain region
- Revenue: \$80 million annually
- Employees: 500
- Headquarters: Denver, Colorado

BENEFITS SUMMARY

- Adobe Acrobat Capture provides fully searchable electronic versions of documents that fulfill the strict legal requirement that all evidence look exactly like the originals.
- In seconds, lawyers can search for and assemble the Adobe PDF versions of key trial materials that would take two legal assistants days to find on paper.
- Converting paper to Adobe PDF files reduces Holland & Hart's case preparation and document storage costs by hundreds of thousands of dollars annually.
- Adobe PDF gives lawyers a competitive advantage because evidence is easier to manage and can be reviewed and referenced as needed.
- Acrobat Capture manages several workflows simultaneously across multiple processors, speeding the conversion of the enormous volume of paper associated with legal cases.

www.hollandhart.com

Documentary evidence is the cornerstone of litigation, and lawyers spend much of their time collecting and reviewing evidence documents. But bytes are now replacing paper as the information-delivery medium of choice in law firms. Law firms across the nation are storing evidence on hard drives, not in filing cabinets. Will the digital medium bring new levels of accessibility and interactivity to evidence?

For Holland & Hart—one of the nation's most prestigious law firms and a company that uses Adobe Acrobat Capture software—the answer is a resounding yes. Acrobat Capture converts paper-copy evidence (or any other legal documents) to platform- and application-independent Adobe Portable Document Format (PDF) files. With Adobe PDF, the firm's dispersed staff and clients can use secure extranets to quickly search for and access case information in Adobe PDF files that look exactly like the paper originals.

REDUCING STORAGE COSTS

When Holland & Hart was seeking a solution for moving from paper to a Web-based system, the company had three essential requirements: the electronic documents

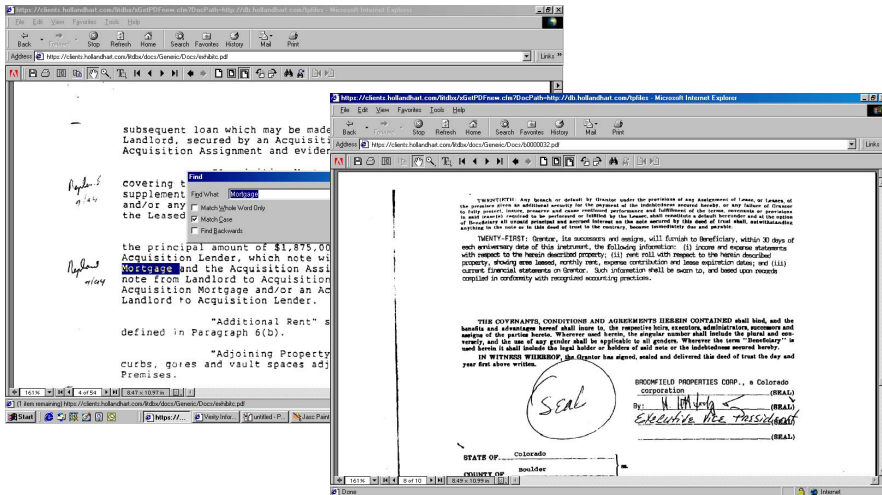
had to be completely faithful to the paper originals, compact and easily managed, and fully searchable.

“Electronic copies of the paper documents must be visually identical, like photocopies, to be allowed in the courtroom,” explains John Tredennick, litigation partner at Holland & Hart. “We must also be able to electronically search documents so we can quickly find the five or six key documents in a 50,000-page body of evidence. Equally important are compact, easy-to-manage electronic files: this allows us to eliminate the considerable costs—totaling hundreds of thousands of dollars annually—of copying, managing, and archiving paper.”

THE PAPER-TO-DIGITAL TEAM

Holland & Hart teamed with CaseShare Systems, LLC—a provider of Web-based document management and delivery solutions for law firms and corporate counsel—to migrate from paper to digital documents. In 1999 alone, Holland & Hart converted more than 1.6 million pages of evidence to Adobe PDF files using Acrobat Capture, and the conversion of documents continues day and night.





Using Adobe Acrobat Capture, lawyers at Holland & Hart can create fully searchable electronic versions of documents that fulfill the strict legal requirement that all evidence look exactly like the originals. In seconds, they can search for and assemble the Adobe PDF versions of key trial materials that would take two legal assistants days to find on paper.

For CaseShare, the Adobe Acrobat Software Development Kit (SDK) and application programming interface (API) facilitated the integration of Acrobat Capture with the law firm's other document, fax, e-mail, and scanning software. Using Acrobat Capture, three Bell and Howell 8000 series scanners, and three Windows NT® workstations, CaseShare deployed an efficient paper-to-Web solution that allows Holland & Hart to handle the conversion of millions of pages of critical case documents yearly.

MAKING QUICK WORK OF BIG JOBS

The intuitive, easy-to-handle features of Acrobat Capture—such as workload balancing, multiprocessor support, and the ability to correct optical character recognition (OCR) text—enable CaseShare to build solutions that let its customers create customized workflows that can be saved and reused later, submit jobs automatically, track work in progress, and step in when manual intervention is needed.



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up documents with electronic annotation tools, including text highlighting and strike-through, circling, and sticky notes. Lawyers can search these annotations to easily find input from other lawyers on a case.

ENHANCED CASE PREPARATION

The result of the efficient paper-to-digital conversion is much more powerful and flexible document management during all phases of a trial. Keyword searches that once took days now take minutes. Collaboration with partners is handled more thoroughly and quickly with Adobe PDF files shared over the Internet. Overall, the efficiencies and the substantially lowered cost of document storage save Holland & Hart hundreds of thousands of dollars annually by streamlining the entire process of researching, managing, and assembling case information.

Concludes Tredennick, "For lawyers, the Adobe products, combined with our database and Web technology, provide extremely powerful case management tools. In just a few hours, one or two lawyers can accomplish what previously took dozens of employees weeks to accomplish—and at the same time produce stronger cases at substantially lower costs."

TOOLKIT

Software

- Adobe Acrobat
- Adobe Acrobat Capture
- Verity PortalOne and Search Engine
- Microsoft SQL
- Cold Fusion
- Microsoft® Windows NT

Hardware

- Pentium® based computers
- Bell and Howell 8000 series scanners
- Kofax Scan Board

