

Imaging Technology... the Formula for Successful Document Productions in Corporate Legal Departments. (Part 1.)

By Jason G. Park

Corporate Legal Departments face their own set of challenges when it comes to handling document productions. *Time* (there is never enough); *Money* (there is never enough) and *Labor hours* (it is always going to take too many people to get the job done.) By using imaging instead of photocopying, the corporate legal department and its outside counsel will save time, save money and reduce labor hours.

Document Imaging (creating an identical electronic duplicate of the original document) has come down in price in recent years. The reasons for this are numerous, however, one of the biggest reasons is that the scanners which make the electronic copy of the paper originals are faster now than ever. The time taken to image documents is similar to the time taken to photocopy those same documents.

Let us examine the cost to produce documents the old way (by photocopying,) Vs. the new way (by imaging.) Let's take a hypothetical project of 50,000 pages; (approximately 20 boxes of documents) where the original documents are photocopied, bates labeled and copied again.

The old way (Photocopying)	Per Page	The new way (imaging)	Per Page
Photocopy originals	\$0.15	Image originals	\$0.20
Apply Bates Labels to copies	\$0.05	Electronically number images	\$0.02
Photocopy numbered set	\$0.10	Duplicate CDROM	\$0.01
Manually index Bates #s	\$0.10	Electronically index Bates #s	\$0.05
Total Cost	\$0.40	Total Cost	\$0.28
Cost for 50,000 pages	\$20,000	Cost for 50,000 pages	\$14,000

If you and your outside counsel had imaged the documents on this project, you would have saved approximately \$0.12 per page, (a 30% saving) and you would have positioned yourself to achieve further savings down the road.

Bonus Savings! The average litigation document is typically photocopied several times, at considerable expense. The cost to duplicate those same documents electronically (by copying a CDROM) is only about a penny a page or less!

An annual study performed by the Kent College of Law found that managing documents manually costs *twice* as much as using technology for the same process. Technology also gives greater control over the documents as well as quicker access to more information. The study can be found in "*Litigation Support Systems. An Attorney's Guide*" Second Edition, by James I. Keane, published by Clark Broadman Callaghan. In short, by employing document imaging, Corporate Legal Departments and their outside counsel will save time, save money and keep their labor costs down . . . after all, isn't that the formula for success in Corporate America?

Part 2 of this series explores the savings to be gained by using databases to manage discovery documents.

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