

# Information Controls Document Imaging Solutions for Law Firms

Law firms, like many other businesses, face an increasing demand to provide clients with affordable and efficient services. In order to do this, it is critical to keep the focus on their main service – legal counsel. Information Controls Document Imaging services save firms time, energy and the expense of costly services not pertaining to main business practices.

## Document Scanning

Information Controls has provided document imaging services for over 25 years to companies of all sizes and industries. Using state-of-the-art scanners and document capture software, digital documents provide law firms with quick access to organized and secured electronic files. Using Optical Character Recognition (OCR), important key fields of documents can be made searchable to assist with quick retrieval of pertinent information. These key fields can be extracted for analytics related to your case.

## Document Management

The most significant advantage to having all documents – emails, PDFs, scanned images, etc. – in one database, is eDiscovery. The ability to quickly access files wherever you are working improves productivity and saves time.

Using high end capture software Information Controls can apply a Bates label to documents to identify, protect and number documents for easy reference. All documents are produced in industry-standard formats (TIF or PDF) for necessary sharing, reproduction or document management software integration.

## Other Services

Information Controls can regionally pick-up and drop-off your documents. Document preparation services include removal of staples, paper clips and other bindings, as well as repairing folded and torn documents. The secured imaging facility is also equipped with secure, short-term storage options.



## Solution Guide:

When you work with Information Controls, you get the experience of qualified document management professionals to guide you through the imaging process.

1. Exploration - Evaluate how you plan to utilize your documents.
2. Determine Indexing Needs - How do you plan to easily search for documents and which areas of information are most important?
3. Scan, Extract, Stamp & Save. This is our job.
4. Import into Document Management Software - Don't have any? We can help.



**INFORMATION  
CONTROLS**

*document imaging*

**www.icico.com**

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