



**RIPCORD**

# SOLUTIONS FOR LAW FIRMS AND LEGAL PROFESSIONALS

---



## MODERNIZE AND CENTRALIZE YOUR RECORDS WITH RIPCORD DIGITIZATION

With Ripcord's fully automated document management system, law firms finally have a cost-effective way to go from paper documents to digital. Managing paper files is time-consuming, creates opportunities for human error, and makes access and retention policies difficult to enforce. Ripcord gives firms a cloud-based solution to digitize, centralize and easily manage that vast amount of client information — reducing their real estate footprint and creating staffing efficiencies.

As mergers and alliances between law firms continue, professionals working on a single client matter are routinely scattered across multiple offices. At the same time, firms have adopted more flexible working arrangements due to improved technology. Lawyers now work while traveling and at home and are often expected to be available to clients 24-7. Ripcord gives today's tech-savvy lawyers instant access to the files they need to deliver exceptional client service — no matter where they are or what time it is.

Your files should do more than collect dust. Why not leverage that valuable information so that your professionals can keep up with their clients' current matters and easily retrieve documents from prior projects?



## Simplified Searching

Once Ripcord digitizes your records, your lawyers and paralegals will be able to search and access them with easy-to-use keyword searching. Finding that needle in the haystack is just a search away, without requiring them to read each page in a voluminous file.

Your lawyers will love the convenience and speed they'll enjoy once Ripcord frees them from relying on paralegals or document clerks to pull files from storage and search through piles of paper. If you've already outsourced file storage to a third-party facility, Ripcord can eliminate the payment of "pull" fees and waiting for the boxes to show up. And Ripcord's efficient storage and searching system means you'll get exactly the documents you're looking for.

## Usage Analytics and Reporting

Digitization gives your firm the ability to track usage. Who is viewing which client's documents? When were those documents accessed and for how long? Producing reports to show chain of custody is a snap. Ripcord can also generate notifications when someone has viewed or commented on the records you're tracking.

## Enforcement of Security and Compliance Policies

Security and compliance policies are much more difficult to enforce when using paper files. The more places documents are stored — lawyer offices, file rooms and third party facilities, to name a few — the more difficult it is to limit access to specific personnel and keep records of which employees had access to which files. With Ripcord's access controls, you can create permissions for who can view, download, share, comment on or modify records. (With LDAP/AD integration, role-based access controls are as easy to setup as individual-level controls.)



Ripcord's centralized digitized files also make retention policies easy to establish and use. You can even choose whether archiving and destruction happen automatically or only after you've been notified.

# About Ripcord

Ripcord, the world's first robotic digitization company, uses sophisticated automation and software to provide customers with a secure, fast and all-inclusive digitization solution at low, predictable prices. Ripcord's mission is to help customers free their trapped data. Ripcord now has over 1 billion records under management from Fortune 100 companies and global institutions.

