

"Alchemy has allowed us to become very organized."

Thompson & Schreiber Increase Billable Hours with Document Management Solution

Attorneys and other legal professionals - you all know the drill. You're working on a case, and typically that means working with reams and reams of paperwork. Confidential files contain all sorts of information, such as correspondence, pleadings, accounting documents, and other data. When you want to access information related to a case, you usually have to search through numerous files to locate the proper file, and then plow through numerous sheets of paper to locate the desired document. It takes time, money and often a great deal of patience.

Thompson & Schreiber knows the drill. But the firm isn't typical, and its information-retrieval methods aren't the usual ones. Instead, Thompson & Schreiber saves time and money with its new, paperless, document storage system. Thanks to the Alchemy family of products from Information Management Research (<http://www.imrgold.com/>), the firm has become significantly more efficient and attorneys have more time for billable client work.

Thompson & Schreiber (<http://www.familylawfla.com/>) is a well-respected family law practice based in Fort Meyers, Fla. For 21 years, the firm has worked with more than 1,000 clients on a variety of family law matters, including adoption, child support, divorce, domestic violence, mediation and other types of cases.

All this work has generated a mountain of paperwork. Thompson & Schreiber previously stored all of its client files in cabinets in the filing room for two years and then moved them to offsite storage for permanent storage. The firm had five large filing cabinets in the file room and several hundred boxes in storage.

Three years ago, however, the firm began looking around at more attractive solutions. And it came across Alchemy Premium, a scalable solution that lets multiple workstations capture data for storage. With Alchemy Premium with four Builds, four Scans, and 10 Searchers, the firm has changed its standard data organization and retrieval processes.

The firm still organizes files by Matter Number and Client Name, with subfiles by type of document (accounting, pleadings, correspondence, etc.) and date. But instead of placing these files into temporary or permanent storage units, the files are scanned into the Alchemy system. The company scans approximately 200-300 documents per day, most of which have multiple pages.

When a legal professional needs to access documents, he simply performs a quick search right from his desktop or laptop computer. He types in a client name, and all related documents appear right at his fingertips, in sortable form.

Thompson & Schreiber also uses Alchemy for internal business processes. Staff members scan the computer inventory into Alchemy. They store interesting articles from magazines, newsletters, and the Internet so that they can be easily located when the firm needs to research a case. The staff adds invoices into the client folders electronically instead of printing them and subsequently scanning them. The bookkeeper has access to all invoices, bank statements, paid invoices, financial records, and she can answer any accounting question by just bringing up the data file from her desk.

Another application that Thompson & Schreiber uses Alchemy for is to review the daily mail. The mail comes in to the receptionist, who then scans it into each attorney's personal mail folder each morning. Now an attorney can sit at her desk and simply read her mail without paper stacking up every morning.

"Alchemy has allowed us to become very organized," says Linda Gelberg, Administrator. "It is much faster and easier to scroll through a list of documents rather than fumble with a large folder of paper. With Alchemy you can also use the search application to find the document you are looking for."

Gelberg notes that the main benefits of Alchemy are the time saved by staff, because all documents are easily accessed right at their desk. The attorneys save a great deal of time on closing files because when a case is closed, any paper that is in a file is shredded (because it has already been scanned). Because files can be accessed electronically, more than one person can work on a file at the same time. True, you need some staff to scan, but you would also need the same staff to file and retrieve files. All this time saved translates into more revenues.

In the near future, Gelberg sees the day when the firm's clients will be able to access their own files by way of the Internet and a personal password. Also, she anticipates attorneys taking their laptops to the courtroom and accessing client files online, which would do away with carting around large amounts of files.

For more information on Alchemy please contact sales@imrgold.com

