

**PITNEY BOWES
LITIGATION AND
DOCUMENT SERVICES**

IN THE 1970s MANY FUTURISTS PREDICTED A
PAPERLESS OFFICE.

REALITY? Most corporate counsel work is a hybrid of paper and digital. You can move closer to that paperless world in your office with virtual file histories created by Pitney Bowes Legal Solutions. With our Litigation and Document Services, we can build virtual “reading rooms” that capture your files chronologically. For example, an intellectual property department needs an efficient document discovery process for patent applications, engineering drawings and correspondences. Pitney Bowes Litigation and Document Services ensure maximum control and optimization of resources.



PITNEY BOWES LITIGATION AND DOCUMENT SERVICES OFFERINGS.

Our staff and resources are dedicated to assisting law firms and corporate legal departments in realizing cost-effective solutions to document organization, management and retrieval.

Today, Pitney Bowes offers a full array of litigation support and document management services including:

- e-Discovery
- Image Scanning (at our offices or yours)
- Image Printing
- Records and Information Management
- OCR Data Interrogation
- Bar Coding/Mark Sense Form Data Capture
- Bibliographic/Objective Coding
- Keyword and In-Text Coding
- Subject/Issue/Event Coding
- Web Based Repository
- Traditional Repository (paper/images)
- Deposition/Exhibit Processing
- Document Review/Relevancy Screening
- Reading Room Automation
- Project Consulting
- Technical Support and Training

ONLINE ACCESS TO ALL DOCUMENTS

- * Search and retrieval in seconds from virtually any location thanks to global remote access
- * Avoid lost or misplaced documents
- * Improve document and data security with access 24/7 to authorized users
- * Re-file documents instantly with a click of the mouse
- * Share one file, so no need for duplicate documents
- * Print, fax, or email—from wherever you are
- * Reduce office storage space
- * Be prepared with disaster recovery protection for your files

**NOT
PAPERLESS
YET?**

Move closer with Pitney Bowes. Contact us now for a better way to manage your papers and electronic documents.

HOW OUR EXPERTISE CAN HELP

Pitney Bowes Legal Solutions is the leading single-source provider of litigation and document services aimed at increasing efficiency and reducing costs for law firms and corporate counsel clients.

Our consultants provide technology and workflow expertise to customize an approach at your office, or through our network of regional and national processing centers, that integrates all aspects of document lifecycle management, from copy, fax, mail, records and digital conversion to litigation support activities including consultation, imaging, coding, electronic discovery and web repository services.

The result is a tailored end-to-end solution, which leverages existing investments and streamlines workflow producing tangible results – all backed by years of experience and expertise in the unique needs of the legal services market.

PITNEY BOWES CREATES DIGITAL DOCUMENT ACCESS

CUSTOMER: Global Pharmaceutical Company

SITUATION: Company needed to convert a large volume of patent dossiers into electronic format for overseas delivery via FTP. However, files were in four different locations.

SOLUTION: Pitney Bowes Legal Solutions arranged the pick-up, collection and delivery of the documents to the national processing center and provided staff for the creation of a file log at two of the largest locations. The processing included imaging, unitizing and coding of the documents with volume totals of approximately 1,430,500 pages and 173,550 documents.

RESULT: The pharmaceutical patent department now has the global access to a centralized repository of patent information and status throughout the patent life cycle.

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CUSTOMER: Intellectual Property Office of a Large Midwest Corporation

SITUATION: A corporation's intellectual property office needed to convert 333 gigabytes of data files to TIFF format (9,475,000 pages, 3,600,000 records).

SOLUTION: Pitney Bowes Legal Solutions performed electronic discovery for the year-long project. The records were de-duped across custodians for the email files. Also, Pitney Bowes performed several keyword filters to assist in greatly reducing the amount of documents requiring review by the attorneys. The database and images reside on a web repository for efficient access. Pitney Bowes continues to provide litigation support services of this collection for the corporation.

RESULT: The intellectual property department now has a virtual file of intellectual property information for instantaneous retrieval of discovery documents needed during the course of litigation.