



Hard Copy Processing Services

While the majority of current information is created and stored in digital form, virtually all organizations still have substantial archives of hard copy materials that may be of value as evidentiary records. Even today, a printed version of an electronically created document may be marked up or annotated, creating a unique document that exists only in hard copy. TechLaw Solutions has processed hard copy materials for 25 years and we continue to provide the following premier hard copy services to help manage non-electronic collections.

Scanning

TechLaw Solutions pioneered the use of digital document imaging in the 1980's, and the company remains committed to providing top-quality imaging services. We developed our own imaging platform and workflow designed to work together to ensure high quality digital images. Scanning is performed by professionals with over 10 years experience handling hard copy. In addition to being able to process standard-sized, good quality paper, we have extensive capabilities to scan oversized and other non-standard materials, such as:

- › Fragile high-acid papers on the verge of disintegration
- › Oversized blueprints and drawings
- › Faded originals

Logical Document Unitization

Document unitization has an enormous impact on the ability to review a hard copy document collection. Unitization by physical boundaries, such as staples, clips and other fasteners typically has little or no value when the review warrants looking at individual, logical documents. TechLaw Solutions provides logical document unitization as a separate task completed after scanning but before any supplemental processing, usually bibliographic coding. This approach can assist a client in controlling additional costs by culling the collection prior to coding.

Our experienced project managers work with our clients to develop logical document guidelines that best fit the nature of the collection. Unitization guidelines often consider multiple attributes, including:

- › Document type, date, title, authors, and recipients
- › Parent attachment relationships
- › Forms and other fixed formats
- › Pagination and font
- › Stationary and cover documents

Optical Character Recognition (OCR)

Extending TechLaw Solution's scanning services is our ability to convert digital images to ASCII format for full-text search and retrieval. TechLaw Solution's authored OCR system is based on root-

level toolkits from major OCR engines. Remarkably accurate OCR is generated using the following methods:

- › Combination of automated de-skew and de-speckle algorithms to create the cleanest possible imaged text for processing
- › Advanced filtering (Boolean and conceptual searching).
- › Multiple-pass character recognition
- › Voting engine technology to identify the most likely correct language

Near-Duplicate Detection

As an enhancement to our already-strong OCR technology, TechLaw Solutions has integrated Equivio near-duplicate identification technology into our processes for treating hard copy materials. Using parameters developed in consultation with clients, our solution helps identify substantially similar documents so that reviews are conducted more consistently and quickly.

Coding (Domestic and Offshore)

TechLaw Solutions has provided domestic in-house document coding services for decades and we work with trusted partners to offer bibliographic coding compiled outside of the United States. This combined with our well-documented security measures has enabled us to take on highly sensitive projects. TechLaw Solutions has designed and managed thousands of coding projects for Fortune 10 corporations, AM-LAW 250 law firms and government agencies. TechLaw Solution's mandates for successful domestic coding services include:

- › Experienced coding project manager assigned to every project
- › Coding performed using TechLaw Solutions authored coding system
- › Documents coded from digital image
- › Multiple levels of automated and human-based quality control

Offshore coding partnerships staff with English-speaking professionals who have significant experience with litigation document processing. TechLaw performs extensive quality assurance including checks to ensure it matches with client specifications and test-loads to client's platforms.

Summary

Although some providers no longer directly process hard copy materials, TechLaw Solutions continues to support our clients' needs to address these collections in a cost and time efficient manner. TechLaw Solution's hard copy services augment our eDiscovery processing and web-hosted review application making us a full-service choice in the legal community.