



HARD COPY PROCESSING SERVICES

Although the majority of information that is currently created is stored in digital format, virtually every organization still has a substantial archive of hard copy materials that may be relevant during the litigation process. A printed version of an electronic document may be marked up by hand, or annotated, creating a unique document existing only in hard copy. TechLaw Solutions has processed hard copy materials for over 25 years and continues to provide high-quality hard copy services to help you incorporate and manage non-electronic data in the discovery process.

Scanning

TechLaw Solutions pioneered the use of digital document imaging in the 1980's. A proprietary imaging platform and workflow process ensures high-quality digital images.

In addition to standard-sized, good quality paper, TechLaw Solutions has extensive capabilities to scan oversized and non-standard materials, including:

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

Logical Document Unitization

Document unitization has a significant impact on the ability to review hard copy document collections. Unitization by physical boundaries, such as staples, clips, and other fasteners typically have little or no value when a review warrants looking at individual, logical documents. TechLaw Solutions offers logical document unitization as a separate task, completed after scanning and before supplemental processing, such as bibliographic coding. This approach controls costs by culling the collection prior to coding.

TechLaw Solutions professionals work with you to develop logical document guidelines that best fit the nature of your 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)

TechLaw Solution's proprietary OCR system converts digital images to text format for full-text search and retrieval. OCR text is generated with a high degree of accuracy using the following methods:

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

Near-Duplicate Detection

TechLaw Solutions has integrated Equivio near-duplicate identification technology into our hard copy processes. After imaging and OCR, this advanced capability groups related documents for clustered review.

Coding (Domestic and Offshore)

TechLaw Solutions has delivered domestic in-house document coding services for decades, and works with trusted partners to offer reduced-cost bibliographic coding performed outside of the United States. Combined with our well-documented security measures, TechLaw Solutions is qualified to take on highly sensitive projects.

TechLaw Solutions has designed and managed thousands of coding projects for corporations, law firms, and government agencies. TechLaw Solutions' protocols for successful domestic coding services include:

- › Assigning an experienced coding manager to each project
- › Coding via TechLaw Solutions' proprietary system
- › Document coding from digital images
- › Multiple levels of automated and human-based quality control

Offshore coding partners staffed with English-speaking professionals have significant experience in litigation document processing. TechLaw Solutions performs extensive quality assurance checks to ensure quality results.

Summary

Although some providers no longer directly process hard copy materials, TechLaw Solutions continues to support your needs in a cost effective and timely manner. These hard copy capabilities, in combination with TechLaw Solutions' e-Discovery and web-hosted review services, make TechLaw Solutions your full-service litigation management choice. ○