

## The Paper(much)less Office

**Denver Bar Association**  
Member Appreciation Series  
*Presented by*

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## Can I do It?

- Ethics Considerations
  - ABA Model Rule 1.1, Comment 8 (newly amended)
  - Colo. RPC 1.6 (Confidentiality of Information)
  - Colo. RPC 1.15 (Safeguard Client Property)
  - Colo. RPC 1.16 (Client File Retention)

## Can I do It?...

- Yes...with
  - paradigm shift
  - plan
  - procedures
  - protections
- Creates greater protection for you and your clients...even if you keep the paper

## Why should I do it?

- Efficiency—one copy in one place
- Discipline—organization, focus
- Savings
  - Time (everything in one place)
  - Effort (no duplicative efforts)
  - Money (\$\$ Cha-ching!)
    - Paper, ink or toner, hanging files, folders, file fasteners, staples, file cabinets, office space (rent), postage, mileage, etc.

## Why should I do it?...

- Good for the environment—less paper and chemicals
- Access files from anywhere
  - Serve clients better
  - Gives you more freedom
- Retain valuable staff who need options

## Why Should I Do It?..

- Less Paper...Business Side
  - Vendors
    - o Statements
    - o Payments
  - Form Library
    - o Documents
    - o Articles
  - Banking
    - o Mobile app deposits

### Why Should I Do It?...

- Less Paper...Client Side
  - Files
    - Attorney origin
    - Client origin
    - Opposing party origin
  - Billing
    - PC Law: generate pdf invoice
    - Electronic office records
    - Mail or email
  - Payment
    - online credit card (client payments)
    - mobile app bank deposit of checks

### How do I do it?

*“I have what I need,  
I just need to change my behavior.”*

- Equipment – Must haves
  - Scanner
  - Software
  - Shredder (~\$32/qtr)
  - Storage & Backup
- Equipment – Good to have
  - Dual Monitors or Jumbo Monitor

### Equipment...Hardware

- Windows – Canon MF6500 (older)
- Footprint: 24”l x 18”w x 24”h
- Key Features:
  - Scan, copy, print, fax
  - Autodoc feeder
    - (50 sheets)
  - Duplex
  - Color scan
  - ≤1200 dpi



### Equipment...Hardware

- Mac – ScanSnap ~\$495
- Footprint: breadbox
- Key Features:
  - Scan up to 25 double-sided pp/min
  - Holds up to 50 pages in the automatic document feeder
  - Built-in GI microprocessor
  - One button Searchable PDF creation, PDF, and JPEG



### Equipment...Hardware

- Key Features:
  - Bundled with ScanSnap Manager v6.0, CardMinder v5.0, and ScanSnap Organizer v5.0 Software
  - 600 dpi optical resolution
  - Wi-Fi scanning to iOS and Android mobile devices
  - USB 3.0 connectivity to PC and Mac computers

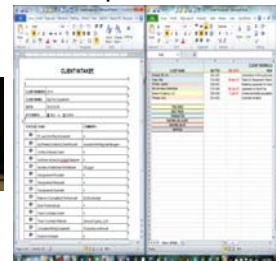


### Equipment...Hardware

Dual Monitor



Split Screen



## Equipment...Software

- Full featured pdf program
  - Adobe Pro XI (~\$400)
  - Nuance (~\$80)
- Internet Fax
  - eFax (~\$15/mo)
- Verified Email
  - Rpost (~\$15/mo)



## Procedures

- Develop procedures that work for your particular office
  - Be willing to change them
  - In writing
  - Training
  - Procedures = Protection

## Procedures...

- Procedures should include:
  - When a document is to be scanned to printed to pdf
  - Who is responsible for scanning documents
  - What a document is to be named

## Procedures...

- Where the electronic document is to be sent
- Where the electronic document is to be filed
  - Some firms elect to also keep a daily incoming scan folder

## Procedures...

- What is to be done with the original document
  - Send to client? Destroy? Put in temporary paper file?
  - Some firms elect to scan each document and store the originals in a “Daily” folder for a set amount of time, at least as they develop their system.
  - If someone other than attorney is scanning all documents, procedure needs to include how the documents are transmitted to each attorney and how they are filed.

## Procedures...

- Document naming and storing
- Consistent standardized document naming and filing system
- Keep path and file name short (some software will allow maximum 128 characters)
- If you want all documents in folder sorted chronologically, start name with numeric date (130608 or 2013 06 08)
- Create predefined folders for each type of matter
  - efficient and consistent

### Procedures...

- Example: Solo Firm
- Incoming documents
  - Date stamp and scan every incoming document, every day
  - Name and file every document with consistent naming and filing protocol  
(Client\Correspondence\Outgoing\130528 Client\Party)
  - Calendar all responses necessary, meetings, court dates, etc.

### Procedures...

- Incoming documents...
  - Determine what to do with each type of original document (Client file; original that is sent to client; shred)
    - By the time a matter is completed, the file will already have been scanned and organized; if documents required to be maintained are kept separate, you can destroy the paper file

### Procedures...

- Incoming documents...
  - Your agreement might provide that you do not keep originals; send these to client
  - If document is an email, pdf and file with correspondence

### Procedures...

- Outgoing documents
  - If mailing document, electronically file signed pdf with Word document
  - If sending document electronically, use electronic signature and send pdf to client and file electronically
  - Name and file every document with consistent naming and filing protocol

### Procedures...

- Outgoing documents...
  - Calendar all responses necessary, meetings, court dates, etc.
  - Determine what to do with each type of original document (Client file; original that is sent to client; shred)

### Procedures...

- Outgoing documents...
  - By the time a matter is completed, the file will already have been scanned and organized; you can destroy any paper file.
  - Your agreement might provide that you do not keep originals; send these to client.

### Procedures...

- Internal documents
  - Publications / Articles
    - Scan, download or print as pdf and file electronically by topic – *every month*
  - The information will be readily available to you without searching through piles of publications.

### No Paper WorkFlow...Workload

CLIENT WORKLOAD					
CLIENT NAME	MATTER	DUE DATE	WORK DESCRIPTION	STATUS	COMMENTS
Future 100, Inc.	301-005		Consultation of first party abandoned trademark	HOLD	Monitor. Proceedings suspended by USPTO
Tesla, Nike	302-002	18-Nov-13	Tesla Coll. Response to Patent Office Action DUE		Client commentary needed
Onishe, Agatha	302-003		Publishing Agreement for Murder on the Orient Express		waiting for Publisher to counter-sign
MinLife Heavy Metal Band	304-004	30-Jun-13	Agreement to World Tour	WIP	draft started, need add'l info from Agent
Sense of Urgency, LLC	305-009	7-Jul-13	Commercial building acquisition closing		complete deed
Tombide, Tony	304-002		Corporate formation		questionnaire sent, to be returned
<b>THIS WEEK</b>					
<b>NEXT WEEK</b>					
<b>THEREAFTER</b>					
<b>WAITING ON CLIENT</b>					
<b>WAITING ON TP</b>					
<b>ON HOLD</b>					

### No Paper Workflow...Client Intake

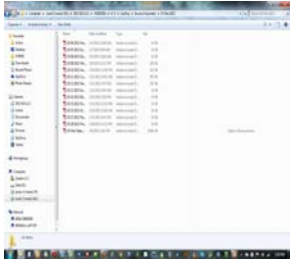
#### CLIENT INTAKE

CLIENT NUMBER	3211	
CLIENT NAME	Bia Fish Corporation	
DATE	06.02.2013	
ATTORNEY	<input checked="" type="checkbox"/> BLS <input type="checkbox"/> DLRL	

STATUS	TASK	COMMENT
<input checked="" type="checkbox"/>	PC Law Client Record Creation	
<input checked="" type="checkbox"/>	Add Related Contacts to Client Record	Assisted so the Regional Manager
<input checked="" type="checkbox"/>	Conflict of Interest Check	
<input checked="" type="checkbox"/>	Add Email Address to iContact Database	
<input type="checkbox"/>	Secretary of State Email Notifications	DE corp
<input checked="" type="checkbox"/>	Fee Agreement Provided	
<input type="checkbox"/>	Fee Agreement Received	
<input type="checkbox"/>	Fee Agreement Signed	
<input type="checkbox"/>	Retainer or Consultation Fee Received	\$3,000 retained
<input checked="" type="checkbox"/>	Email Folders Set Up	
<input checked="" type="checkbox"/>	Thank You Note to Client	Sense of Urgency, LLC
<input checked="" type="checkbox"/>	Thank You Note to Referral	Response to month end
<input type="checkbox"/>	Consultation Billing Completed	
<input checked="" type="checkbox"/>	Added to Workload	Need to return original blueprints provided by client
<input checked="" type="checkbox"/>	Other	

### No Paper Workflow...File Structure

- C:/Server
  - Work
    - 2013 Vendors
      - A-B ...
      - K-O
        - » LawPay
          - Invoices
            - 01 Jan
            - 02 Feb
          - Retainers



### How Do I Use Paper Now?

- Client work product
- Thank you notes
- Bills
- Work in progress
  - Drafting and Review
  - Markups
    - However, with pdf program, can highlight, comment, edit (OCR function)
    - Can scan and convert or convert from e-file to editable format, like Word

### Summation

- We're glad we did it!
- You will be, too!
- Q&A

