



LawDOCX, the standard in document management for law practice.

Moving forward, successful law firms must manage information, client confidentiality, workflows and client service proficiently.

To accomplish this, law firms require better access and control of their legal and business documents at all times.

LawDOCX provides law firms with on-demand access to client and business documents from virtually anywhere with state-of-the-art information security. LawDOCX is a hosted Software as a Service (SaaS) document management solution that delivers secure electronic storage, search, access and retrieval of records with strict audit controls, full back up, recovery and restoration of documents.

LawDOCX

DOCUMENT MANAGEMENT • WORKFLOW • WAR ROOMS

The solution your law practice can trust.

While most law firms know that cloud-based document management services offer unprecedented benefits, they lack the resources to overcome data security questions and implementation. This is where we come in. GLC Business Services and CloudDOCX have combined their expertise in law practice operations, document management and information technology to create LawDOCX, a document management, workflow and war room solution.

Different from other solutions, LawDOCX provides you with a dedicated point person and a team of specialists to ensure your success, from needs analysis and recommendations to implementation and ongoing support. This means you can purchase, implement and use our solutions with confidence.

Your LawDOCX solution is tailored to your law practice.

LawDOCX helps law firms to secure document management, work remotely, reduce IT requirements, improve productivity and responsiveness – all at a fraction of traditional document management and computer technology costs.

LawDOCX solutions include:

DOCUMENT MANAGEMENT

Electronic document storage, search, access and retrieval of records with strict audit controls, full back up, recovery and restoration of documents. This is a hosted document management service for on-site mobile and remote workers at any time from anywhere using a web-enabled device.

WORKFLOW

Ideal for managing vital workflows within your law practice. This module provides multi-party review and modification of documents with notifications and version control. Firms use this to track progress, improve productivity and responsiveness. Workflows are tailored to your firm's needs.

WAR ROOMS

Ideal for case-specific client matters that require collaboration and document sharing for months or years. A war room is a secure virtual workroom where attorneys and clients can share and update documents based on permissions established by your firm.

ADVANCED SCANNING

We offer a wide range of on-site and off-site scanning services to help your law firm prepare, image and upload documents into your LawDOCX repository while maintaining a secure chain of custody. In addition, our Zone OCR service scans batches of documents with recurring cover sheets and have them split up, named and sorted automatically.



The more you know about LawDOCX, the more confident you will be in the value of the security, management, workflow, and storage it provides your law practice.

Confidence in LawDOCX has merit.

- >> State-of-the-art data security technology, policies and methodologies.
- >> Secure legal documents and business information through Amazon Web Services (AWS). This ensures best practices for end-to-end security and privacy for your data with geographically distributed backup (complies with SAS70 Type II).
- >> Document privacy maintained through SSL encryption for all data stored within the AWS cloud.
- >> The ability to significantly reduce hard-copy documents, storage and retrieval.
- >> Permission based, highly secure, on-demand access to your firms documents for on-site, mobile and remote employees and attorneys.
- >> Uses advanced Optical Character Recognition (OCR) technology that enables full text search for instant, accurate and comprehensive document retrieval.
- >> Drag-and-drop capability makes it easy to attach files to folders and upload them to your LawDOCX repository.
- >> Eliminates the need to purchase and maintain servers.
- >> Recieve free upgrades of the software at no cost to your firm.
- >> Provides you with a dedicated expert to define needs, recommend solutions and ensure you get optimum value at all times.
- >> Receive a free trial to experience how effective and efficient LawDOCX makes managing your documents and workflow.

LawDOCX, don't wait to get started.

Have a LawDOCX specialist evaluate your firm's current document management processes and workflows and then recommend the best option or options for your firm. We will educate you on all aspects of the decision to ensure that your document management, workflow and war room solution meets your needs today and in the future.

To learn more about LawDOCX:

Contact **Sean Mullen**
Account Executive
smullen@glcbs.com
585.295.3794
www.clouddocx.com/lawdocx



GLC Business Services
28 Prince Street
Rochester, NY 14607
(866) 258-3910
Fax: (585) 546-5930
www.glcbs.com