

document management.  
**Easy. Fast. Smart.**

# docSTAR™ Law Firm Solutions.



## Document management software driving productivity within your practice.

The docSTAR document management system is a total solution that securely scans and stores your case files, along with critical electronic files, allowing for quick and easy document retrieval... without ever leaving your desk.

### With docSTAR:

- ★ Easy Federal and State electronic case filing.
- ★ Efficient matter centric filing structure.
- ★ Streamline document processes and reduce errors.
- ★ Controlled access to files anytime, anywhere.
- ★ Securely Email large case files through You Send It.
- ★ Improve operational efficiency.
- ★ Move from cumbersome paper to digital documents.
- ★ Reduce demand for physical space.

visit us at [www.docstar.com](http://www.docstar.com)



### Fast Electronic Case Filing

With docSTAR, case files can be filed electronically with federal and some state court systems.

- ★ Easy electronic filing with docSTAR Send to File.
- ★ Print, email or upload with PDF creator.
- ★ Guarantee file integrity with docSTAR Authentication which time and date stamps every image.
- ★ Secure documents automatically.
- ★ Monitor document access and retrieval with **Audit Trail**.
- ★ Email large files via integration with You Send It.

### Easy Document Retrieval

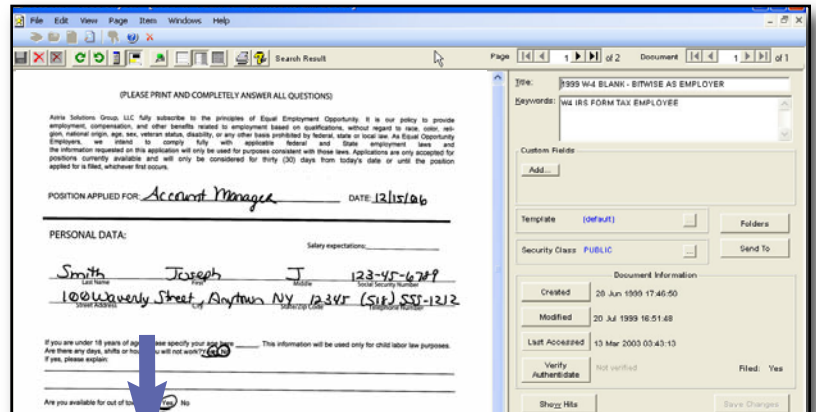
- ★ Respond quickly and accurately to requests from courts or clients.
- ★ Email documents, including entire case files, while still on the phone.
- ★ Never lose or misplace documents again - even odd sized documents such as notes.
- ★ Files are in a time-stamped order facilitating ease-of-viewing timeline associated with a particular case.

### Smart Business Operations

- ★ OCR (Optical Character Recognition) allows for automatic indexing of full text for easy retrieval. Never manually waste time reading a deposition transcript again.
- ★ Easily store case files as well as office documents: resumes, payroll data, insurance forms or employee records in docSTAR ensuring the safety and security of any file in the event of a disaster.
- ★ Authorized users can access information from any location instantly...whether at their headquarters or regional office - resulting in no more file sharing or shipping of files.
- ★ Reduce time performing routine functions; such as changing name and address data and filing and retrieving employee records.
- ★ Reduce storage costs and virtually eliminate document loss by providing a central repository for all records.
- ★ Compatible with many native documents including: Microsoft Word, Excel, Word Perfect and PDF.

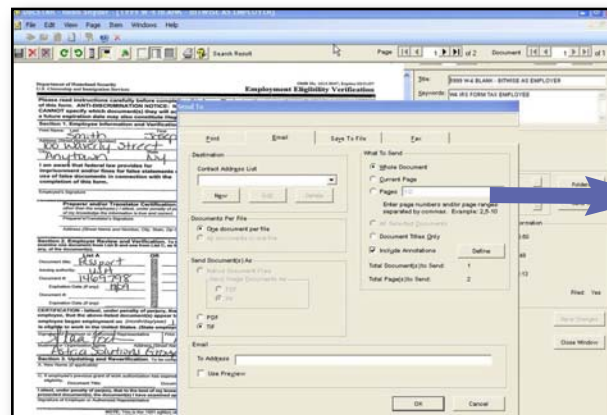
docSTAR Integrates with leading case management software applications such as: *Needles, ProLaw, TimeMatters, PerfectLaw and PracticeMaster.*

### Simplify Filing with docSTAR



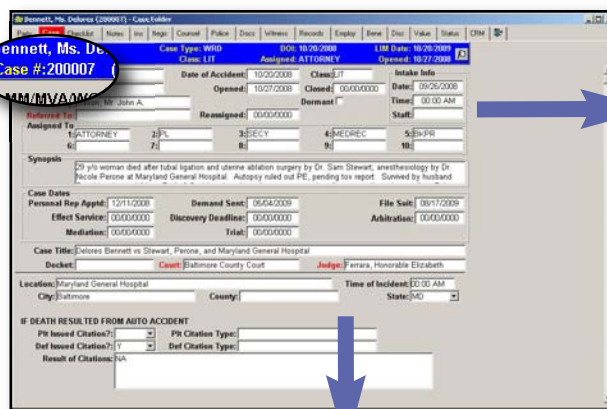
docSTAR converts paper documents into digital files and saves them into the **safe and secure** docSTAR system. Use your existing scanner to scan directly into docSTAR.

### Improve Response Time



**Retrieve & Send**  
docSTAR allows only authorized users to quickly retrieve secure documents from any location and send to attorneys or other appropriate parties via email or send larger files with You Send It.

### Enhance Case Management Software



Automatic filing through integration with leading Case Management software applications.

docSTAR provides the electronic document storage and retrieval that case management software cannot.