

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 YouSendIt™.
- ★ 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 YouSendIt.

### Easy Document Retrieval

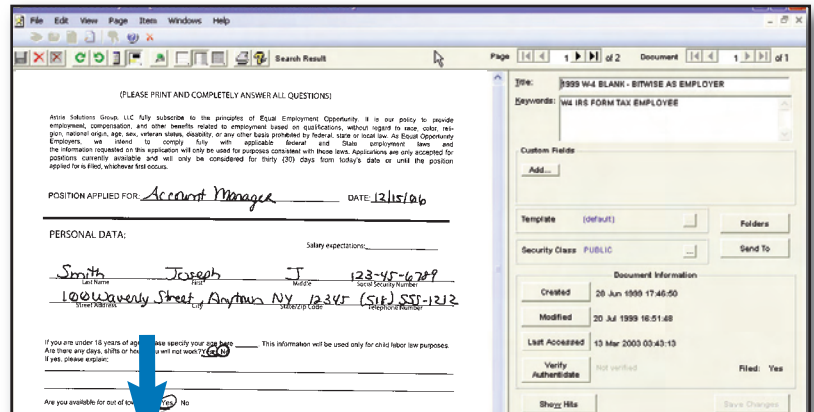
- ★ Respond quickly and accurately to requests from courts or clients.
- ★ Email documents, including entire case files, while still on the phone.
- ★ Never lose or misplace documents again - even odd sized documents such as notes.
- ★ Files are in a time-stamped order facilitating ease-of-viewing timeline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

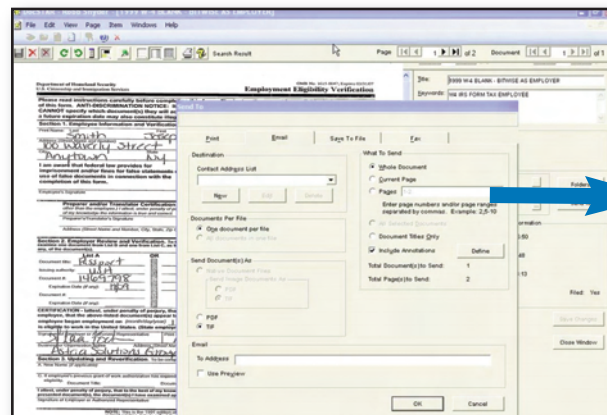
docSTAR Integrates with leading case management software applications such as: *Needles, ProLaw, TimeMatters, PerfectLaw and PracticeMaster.*

### Simplify Filing with docSTAR



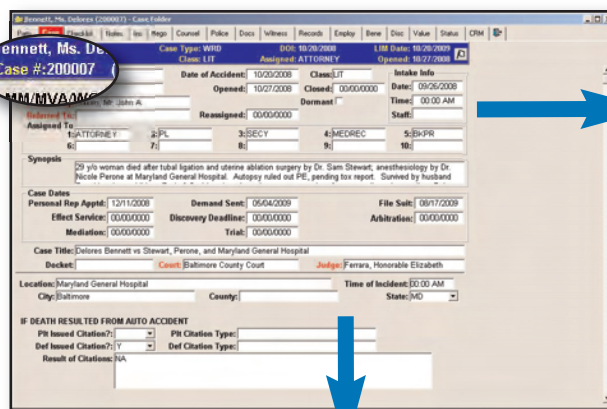
docSTAR converts paper documents into digital files and saves them into the **safe and secure** docSTAR system. Use your existing scanner to scan directly into docSTAR.

### 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 YouSendIt.

### 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.