

Document Management for Courts



Supporting the Cause of Justice

Guarantee the integrity of case files and improve operations

With increasing caseloads, tighter budgets and growing archives, courts are striving to do more with less. Laserfiche® digital document management solutions help you protect the security of case files, provide comprehensive public service and improve customer satisfaction.

Learn More Inside:

- Improve information accessibility.
- Maximize the value of existing technology investments.
- Automate business processes—including records management.
- Implement a comprehensive business continuity plan.

A Solution to Manage Information Enterprise-Wide

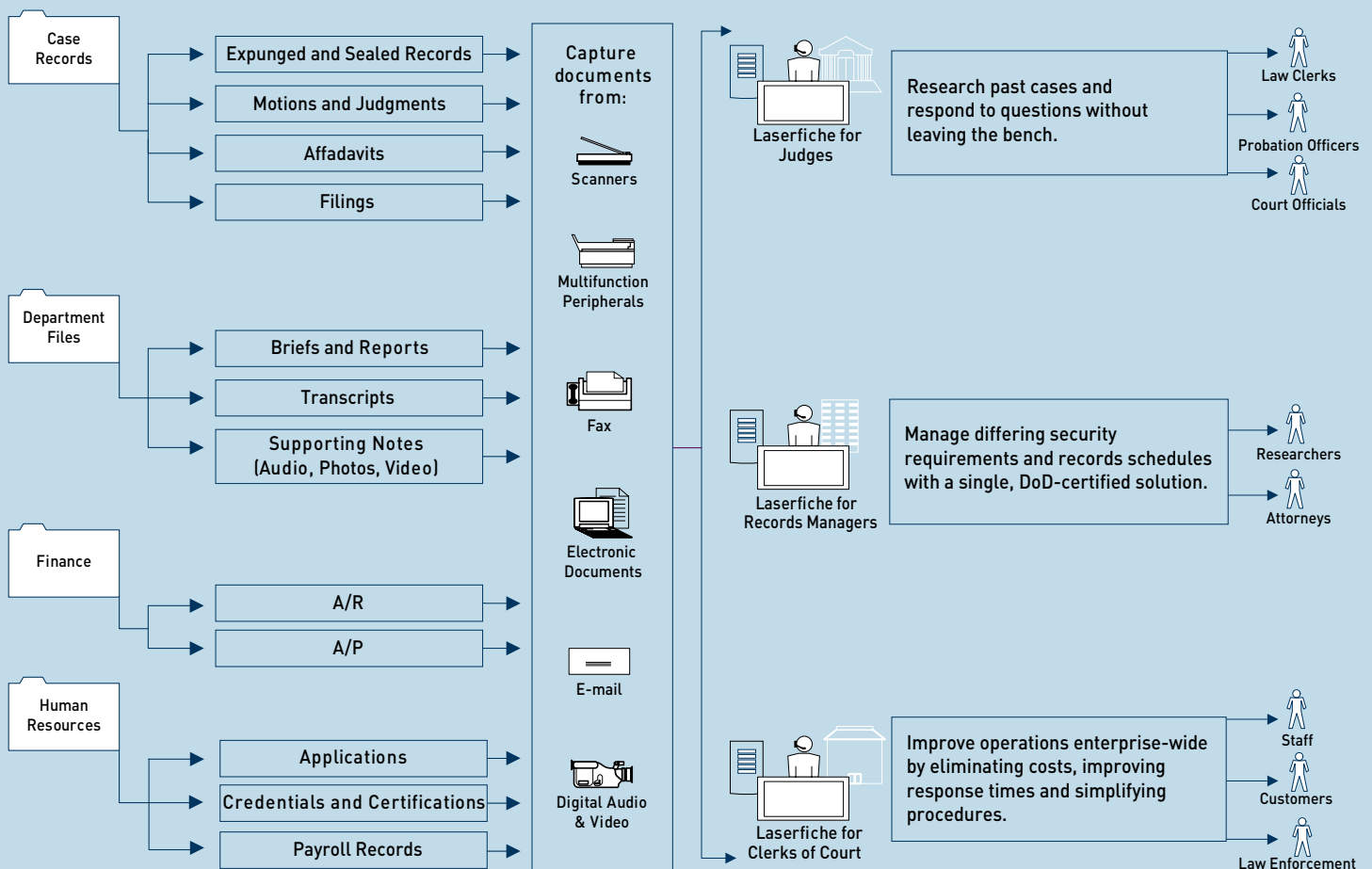
Of all government agencies, courts feel the impact of paper-based record keeping the most. With long retention periods and a rapidly increasing volume of cases, paper archives can spiral out of control, while paper-based processes consume resources across your enterprise.

Laserfiche gives you the tools you need to combat the inefficiency and expense of paper storage. The Laserfiche system includes document imaging and DoD 5015.2-certified records management, both Windows® and Web-based interfaces, a customizable Web publishing portal, integrated workflow management and high-volume document capture and processing tools. Laserfiche scales to meet the needs of courts of all sizes, from a single municipal court to a court with multiple locations.

Laserfiche Advantages Summary

- Eliminate the need to copy, transport and store paper documents.
- Answer customer inquiries faster, with direct access to pleadings, filings, reports and related documentation.
- Speed case processing with an automated digital workflow.
- Reduce manual data entry errors by automatically extracting data from your case management system (CMS) or state database.
- Safeguard confidential information with comprehensive security features.
- Provide remote access to court documents to police, prosecutors, public defenders and probation officers.

Order in Your Court



Benefits by Role and Responsibility

Judges

Judges often question the security and utility of a digital document management solution. But with your paper documents scanned and stored in Laserfiche, it's easy to research past cases and respond to questions from attorneys, probation officers and the public. You and your staff have direct access to case files, so you speed the judicial process. And, perhaps best of all, you can access case files directly from the bench, so lost or misplaced paper files are no longer a problem—and you no longer have to reschedule, postpone or continue cases because of misplaced documents.

Clerks of Court

With Laserfiche, you provide both staff and customers with instant access to information. Eliminate the costs of pulling and transporting records from off-site storage, as well as the costs of preparing and copying case files for the public. Instantly fulfill records requests, without having to copy and collate large numbers of documents. Laserfiche empowers you to improve court operations, from better supervision of purchasing and accounts payable to shorter turnaround times and streamlined work processes.



Court Records Managers

Managing juvenile, felony, misdemeanor, civil and domestic cases leaves you struggling to control multiple record schedules, differing security requirements and, worst of all, overwhelming amounts of paper. Laserfiche's customizable nested file folder structure helps you control records related to the different types of cases your court hears, whether archived or current. Divide cases by type or division, by year or by case number—Laserfiche supports whatever file structure fits your court best. And with the DoD 5015.2-certified security features, you protect not only confidential documents associated with public cases, but also expunged and sealed case records, from unauthorized access or release.

Information Technology

With Laserfiche, you reclaim time, resources and labor costs by eliminating paper-based processes, while also increasing document security, enabling simultaneous access to case documents, improving information accessibility and automating business processes. Secure, Web-based thin-client options simplify support and enable instant deployment enterprise-wide. Laserfiche transmits document image files in a non-proprietary, single-page TIFF format to conserve bandwidth and ensure future accessibility. And its open architecture ensures that you can easily integrate document management with your case management system or judicial database.

“The Clerk of Courts is the keeper of the courts’ records, and our mission is to preserve records and make them accessible. With Laserfiche, our records are instantly available to over 400 users. Laserfiche is my first, most frequent and preferred choice when reviewing case files.”

Donald R. O’Shell, Clerk of Courts
York County, PA

Realize Operational Benefits

Cost-Effectively Deploy Enterprise-Wide

Laserfiche solutions deploy in days, not months, so you achieve a rapid return on your document management investment. The Laserfiche product suite's modular design gives you the flexibility to choose just the options you need, enabling you to design the ideal document management solution for your needs.

Courts with multiple locations and a large number of users will appreciate the flexibility of Laserfiche Rio, a turnkey solution for enterprise document management requirements. The Rio system includes:

- Document imaging and DoD 5015.2-certified records management functionality.
- Windows and Web-based interfaces.
- A customizable public Web portal.
- Integrated workflow management.
- High-volume document capture and processing.

Named-user licensing simplifies purchasing—just count the number of users you'll need. Rio also provides the flexibility of unlimited retrieval licensing for public users, simplifying access for police and sheriff's departments, prosecuting attorneys, public defenders, prison staff or probation officers.

Automate Work Processes

Laserfiche helps you automate and streamline work processes wherever possible, from bringing information into the system to speeding labor-intensive, paper-based processes.

Laserfiche Workflow provides a scalable, customizable workflow solution, while Quick Fields' batch processing capabilities dramatically reduce the time you spend digitizing and indexing paper files.

- Automate case filing, e-filing and records requests to free up staff time.
- Trigger workflow activities from third-party applications, such as your CMS.
- Identify productivity gains or bottlenecks with real-time reporting.
- Maintain the integrity of sealed case files by automatically routing them to a confidential folder.
- Use information extracted from documents, reports and outside data sources to automate indexing and processing.
- Scan in case files with bar-coded header sheets or minimize data entry by pulling information from a state database or CMS.



Strengthen Records Management



The Laserfiche product suite offers integrated, DoD 5015.2-certified records management functionality. Laserfiche Records Management Edition provides a structured, record series-based repository that is invisible to the user accessing the document management system, so records management doesn't interfere with your existing work processes.

- Guarantee the integrity of records—whether scanned paper, electronic or physical—throughout their life cycle.
- Run reports detailing where records are in their life cycle and which records are eligible for transfer, accession or destruction.
- Log system activity to demonstrate compliance with regulations, including expungement or sealing orders.

“What I like about Laserfiche is that I can manage electronic documents, paper, microfilm and audio and video files enterprise-wide. Our old content manager didn't have full-text search capability, and it didn't manage records retention. With Records Management Edition, it's easy to manage retention periods, and it's simple to locate information.”

Margaret Anderson, Records Manager
Collin County, TX

Improve Performance and Planning

Share Information With Other Law Enforcement Agencies

Courts are increasingly asked to share information with other government agencies. But it's difficult for courts to share paper files with police, prosecutors, public defenders, prison staff and probation officers. With Laserfiche WebLink web publishing, you can cost-effectively and securely distribute information to other law enforcement agencies.

- Let registered attorneys search court records, right from their offices.
- Share protection orders with 911 operators or police officers.
- Update prison staff on convictions or acquittals—instantly.
- Ensure probation officers have access to current reports.

Support Court Continuity of Operations Planning

During an emergency, the ability to perform constitutionally mandated functions—initial appearances, arraignments, orders of protection, injunctive relief and other emergency applications—is crucial to maintaining the rule of law. Every court should have a plan in place to prevent, prepare for, respond to and recover from operational interruptions. Laserfiche plays a key part in this plan, securing court records and limiting the cost and effort of salvage and restoration.

- Protect vulnerable paper archives from flood, fire, damage and theft.
- Access files remotely in the event of courthouse destruction or inaccessibility.
- Archive your documents to unalterable CDs or DVDs with built-in viewers and search engines.

Guarantee the Reliability and Integrity of Case Files

Complete, secure case records are critical to the cause of justice. Laserfiche's granular security system helps you design and implement a security policy that works within your existing environment so you balance document security and accessibility. Laserfiche's powerful security functionality also provides something file folders can't: the confidence that, no matter what, your records are safe from tampering, destruction or loss.

- Control expunged or sealed records, and prevent them from showing up in a repository search.
- Dynamically apply document-level security, maintaining different levels of security for each type of document within a case file.
- Guarantee security all the way down to individual words, such as a witness's name or address, with blackout and whiteout redactions.
- Eliminate misplaced files, files lost in transit from off-site records storage facilities and inappropriately accessed files.



“It’s just so much more efficient. Laserfiche has really changed the face of our court system.”

Judge Heidi Famiglietti
Connecticut Probate Court Administration

Integrate with Your Existing IT Environment



Simplify Administration

Laserfiche has always built its products using Microsoft® technologies, to help Microsoft-driven organizations run more effectively.

Laserfiche systems use Microsoft-standard administration tools almost exclusively, including MMC snap-ins, WMI compatibility and Windows-integrated error logging and tracing. We ensure that our software complies with standards that make it widely interoperable, extensible and easy to administer.

Administrators can manage all the components of a Laserfiche repository—fields, templates, users, groups and volumes, among others—through a simple graphical interface. Customization is simple, and doesn't require outside consulting or onsite programming. And minimal bandwidth requirements limit the load on existing servers, networks and applications, while support for industry-standard Microsoft and Oracle® database platforms maximizes the value of current IT investments.

Maximize the Value of Existing Technology Investments

Whether it's a mainframe system, case management system or state database, you have existing technology that your document management solution must integrate with. Laserfiche's open architecture makes it simple to image-enable your existing applications to expedite document search and retrieval. For example, clerks appreciate the ability to search their CMS to identify the desired case and document and then print

the document straight from Laserfiche. And with the Quick Fields Real-Time Lookup data capture module, you minimize manual data entry by retrieving data from a state judicial database or other third-party application. Quick Fields enables you to improve the integrity of your information by matching it against outside data, ensuring that case numbers are entered correctly.

“Laserfiche is here to stay as far as our court operations are concerned. You don't lose files once they're captured, it's simple to add information, even years after the fact, and it's good for customers. It's a fantastic solution.”

Marc St. Laurent, Imaging Supervisor
Kern County Superior Court, CA

About Laserfiche

Laserfiche Product Suite

Laserfiche Document Management Platform

Organize, protect and retrieve information.

Laserfiche United™ and Laserfiche Team™
Laserfiche Records Management Edition™
Laserfiche Web Access™

Document and Information Capture

Bring paper and electronic documents into your digital system.

Laserfiche Quick Fields™
Laserfiche Import Agent™
Laserfiche Snapshot™

Document Distribution

Provide secure, efficient document access to users across the office and around the world.

Laserfiche WebLink™
Laserfiche Plus™
Laserfiche E-mail Plug-In™

Business Process Management

Streamline document-centered processes and track activity for regulatory compliance.

Laserfiche Workflow Suite™
Laserfiche Agenda Manager™
Laserfiche Agenda Processor™
Laserfiche Audit Trail™

Integration and Customization

Integrate Laserfiche with third-party applications, customize system functionality and automate Laserfiche-related tasks.

Laserfiche Integrator's Toolkit™
Laserfiche Marketplace™
Laserfiche Code Library™

Software Assurance

Manage change and protect your investment.

Laserfiche Software Assurance Plans (LSAP™)

Your Next Step

Call (800) 985-8533 to arrange a demonstration. Also e-mail info@laserfiche.com or visit www.laserfiche.com/government for more product details or to request your free Laserfiche demo CD.

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About Laserfiche Solutions

Laserfiche creates simple and elegant document management solutions that help organizations run smarter. Since 1987, more than 25,000 organizations—including numerous law enforcement agencies, prosecutors and courts—have used Laserfiche to transform their bulky paper archives into a powerful digital resource that guarantees the integrity of case files, improves clearance rates and reduces the overall cost-per-case and time to disposition. By digitizing paper archives, Laserfiche enables users to instantly pinpoint the information they need, so they complete daily tasks more efficiently. Secure Web access allows organizations to share information with remote offices, business partners and customers, while user- and role-based security options ensure compliance with government- and industry-mandated standards, including Department of Defense (DoD) standard 5015.2.

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