

The Paperless Law Office

Having a paperless law firm seems like a stretch, but it is achievable, and moreover: it is a good idea. No matter the size of your firm, the benefits from going paperless are numerous.

Not only is it easier to access all of your client data through search functions and easily manageable file structures, but you can also access it from anywhere. Now not only do you gain instant access, but also ease of access. With current legal technology and cloud-based solutions, going paperless has never been easier.

Practice Management Tools

One of the major reasons going paperless has become so easy is because of the existence of both practice management tools. On top of time and billing services, calendaring and a client communication system, practice management software will generally have a document management tool in place that makes it easier than ever to access files.

Scanning all incoming information

While the general day to day operations remain relatively the same, the transition to paperless entails more than just a practice management tool. First, all documents that are received need to be scanned in so they are able to be uploaded to the practice management software. They will then be appropriately tagged and filed, and saved into the file structure. Thankfully, this task is much simpler with a practice management tool.

Scanning and tagging all of the current documents sounds like a lot of work, but when completed it saves practices time and money by giving them the information almost instantly. There is no longer a need to worry about keeping paperwork properly filed, or spending time trying to locate it.

Once they are scanned, where will all the documents go?

Once you have all of your documents scanned, the next issue becomes, where do you store all of that data? Storing it all on premise is costly and requires constant maintenance. Not only would you need to outlay large amounts of capital to create an in house infrastructure, but also monthly payments to keep the servers up and running, cooled and up to date. These monthly costs paired with the need to refresh servers after 3-5 years creates a costly issue for small to medium sized firms.

What can you do to shift towards a paperless law firm?

By migrating to a managed service provider, like i-worx, you gain access to all of your files hosted in Canadian based data centers, anywhere that you have an internet connection. By switching to a hosted solution, not only do you get a fixed monthly bill for only what you use, the need for large capital outlays on expensive infrastructure is eliminated. Now all of your firms data is housed in enterprise level secured data centers, where it is backed up, and available in case of deletion or disaster.

Our virtual desktop solution may provide your law firm with savings, security and accessibility. Using the power of the cloud, you can access all your desktop's programs, applications, processes and data, wherever you are.

Because you no longer have to bother with the costly hardware upgrades and time-consuming software and security updates of your own physical computer, OfficeOneDesktop eliminates many common IT issues. As your data is hosted online on i-worx's secure, frequently backed-up servers, you and your staff always have maintenance-free access to the latest software versions, and can easily access, edit and share folders and files — anywhere, anytime.

If you and your firm are ready to make the shift towards a paperless law firm, contact us today at <https://www.i-worx.ca/contact-us>.

Moving to the cloud has never been easier!