



## DocXamine for the Legal Industry:

### *Streamlining Document Preparation*

This scenario shows how a legal firm can use DocXamine to dramatically streamline document preparation.

#### Adding DocXamine to your Workflow Process

##### The Challenge

For most legal staffs, hidden document problems that wreak last-minute havoc are all too familiar. They even played a part in one of the most famous legal battles ever, the contesting of the 2000 Presidential election results in Florida.

The morning the briefs for the last Florida Supreme Court hearing were due, after the teams had been up all night writing the 65 page brief, they found out the page limit was 50 pages – with an hour to go.

According to Jeffrey Toobin, author of *Too Close To Call: The 36 Day Battle to Decide the 2000 Election*, both teams just scrambled to toss stuff out and “you could tell how rushed they were because their table of contents numbers were all off”. There they were, teams of some of the most talented and certainly most highly paid lawyers in the country, in one of the biggest-stakes legal contests in recent history, and at the eleventh hour they were struggling with a table of contents that wouldn’t update!

The costs, both in wasted time, unsatisfactory results, and mental stress, are obvious. In preparing for any major filing, the front story may be about the law, the reasoning and precedents and legal logic of the case, but the back story is about the collection of documents that are used – copied from some group of source documents (some of which may have begun life on the Wang or in WordPerfect), edited by many hands over many weeks, and finally completed and submitted (often just at the wire), in printed and electronic form.

This scenario describes how you can use DocXamine to ensure that what happened to the overworked lawyers in Florida doesn’t happen to you.

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**The DocXamine Solution**

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In your initial gathering of documents add one important step to the traditional workflow: analyze the documents with DocXamine.

DocXamine probes your baseline documents for properties that are potential failure points. Since formatting requirements can be unique by document collection, DocXamine's customizable *rules* focus the analysis to better align the current work product to the generation of reliable and conforming document results.

DocXamine's reporting capabilities provide document analysis by collection matter or workgroup and by individual document detail. A document task list report can be produced to identify problems within specific documents. Long before the deadline, your staff can prioritize and repair problems in an orderly fashion without last-minute pressure or surprise.

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**The benefits**

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The addition of DocXamine in your process flow means:

- Reducing administrative time in document preparation
- Identifying flawed source documents generated either by internal or external sources
- Minimizing the labor-intensive steps of checking source documents
- Identifying training requirements
- Evolving your process flow to improve authoring and document preparation cycles in the future

## The DocXamine Solution — Step-by-Step

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**Step 1: Define the rules for analysis.**

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What document properties do you want to know about? This is something you typically define once, and then use in project after project. Microsystems has predefined the most common categories and properties within those categories, but you can customize and add to the predefined rules just by dragging and dropping.

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**Step 2. Gather the files.**

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In DocXamine, you begin by *creating a project*, then adding one or more *collections* of files into the project. Whether you use the Window's Explorer file system, or a document management system, you can search and select these documents using a familiar interface.

By grouping the files in collections, you can isolate segments of the submission for baseline review and compliance. These same collections can be re-evaluated later in the process to ensure that all identified issues have been resolved.

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**Step 3. Discover the document properties.**

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Once your project is defined, and collections of documents are assembled, DocXamine goes to work probing each document seeking the properties and rule results.

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**Step 4. View reports and print the task lists.**

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DocXamine provides two types of reports:

- Summary reports, which assess the overall collection quality and provide a comprehensive view of the general condition of the submission.
- Detailed reports, which include document-by-document itemization of triggered rules, can be used as a work list to guide the individual corrections necessary to stabilize the overall submission.

Reports can be viewed on-screen, or printed, and are hyperlinked directly to the documents.

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**Step 5. Fix the problems.**

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DocXamine's clear diagnoses have equally clear remedies – we help you understand not only what's broken, but also the best way to fix it. In many cases, your own automation tools coupled with our DocXstyles or DocXtools add-ins can quickly remedy most problems.

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**Step 6. Do midstream reassessments.**

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DocXamine is also a powerful reassessment tool. Run a document collection through DocXamine *after* initial corrections have been made to identify any final issues and to make sure that what was targeted to be fixed was indeed corrected. (You may even get a heads-up on important issues for your next in-house training class.)

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**Step 7. Generate the submission with confidence.**

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In the final stage of work, you can focus on the content, not the container – the words, and not the word-processing.

## **For more information on DocXamine**

For more information about DocXamine, consult our Web site at:

<http://www.microsystems.com/docxamine.htm>

Call us at (630) 261-0111, or email us at:

<mailto:info@microsystems.com>.

Need a document analyzed or corrected?

mail to: <mailto:help@microsystems.com>