




**How Bar Associations Can Use
Technology to Help Small Firms and Solos**

National Conference of Bar Presidents
February 5, 2009

What is Document Automation?



Transform existing documents into reusable templates.

- Briefs
- Motions
- Contracts
- Proposals
- Court forms
- Wills

What is Document Automation?

Preparer Information

Preparer Information

You may choose the select button below to select from a list of preparers.

Preparer name
David Smith

Preparer street address
2313 Dietl Avenue

Preparer city
Des Moines

Preparer State: (2 letter abbreviation)
IA

Preparer's Zip Code:
50320

Preparer telephone number
(515) 244-4499

Template prompts users to provide variable data.

- Verb tenses
- Gender references
- Dates
- Calculations
- Clause insertion

What is Document Automation?



Completed document



Why Document Automation?



Studies show

- Attorneys spend at least 40% of their time creating documents.
- Support staff spends as much as 60% of their time creating documents.

Benefits of Document Automation to your Membership

- Better File Organization
 - Documents Located in Centralized Location
- Increases productivity
 - Standardizes Work Product
 - Reduces Costly proofreading
 - Minimize Data Entry
 - Clause Insertion
- Reduce or Eliminate Metadata

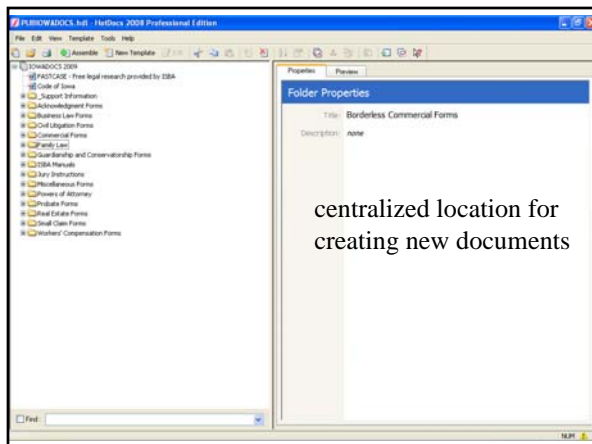
Process less; practice more...

Benefits of Document Automation to the Organization

- Additional Member Service
- Membership Retention
- Revenue

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