Foxit

Top 10 Reasons Why Law Firms Select **Foxit** for PDF Solutions

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The PDF Standard:
Transform Your Practice Into a Paperless Law Firm

Going paperless is no longer just an option - it is a necessity. PDF has emerged as the preferred file format for exchanging documents with clients, lawyers, and the courts.

ABA Model Rules of Professional Conduct Rule 1.1: Maintaining Competence states that, "To maintain the requisite knowledge and skill, a lawyer should keep abreast of changes in the law and its practice, including the benefits and risks associated with relevant technology, engage in continuing study and education and comply with all continuing legal education requirements to which the lawyer is subject." This emphasizes the importance of staying current with relevant technology, making it crucial for law firms to adopt solutions for compliance and improve workflow efficiency.

Today, competence in law practice extends beyond legal expertise to include the effective use of technology. As the practice of law evolves, PDF solutions have become essential, establishing themselves as the standard for document digitization. With the growing adoption of digital tools in legal firms, the use of PDF editors has become indispensable in streamlining workflows and enhancing overall efficiency.

Foxit PDF Editor is leading the charge in meeting the demands of modern legal practices. It enables users to handle digital documents as easily as paper, all while reducing costs and improving efficiency. With a comprehensive suite of features tailored for law firms, Foxit offers powerful tools for document management, streamlined redaction, robust file security, digital signatures, court-compliant standards, efficient collaboration, seamless integrations, and more.

Foxit PDF Editor offers comprehensive features designed to streamline operational efficiency within law firms. Users can create, convert, comment, and organize digital documents within a single platform. However, these aspects only touch the superficial features of PDF software. Foxit's advanced features are also capable of paper to digital conversions of email, TIFF, and Office docs to PDF/A, high-quality OCR, and file compression.

Foxit's eSign feature seamlessly complements the PDF Editor by simplifying the collection of digital signatures. This integration allows legal professionals to save time and accelerate case progress, making the entire signing process more efficient overall.

❶ Create Court-Friendly Documents With Ease for E-Filing

Electronic filing (e-filing) is now a standard practice for courtrooms worldwide. Most courts require documents to be submitted in PDF, as this preserves the original layout of the document and ensures consistency in viewing the same file in its intended form. In the United States, all federal courts now accept e-filing, and PDF is the standard format used for the federal Judiciary's Case Management/Electronic Case Files (CM/ECF) system. Court documents such as pleadings, contracts, and motions should be e-filed as PDFs. To adapt to this shift in case filing, e-filing productivity tools are now essential for lawyers to keep up with this evolution in filing cases.

Foxit's PDF tools provide a comprehensive set of features for creating and managing PDFs, including advanced editing, OCR, form creation, and AI assistance.
With Foxit PDF Editor, legal professionals can easily generate court-ready PDFs, reduce document sizes, and create searchable documents— all within a single program. This level of ease and efficiency is what makes Foxit PDF Editor an indispensable tool in streamlining the e-filing process.

Moreover, Foxit PDF Editor enables the seamless insertion of a Table of Authorities into an appellate brief and allows for easy conversion of briefs to PDF/A format for court filing. It also offers robust redaction capabilities, allowing you to effortlessly remove sensitive information such as social security numbers, account details,
and birth dates before sharing or filing. This ensures that client trust is maintained while meeting legal compliance standards.

② Compile PDF Portfolios for Simplified E-Discovery

E-Discovery (electronic discovery) refers to the process of identifying, collecting, and producing electronically stored information (ESI) in response to a request for production during a lawsuit or investigation. ESI encompasses a wide range of digital content, including emails, documents, presentations, databases, voicemails, audio and video files, social media, and websites. Discovery is widely considered one of the most critical phases before trial, as it sets the stage for building a case by uncovering crucial evidence. The efficiency and accuracy with which ESI is handled can significantly impact the outcome of legal proceedings.

Building on the importance of e-discovery, and bearing in mind how crucial searching for electronic data is in both civil and criminal litigation, digital data has become the preferred choice for investigations and discovery due to its simplified searchability. This aspect significantly reduces the manual labor involved in handling paper documents. Unlike physical evidence, digital data leaves traceable footprints that are harder to fully erase. Additionally, it can come in various file types, including text, images, videos, audio, websites, programs, and more, providing a more comprehensive view of the evidence.

E-discovery processes are continually evolving, and adopting the right technology is essential for managing these processes efficiently. Foxit offers advanced tools to handle electronically stored information (ESI) with ease and precision. One such feature, the PDF portfolio, enables you to combine multiple documents—
regardless of format—into a single PDF file. Once the portfolio is created, a cover sheet can be automatically generated, providing a comprehensive list of the documents within the portfolio. This streamlines the management of ESI, enhancing both efficiency and organization during the discovery phase.

Given the extensive volume of ESI that legal practices handle, effective management and organization based on relevance is crucial. With Foxit, lawyers can consolidate all their documents into a single digital binder and use sub-folders to enhance organization, making it easier to access files. PDF portfolios take this a step further by allowing law firms to create electronic copies of key documents, such as depositions, exhibits, research, and authorities, all in one place. This simplifies the search for related documents, streamlines the process of writing briefs or preparing for oral arguments, and helps digitize client files for more efficient management and retrieval.

Plus, your Foxit portfolio is not limited to PDFs. This can also include audio, video, Word, Excel, HTML files, and more, which makes it the ideal solution for e-Discovery.

❸ Efficiently and Securely Redact Sensitive Information

Redaction is a crucial feature for lawyers using a PDF editor to maintain lawyer-client privilege and ensure confidentiality. It involves the process of preparing a document by removing sensitive information before it is shared publicly or with third parties. In filing legal cases, redaction is important because it ensures client confidentiality, protects sensitive information, and complies with the mandate laid down by the law, such as the **Federal Rules of Civil Procedure Rule 5.2 Privacy Protection For Filings Made with the Court (a) Redacted Filings**.

Lawyers handle sensitive information daily, making it crucial to redact data like Social Security numbers, birthdates, PHI, trade secrets, and financial details before sharing or e-filing documents. Failing to do so can lead to legal liability and reputational harm. To mitigate this, law firms need software with efficient redaction capabilities. Tools like Foxit PDF Editor enable quick, accurate redaction, ensuring client privacy and compliance with legal standards.

Foxit offers multiple redaction features and tools to maximize efficiency and minimize error. After a redaction is applied digitally, any information covered will be permanently deleted from your document. Users can mark any text or graphics before redaction or save time by using the search and redact feature to find similar keywords and mark them all for redaction. These features maintain the confidentiality and integrity of the document with just a few clicks.

Foxit PDF Editor+ Smart Redact (AI-based document redaction) feature is a game changer in solving challenges in hiding confidential information. It offers a powerful and efficient solution in securely managing information through the use of machine learning algorithms to automatically identify and redact sensitive information from documents. The speed and precision of

AI redaction significantly simplifies the process, saving time and effort for legal professionals.

Moreover, Foxit provides ease for Microsoft Office (Foxit Redactor for Office) users to make redactions directly in Word documents using the familiar ribbon toolbar plugin that applies the same secure, permanent changes. The redacted version can be automatically saved as a new file, preserving the original and minimizing the risk of data loss due to user error. Foxit Redactor for Office also integrates with Excel and PowerPoint, allowing you to easily create secure PDFs. Simply select the sensitive information or areas to redact, and Foxit will generate a redacted PDF, ensuring that confidential data is protected while maintaining document integrity.

Foxit PDF's redaction collaboration tools allow legal teams to mark sensitive information for redaction before finalizing the document. Lawyers can securely share redacted PDFs with clients or third parties, protecting sensitive data. With RMS (Rights Management Services), authorized users can access the original content, while unauthorized users are restricted to the redacted version, ensuring compliance and data security.

❹ Sanitize Documents and Remove Metadata Securely

Metadata is a description or definition of electronic data, or simply put, data about data. It can include details such as the the author, file name, place of creation, IP address, track changes, and more. The danger lies in the potential of information searchability in digital format, since devices automatically embed metadata. It is important for lawyers to exercise reasonable efforts to remove or scrub metadata when preparing documents digitally, because the metadata within them can become easily accessible and shared with the wrong parties.

Rules on professional conduct require lawyers to take precautions to avoid "metadata risk" or accidental disclosure of confidential information during transfers. This includes metadata that is automatically generated in every electronic file created or shared. Metadata in electronic documents creates legal obligations when inadvertently sent and received. Therefore, lawyers must sanitize their documents and remove metadata to ensure client confidentiality. Privacy-sensitive software tools, like Foxit PDF Editor, help avoid inadvertent disclosures of sensitive information.

❺ Identify and Retrieve Documents Quickly Using Bates Numbering

Bates numbering is an indexing method commonly used in legal documents. It is a vital process that helps in the identification and retrieval of information in an organized manner. Bates numbering is mainly used in litigation and discovery for conveniently identifying numbers, dates, and time stamps on images and documents. Unique serial numbers are attached to every document page for indexing and easy access. This process ensures that no page is missed or misplaced, which is especially critical in legal proceedings where precision and accuracy are of utmost importance.

Foxit PDF Editor allows users to customize Bates numbering schemes by choosing the number of digits, prefix, suffix, location and include numbering in the header or footer. Users can also select multiple files or folders and apply bulk Bates numbering which makes digital document indexing and retrieval faster and easier for law firms of all sizes.

❻ Streamline Document Management by OCR, Indexing, and Archiving

Optical Character Recognition (OCR) converts printed documents and words in images into machine-readable text. OCR plays a crucial role in document management. Law professionals rely on OCR to extract text from Court filings, discovery documents, and other paper-based records, making it easier to search, analyze, and work with the content. It is commonly used when scanning paper documents to create electronic copies, but can also be performed on existing electronic documents such as PDF or PDF portfolios. Law firms can significantly enhance their legal document management strategies by utilizing and understanding OCR.

Foxit PDF Editor has a built-in automatic OCR function that streamlines editing. Both Foxit PDF Editor and PDF Compressor enable law firms to scan physical documents and automatically convert them into a searchable digital format to avoid dealing with an overwhelming volume of documents, whether organizing evidence or looking for keywords in piles of printed transcripts. This feature enables more flexible document management and searchability of files. Users can additionally create indexes and assign different bookmarks to PDFs, which increases the efficiency and overall accuracy of searches. Foxit PDF Editor's editable OCR transforms hard copies of old motions, letters, and memoranda which allows users to make changes and updates without creating a new document.

On an average, lawyers generate **20,000 to 100,000 pages of documents in a year**. Using PDFs to archive numerous files helps reduce cost by using less digital storage space and offers the advantage of faster searching and editing. Foxit's PDF solutions can effortlessly convert, combine, and attach documents into the preferred PDF/A archiving format with quick integration options like Foxit PDF Editor's Outlook email plugin or native PDF Compressor to reduce large document volumes.
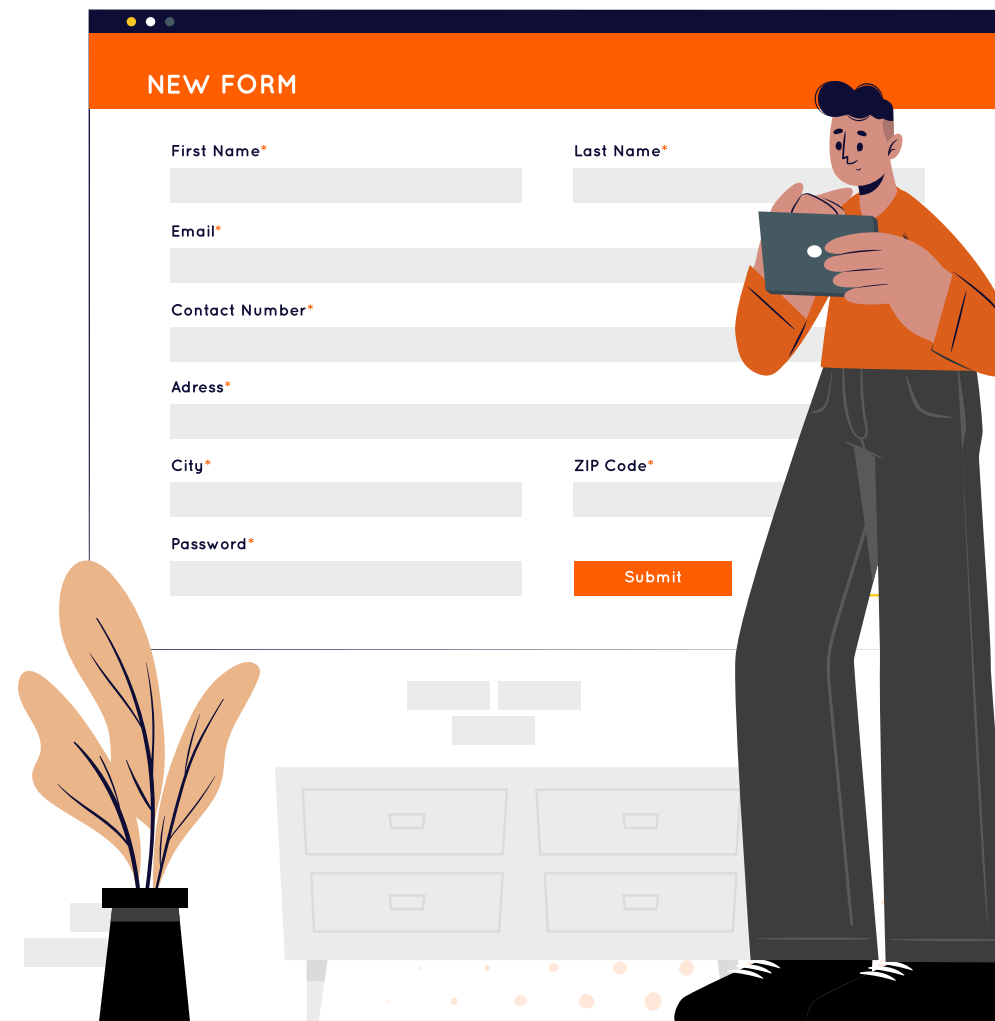
❼ Create Interactive Forms in Just a Few Clicks

Forms that need to be printed out and filled out manually undermine the convenience of digital formats. In law practice, interactive and fillable forms are essential for efficiently collecting data, especially when dealing with client intake forms, court forms, and contracts. With Foxit PDF Editor, users can easily convert any form—whether scanned or imported—into an interactive PDF. The automatic form field recognition and designer assistant make this process seamless.

Users can add various form fields such as push buttons, text fields, check boxes, radio buttons, and more, specifying their properties for better data entry management. Custom fields allow firms to standardize record-keeping, restrict fields to specific data types (like numbers), and minimize user errors. Advanced functions, including math equations and JavaScript integration, further enhance formfunctionality and efficiency.

Collaboration across legal practices to accelerate case progress is also made easier with Foxit PDF Editor through online, real-time user collaboration, document editing, tracking changes, annotations, and markups. Legal professionals can highlight important sections, add comments, underline or strike through text, and insert bookmarks, which facilitates faster and simpler reviewing, commenting, and collaboration of legal documents.

Additionally, Foxit PDF Editor allows users to import data from other file formats into a PDF and export form data from PDFs to other formats, such as CSV. It also supports 2D barcodes for forms integrated with Ultraforms technology, streamlining the process of scanning, capturing, and incorporating form data directly into a database. This feature reduces manual entry errors and simplifies data management across various platforms.

NEW FORM

First Name*

Last Name*

Email*

Contact Number*

Adress*

City*

ZIP Code*

Password*

Submit

⑧ Accelerate and Secure Signature Processes

Foxit provides the robust, secure, and faster features law firms need, such as digital signatures and eSign tools, which eliminate the delay associated in gathering physical signatures. These features comply with global regulations governing electronic signatures and transactions such as ESIGN, UETA, and eIDAS. The US has legally recognized the use of eSignatures with the Electronic Signatures in Global and National Commerce Act (ESIGN) passed in 2000. In addition, the Uniform Electronic Transaction Act (UETA) passed in 1999 has been adopted by 49 states, the District of Columbia, and the US Virgin Islands. Both laws have paved the way for the validity and broad use of electronic signatures for the purpose of facilitating business agreements in the United States. The electronic identification, authentication, and trust services (eIDAS) regulation was also established in 2014 by the European Union (EU) to govern electronic signatures and transactions in the EU market.
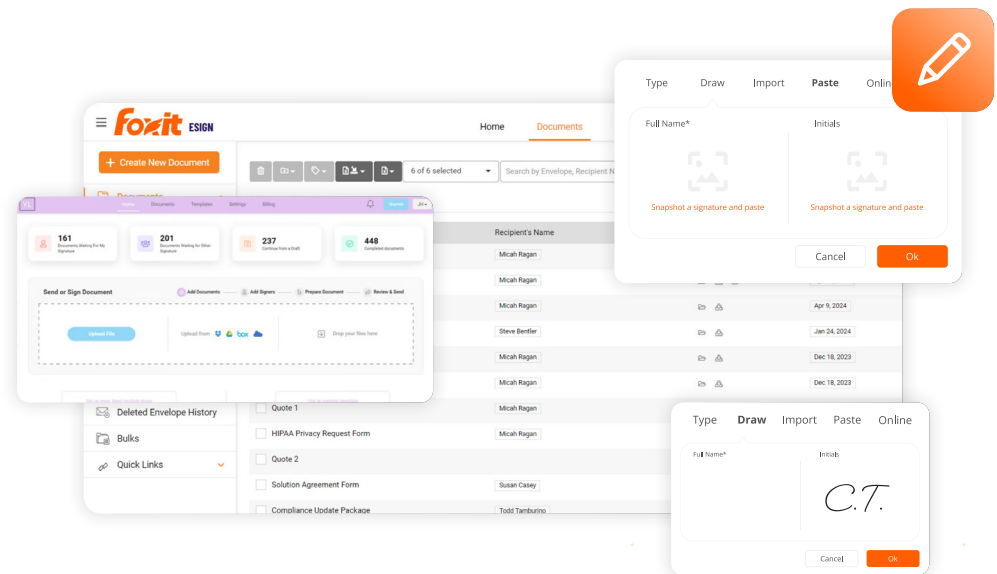
Foxit's legally-binding electronic signature capability is a top feature for today's legal professionals. Foxit PDF Editor+ boasts digital signature capabilities that meet global legal standards, such as in the United States and the European Union. This means that you can securely eSign PDF documents, collect signatures and manage court-ready electronic signature workflows confidently.

Digital signature functionality is essential for legal professionals, as it allows them to securely sign PDF documents without the need for printing, scanning, or faxing. Digital signatures add and element of authenticity and integrity to legal contracts, agreements, and other documents. It can be used to authenticate the identity of the user as well as the content. It stores information about the signer along with the date, time, and state of the document when it was signed. Digitally-signed documents through Foxit are court-ready, tamper proof, protected from improper access and use, verifiable and defensible, and include audit details proving accurate signing actions.

Foxit PDF Editor also supports digital IDs for identifying individuals and organizations. Users can easily obtain a Certificate Authority (CA) from a trusted third-party provider or create a self-signed digital ID directly within Foxit PDF Editor. These digital IDs are securely protected by a password and can be conveniently stored on a computer. Law firms can insert digital ink signatures or create custom signatures, which can be used like a stamp on their forms. Additionally, Foxit PDF Editor automatically verifies the validity of a signature when opening documents, ensuring signature authenticity and maintaining document integrity.

Lawyers can easily notarize legal agreements and important documents, such as powers of attorney, affidavits, wills, trusts, real estate transactions, and deeds, using Foxit's eSign on-demand notary service. This service integrates a seamless on-demand live notary feature, allowing users to access notarization with just a few clicks, all within the platform—eliminating the need to leave the digital workspace.

Foxit's eSign Business and eSign Essentials signature features are legally binding, enabling you to sign agreements confidently from anywhere, on any device, with provided completion certificates and a detailed audit trail. With Foxit eSign Essentials, you can manage simple eSigning tasks and utilize payment collection tools such as Foxit Pay. On the other hand, Foxit eSign Business offers enhanced features, including template sharing, custom branding, and user management tools, making it ideal for team collaboration. Foxit eSign Business also provides unlimited envelopes and templates, advanced workflows for legal document management, bulk sending of similar documents to multiple clients with individual tracking, multi-party signing, and seamless payment processing for legal fees or retainers using Foxit Pay.

❾ Lock Down Your Legal Document Security

PDF documents offer superior security compared to other file formats like Word or Excel, making them an ideal choice for storing legal information. The robust security features of PDFs, such as encryption, password protection, and digital signatures, help safeguard sensitive data. Knowing exactly who has access to view a file is crucial for tracking documents and preventing internal or external leaks, ensuring that confidential legal information is kept secure throughout its lifecycle.

Foxit's secure solution further enhances the protection of client-attorney privileged communications. With its cloud-based capabilities, law firms can

securely share documents with clients, co-counsels, and other stakeholders, ensuring that sensitive information remains protected. By offering controlled access to these documents, law firms can maintain confidentiality while facilitating collaboration, ensuring that only authorized individuals can view or modify sensitive legal materials.

Foxit's PDF tools offer robust security features, such as password protection, encryption, and permissions settings, ensuring the confidentiality and integrity of legal documents. Lawyers can use Foxit PDF Editor to define security levels in their PDFs, controlling what actions users can take with the document. Document owners can restrict access to functions like editing, copying text, deleting pages, or adding comments. They can also prevent others from printing the document and add an extra layer of protection by setting a custom password to lock their PDF.

Additionally, watermarks can be added to discourage unauthorized copying or printing. The watermark feature also allows users to automatically integrate the current date and time into their document watermarks. This is especially useful for those involved in validating and certifying documents, ensuring timestamp precision for greater reliability and accountability throughout the certification process.

One integration that enhances PDF security with Foxit for law firms is iManage. This seamless integration enables legal PDF documents to be secured and opened directly in iManage, instead of saving files to a local PC, reducing the risk of unauthorized access outside of the iManage secure DMS.

⑩ Keep Files More Organized With DMS Integration

Well-organized documents are key to maximizing workflow productivity in law firms. Document Management System (DMS) integration centralizes document storage, making it easy to access and manage files efficiently. It improves productivity, collaboration, and compliance with document retention regulations. Optimizing DMS use also reduces the need for physical storage, driving cost savings and improving operational efficiency.

Foxit PDF Editor seamlessly integrates with 12 Document Management Systems (DMS), Cloud Storage Services, and Enterprise Content Management Systems (ECMs), enhancing workflow productivity and automating tasks for legal professionals. Users can effortlessly create, open, edit, and save PDF files directly from their centralized onpremises or cloud systems, streamlining document management and improving overall efficiency.

These Document Management Systems (DMS) enable legal services to efficiently share documents within a single platform while safeguarding critical client and corporate data. With Foxit PDF Editor's integration, users of systems like iManage, NetDocuments, and eDOCS can directly edit their PDFs and share them within their preferred management system. For example, iManage integration allows legal professionals to manage documents, workflows, and cases seamlessly, improving document retrieval and collaboration.

MSforLegal offers a management solution tailored specifically for law firms, while Worlddox helps organize and secure legal documents within the industry. NetDocuments, a secure, cloud-based document and email management system, enhances document editing and sharing directly through Foxit PDF Editor. Similarly, eDocs streamlines document management and enables secure collaboration, with Foxit supporting

efficient document handling. Additionally, integrations with APIs and Zapier provide seamless workflows for eSignatures, further optimizing legal document management processes.

Foxit PDF Editor enables users to open and check out PDFs directly from a variety of platforms, including SharePoint, OneDrive, iManage Work, NetDocuments, Enterprise Connect, Egnyte, Google Drive, Dropbox, Box, Worldox, Documentum, and eDOCS DM.

With advanced DMS integrations, Foxit helps law firms eliminate "Shadow-IT", where electronic matter files are scattered across unsecured systems. By providing direct access to confidential files, law firms gain better control over governance, compliance, and data protection, ensuring a more secure and efficient document management process.

Simplify The Way You Manage Your Legal Documents

Law firms can transform their document management processes and embrace a more paperless future while enhancing productivity and enhancing security and compliance. Foxit PDF Editor offers a comprehensive solution to help law firms adapt to the evolving digital legal landscape, particularly in document management, e-filing, e-signing, e-discovery, and by integrating with centralized workflow systems.

Foxit PDF Editor, Foxit AI, and Foxit eSign Business, together give law firms a complete, secure, and compliant end-to-end digital document workflow.

The World's Top Law Firms Choose Foxit

- Baker Mckenzie
- Cleary Gottlieb
- Freeborn
- Meredith Connell
- Keoghs

- Corrs Chambers Westgarth
- The Zimmerman
- Murthy
- Kopka Pinkus Dolin
- Anderson Lloyd

- Olinsky Law Group
- Schiller Ducanto & Fleck
- Diepenbrock & Cotter
- Markoff Law
- PCV Law

- Davis
- Saperstein & Salomon
- P.C.,
- Lavan,
- Venable

- LLP. Faeger
- Baker
- Daniels
- Orrick
- Simson

- Thater & Bartlett LLP
- Mccarthy Tetrault
- Fenwick
- Ashurts
- Eversheds Sutherland

About Foxit

Foxit is a leading provider of fast, affordable, and secure PDF solutions, designed to meet the needs of three distinct market segments. For End-User Productivity, Foxit offers easy-to-use desktop software, mobile apps, and cloud services that help knowledge workers boost their productivity. ConnectedPDF delivers cutting-edge technology that enhances document management, security, and collaboration for PDF files, ensuring efficient workflows. For Enterprise Automation, Foxit provides server software that supports large-scale PDF document management and data capture. Additionally, Foxit's Developer Solutions.

Foxit enhances productivity with smart document editing and workflow automation. Winner of numerous awards, Foxit has over 700 million users and has sold to over 528,000 customers located in more than 200 countries. The company has offices all over the world, including locations in the US, Asia, Europe, and Australia. For more information, please visit https://www.foxit.com/solution/legal/.