

***Top 10 Reasons Legal Firms Select
Foxit For Electronic Filing***

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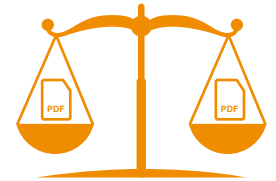
Intro: Transform Your Practice to a Paperless Law Firm - The PDF Standard

PDF is the file format of choice when it comes to exchanging documents with clients, lawyers, and courts.

According to Rule 1.1 Competence of the ABA Model Rule of Professional Conduct in 2012, “a lawyer should keep abreast of changes in law and its practice, including the benefits and risks associated with relevant technology, engage in the continuing study and education and comply with all continuing legal education requirements to which the lawyer is subject.”

PDF technology has become a relevant technology in the legal field and has established itself as the standard for document digitization. With PDF software like PhantomPDF, users now have the ability to work with digital documents the same way that they would with paper while saving on costs.

PhantomPDF allows users to create, convert, comment, and organize digital documents within a single platform. However, these aspects only touch the surface level features of PDF software. Paper to digital conversions of email, TIFF, and Office docs to PDF/A, high-quality OCR, and file compression can also be automated through high-performance servers with Foxit PDF Compressor.



Create Court-Friendly Documents (e-Filing)

Electronic filing (e-Filing) is a standard practice for a majority of courtrooms across the world. Many courts require documents to be submitted as a PDF, as it retains the original layout and ensures that people can see the same file. Foxit PhantomPDF gives you the ability to easily generate PDFs, reduce the document size, and create a searchable document easily within the same program.

With PhantomPDF you could insert a Table of Authorities into an appellate brief, convert briefs for filing with PDF/A format, and remove confidential or restricted information like social security numbers, account numbers, and birth dates. Make e-filing easier with a PDF editor that has all the features you'll need within the same program, and save on costs while you're at it.



Compile PDF Portfolios for e-Discovery

Making sure data is gathered and secure for government usage is incredibly important. eDiscovery (electronic discovery) is the process where electronic data is secured, located, and searched with the intention of using it as evidence in a civil or criminal legal case. Digital data is preferred for investigations due to its nature of being easily searchable, whereas paper documents take a lot of manual labor. Unlike paper, digital data is impossible to completely destroy and can be any file type such as text, image, video, audio, websites, programs, etc.

Lawyers can combine all their documents within the same digital binder, with subfolders for better organization and easy access to data. It's important to have different file types when it comes down to compiling gathered information for case files, and with a PDF portfolio you are no longer limited to just PDF files. Instead, you can add audio, video, Word, Excel, HTML files and more, making it the perfect solution for eDiscovery.

Law firms can also use PDF portfolios to create electronic copies of relevant documents in the same place, making it easier to search for any document of interest. Another example would be for deposition exhibits, where lawyers would be able to keep a copy of all deposition exhibits for a case in a single PDF portfolio.



Redaction

One of the main features lawyers need from a PDF editor is redaction. Confidential information like social security numbers, birth dates, and other personal information need to be hidden before being shared or sent for e-filing.

Once a redaction is applied digitally, any information covered will be permanently deleted from your document. Thankfully PhantomPDF Business provides users with multiple redaction features for maximum efficiency and less room for error. When you save the document after applying redaction, you can save the redacted file automatically as a new file with a preconfigured filename. This prevents any potential loss of information that could be removed from permanent redactions.

Users can mark any text or graphics for redaction first, before choosing to apply the redactions. They can also search and redact, meaning they can find the same keywords and mark all of them for redaction to save time. For collaboration, one person can mark for redaction and a



reviewer can go through and approve the list of redactions before applying permanent changes. PhantomPDF even offers a redaction plugin for Microsoft Word that allows users to redact a PDF directly from Word.

Foxit PhantomPDF also enables users to generate a redacted and RMS-protected PDF from an existing PDF. Authorized users are granted access to view the original document, while unauthorized users can only see the redacted version. This makes sharing sensitive information within a single protected document easier amongst lawyers and clients.

Sanitize Documents - Remove Metadata

Metadata is data that provides information about other data. Information such as when a file was created, the author, the file name, etc., are all examples of Metadata.

The Rules of Professional Conduct requires lawyers to ensure that no accidental disclosure of confidential information occurs when transferring information. This includes Metadata, which is automatically generated in every electronic file. Therefore, it is essential for lawyers to take the step of removing metadata from their files.

Foxit PhantomPDF allows users to “sanitize” their documents by removing any hidden information that is private or sensitive, including metadata, embedded content, attached files, scripts, etc. After sanitizing a PDF document with PhantomPDF, any document can be sent to another person without the possibility of sharing confidential information that is hidden in the file.



Bates Numbering

Bates numbering is used in legal for identifying numbers, dates, time marks on images and documents. It is a unique serial number that is attached to every page of a document and is used for indexing for easy access. In PhantomPDF Business, users can select multiple files or folders and apply bates numbering to all documents automatically. Now legal firms can make document retrieval faster and easier digitally.





OCR, Index, and Archive

Optical Character Recognition (OCR) enables printed images or paper texts to be converted into machine-readable text. With PhantomPDF and PDF Compressor, legal firms can scan paper documents and automatically convert them into searchable digital text files. This makes archiving mass amounts of digital documents faster and easier to retrieve. When working with case files, lawyers could easily convert their printed documents and search for keywords within the file through OCR recognition.



Archiving mass amounts of documents digitally saves room and money. With Foxit desktop and server solutions, users can convert all of their papers in PDF/A, the desired format for archiving. Lawyers can also archive outlook emails through our email plug-in, or at high-volumes with PDF Compressor.

Indexing allows an accurate and efficient search of PDF documents and forms. Accessing files immediately is a priority for Legal firms, and with PhantomPDF users can create an index and assign different bookmarks throughout their PDF files for better organization and searchability.

Forms

Sometimes a form comes as a PDF, but it is not fillable. This is known as a non-interactive form, and with the typewriter feature users can fill out the form. However, a better solution would be to convert the PDF into an interactive form. With PhantomPDF, users can create interactive form fields for their scanned electronic documents automatically. Lawyers can make custom form fields as well within their document, giving them the ability to make personalized forms for their own use-cases. With form fields, the creator can assign restrictions for each field (i.e. only allowing numbers in a field for account numbers), allowing less room for error.



Users can also import data from other file formats into a PDF form, or export form data from PDF to other file formats, such as a CSV file. PhantomPDF supports 2D barcodes for forms integrated with Ultraforms technology, making it easier for form data to be scanned, captured, and incorporated into a database.



Signatures

When it comes to signing legal documents, security is a must. Foxit PhantomPDF provides robust, secure and quick signatures features such as digital signature, DocuSign, and quick PDF sign. A digital signature can be used to authenticate the identity of a user as well as the document content. It stores information about the signer along with the date, time, and state of the document when it was signed.



Digital IDs that identify a person/organization is also supported by PhantomPDF. Users can not only obtain a digital ID from a trusted third-party provider called a Certificate Authority (CA) but also create a self-signed digital ID with PhantomPDF. Digital IDs are usually protected by a password, and can be stored into a computer. Legal firms can also place a digital ink signature on their PDFs, as well as creating custom signatures that they can place on their forms like a stamp. Foxit PhantomPDF by default checks the validity of a signature when the documents are opened, ensuring the authenticity of signatures.

All of these are options that legal firms who integrate into their workplace to save time and increase productivity. No more waiting to process physical signatures on multiple documents anymore.

PDF Security

Knowing who has access to view a file is important to track your documents and keep information secure from internal and external leaks. Legal firms can set different security levels to their PDF documents in PhantomPDF and control specifically what people can do with the document. The owner of the document can restrict another person's ability to apply edits such as copying text, deleted pages, or adding comments. With PDF security, the owner can also prevent other users from printing their document, as well as creating a custom password to lock their PDF documents for extra security.



DMS Integrations with iManage, NetDocuments, Opentext eDocs, Worldox

Keeping documents organized for workflow productivity is essential for Legal firms. Foxit PhantomPDF's integrations with multiple Cloud Storage Services, Enterprise Content Management Systems (ECMs), and Document Management Systems (DMS) allows users to create, open, save, etc. PDF files using their centralized on-premises or cloud systems effortlessly for enhanced workflow productivity. iManage and NetDocument are some of the many integrations popular amongst legal companies that PhantomPDF covers.

Foxit PhantomPDF allows users to open and check out PDFs directly from the following:

- Sharepoint
- OneDrive
- iManage Work
- NetDocuments
- Enterprise Connect
- Egnyte
- Google Drive
- Dropbox
- Box
- Worldox
- Documentum
- eDOCS DM

With advanced DMS integrations, Foxit solutions help Law firms avoid “shadow-IT” with scattered electronic matter files. By enabling direct access to your confidential files, law firms have better control for governance, compliance, and protection.

Legal Firms Choose Foxit Software



Cleary Gottlieb



Baker McKenzie



Freeborn



THE LAW FIRM.

Meredith Connell



Keoghs



Corrs Chambers Westgarth



The Zimmerman



Murthy



Kopka Pinkus Dolin



Anderson Lloyd



Olinsky Law Group



Schiller DuCanto & Fleck



Diepenbrock & Cotter



Markoff Law

Foxit is a leading software provider of fast, affordable, and secure PDF solutions. Foxit addresses the needs of three distinct market segments. For End-User Productivity, Foxit delivers easy to use desktop software, mobile apps, and cloud services to make knowledge workers more productive. ConnectedPDF delivers leading edge technology that powers document management, security, and collaboration services for PDF files. For Enterprise Automation, Foxit provides server software for large scale PDF document management and data capture. Foxit's Developer Solutions enable developers to incorporate powerful PDF technology into their applications.

Foxit has over 560 million users and has sold to over 100,000 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.foxitsoftware.com>.