

Legal Case Study

# Birds Solicitors

**birds**

solicitors

criminal defence specialists

**X-Solutions®**

**ScanFlowStore®**



## The Challenge:

- Scanning and storing of case notes and other legal documents into a centralized digital archive, so that all information can be used or viewed by any employee.

## The Solution:

- Xerox Docucolor 2240 and ScanFlowStore with CE module.

## The Result:

- A simple scanning solution that stores all documents into a centralized location in searchable PDF format, saving time and effort for all employees, because the stored information can be easily and quickly retrieved.



Xerox  
Alliance  
Partner

### Profile

Birds Solicitors are criminal defence specialists. They are Serious Fraud Panel members and Privy Council agents. The company was established on 2nd October 2000. Both Steven Bird and Richard Locke were previously partners at Simons Muirhead & Burton. Steven Bird had established a branch office for Simons Muirhead & Burton in Wandsworth specialising in criminal defence work in March 1998. That office was taken over as Birds Solicitors on 2nd October 2000.

The company specialises in criminal defence work and deals with general crime, serious fraud and a large amount of appellate work and CCRC applications. The company deals with no other discipline but crime. The team currently consists of 11 solicitors and 2 employed barristers.

Birds Solicitors have a crime franchise, a general criminal contract and are members of the Serious Fraud Panel. They are recommended in the Legal 500 as one of the top firms in London for criminal work and are also recommended in Chambers Directory. Mr Bird is also personally recommended in Chambers Directory.

### The Challenge

Birds Solicitors were looking for a way of scanning case notes and other legal documents into a format that anyone can use or view. Employees kept these documents in their own physical archive. This decentralized way of storing files and filing information was not very efficient. Often files were lost and when a criminal defence specialist wanted to consult some documents he had to come over to that specific location. This method was time consuming and therefore expensive. Stephen wanted a way to utilise the functionality of the Document Centre along with known technology so that they could:

**Preserve the look and integrity of their original documents** — Adobe PDF files look exactly like the original pages and fulfill requirements for electronic filing and document security.

**Share documents with anyone** — Anyone can open Adobe PDF documents on any system — regardless of the software platform, the original application, or the availability of specific fonts — using free Adobe Reader® software.

**Easy to use** — Adobe PDF files have more features to enhance usability than PDF files created from non-Adobe applications — embedded fonts, color profile information for more accurate color rendition across different systems, as well as tags in the document that reflow the pages for different screen displays.

**More secure document exchange** — With Adobe Acrobat® 7.0 or Adobe LiveCycle™ software, you can password-protect PDF files to prevent unauthorized viewing and altering, while also enabling authorized reviewers to use intuitive commenting and editing tools.

**And most importantly have the documents fully searchable**

**Searchable** — Adobe PDF files are searchable for words appearing in the text and in annotations, bookmarks, and data fields. They also had a requirement for colour capability for some of the case files that needed to be printed .

### The Solution

At the beginning of the year the Xerox account manager of Birds Solicitors offered them ScanFlowStore along with the Xerox Docucolor 2240, thus enabling them to start with a digital archive without large investments and without difficult software. The digital archive has added great value to the relationship with the customers of Birds Solicitors. Since the documents are scanned and filed per customer number, it is very easy to retrieve the files again and thanks to the text searchable PDF files they can be found instantly, without knowing the exact name and location of the file. This way every employee has the correct information at his or her fingertips.

### The Result

- Very easy scanning
- A professional Digital Archive
- The scans are fully searchable
- Physical archive reduction
- Time and therefore money advantages

*Working together...  
getting results.*

*Together we can.*

**For more information**  
[www.xerox-solutions.com](http://www.xerox-solutions.com)



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