Breeze Images

Document Processing for eDiscovery
Makes This Painful Litigation Process Affordable & Easy To Do In-house

Create load files, Bates number, OCR and batch-process documents at your desktop with our breakthrough, affordable software. Easily turn documents into loadable formats for Summation, TrialDirector, Concordance, Sanction and IPRO.

breeze
Do it yourself.

Native Files   Custom Blowbacks
Electronic Bates Stamp
Create Load Files   **High Quality OCR**

The field of litigation has gone digital, and service bureaus are now banking on document production. These vendors are making a fortune and you can be sure they won't risk cash flow by teaching in-house document production to the law firms that pay them. It's time to crack the code and share this know-how with everyone.

So, how much does your firm spend on production of litigation documents? If you're like most firms, you're tossing out thousands of dollars each day for document-production houses and service vendors to scan paper documents, OCR, Bates number and create load files.

"Breeze literally paid for itself in the first hour we used it!"
Jason Ellard
Manager at Senniger Powers LLC

Law firms typically pass this cost onto the client – someone has to pay for it – and watch potential revenue walk out the door. It makes sense to do this work in-house, which would not only increase revenue opportunity but also efficiency and productivity levels. However, the litigation-support software and technology required for such work were expensive and complicated. It wasn't cost-effective for firms to invest in them.

That's all changed. Today, simple and affordable litigation-support software is available to leverage existing hardware and process documents in-house. It's about lifting the veil on a needlessly exclusive system. All it takes to process documents in-house is a few simple steps and the breakthrough lit-support software called Breeze.

Firms daily receive hundreds, if not thousands, of documents in litigation cases. They come from various sources: opposing counsel, third-party, etc. And they arrive in various forms: paper, PDF, JPEG, single-page TIF, etc. Firms must process each document and perform the following functions: scanning (if it's in paper form), conversion to a standard format, Bates stamping, OCR and load-file creation.

 Let's look at how easy this is to do with Breeze.

Step 1
Utilize existing hardware, like your scanner, to image documents or use existing imaged documents.

Step 2
Convert, Bates Stamp, OCR or print imaged documents.

Step 3
Now you have imaged documents to load, archive and/or burn to disc.

Now let's take a look at an actual customer scenario. A Washington D.C.-based firm invested in two Breeze licenses. The firm recently received about 175,000 pages of PDF and JPEG files from opposing counsel. To produce working documents from the files required several steps. The PDF and image files needed to be converted to single-page TIF files with OCR, and load files were needed for Summation Enterprise. To do the job, the firm received a cost estimate of $6,000 from its trusted service bureau. The firm had two options:

Option A: The firm sends the job to a service bureau.
Option B: The firm uses its investment in Breeze and current staff to do the work in-house.

We'll compare the options based on turnaround time and cost.

Option A	Option B
1. Arrange with service bureau to pickup and/or delivery of documents to be processed. 2. Wait up to 48 hours for completed job. 3. Pay per-page for all functions requested. 4. Receive CD of files from service bureau, download processed documents, load files into database. 5. Legal team receives working documents more than two days later. *Time – 50+ hours* *Cost – $6,000 passed through to client*	1. Direct Breeze to convert images to single-page TIF, perform OCR, and create .DII load file. 2. Process and load into Summation. 3. Legal teams can begin reviewing documents the very next business day. *Time – 12 hours, mostly supervision work* *Gain – $3,000 in billable hours for the firm*

Option B not only saved the client $3,000 in vendor fees, it also brought into the firm $3,000 in billable hours for the litigation-support staff that did the job in-house.

Doing document production in-house also puts the firm in control of its working documents. This same customer says Breeze "enables our paralegals to accurately gauge when they will receive documents … It helps us keep track of things, plus we can control what goes into the database."

Beyond time and money, service bureaus also cost law firms quality control. In a perfect world, vendors would always process litigation documents correctly and in accordance to the firm's request. In reality, vendors commonly make mistakes, which siphon more time and money from a law firm. Legal staff must find the mistake, explain said mistake to vendor, return job to vendor and, again, wait on working documents.

We had a firm that outsourced over 19,000 documents for processing, and the vendor returned them riddled with control characters in the OCR. "The job was totally torched," our customer says. Rather than, taking the time to return the job, he loaded the files into Breeze, went home for the evening while the documents processed overnight. First thing in the morning, he loaded the files into Summation.

What about that all-important quality control? Conventional wisdom and "best practices" agree that images should be quality checked before entered into a database. Breeze empowers a firm to do just that with the Breeze Image Manager. The image manager, a free add-on to Breeze software, provides a thumbnail of each scanned document for the end-user to create new document-breaks and new load files that reflect those breaks.

The tool is extremely useful in situations like another Breeze customer, a law firm in Kansas City, experienced not long ago. The firm received 40,000 single-page TIFFs without a single document-break. In preparation for litigation, a legal assistant was instructed to insert the breaks. She would have had to print every page, insert slip sheets at the document breaks and then rescan the entire job. As she says, "that would have been insane."

Instead, she loaded the 40,000 single-page TIFFs into Breeze's Image Manager and was able to insert document breaks by moving her cursor to the first page of the new document and pressing the space bar. That's all it took. That job would have cost $4,000 to be printed and scanned by a service bureau. The Breeze Image Manager saved the firm time,and money. It also saved the environment and plenty of trees in paper conservation..

We've already covered how Breeze enables a firm to bring document production in-house and save money, but it even multiplies those savings by increasing billable hours. Here's how:
Bill customers "by the click" or on a page-by-page basis at the same market rate of local service bureaus; or,
Bill customers by the hour for litigation support or paralegal professional time to organize, monitor and manage the production.

A firm's revenue also thrives on efficiency, which greatly suffers when firms gamble on a service bureau's time frame. It can take a day or two, and some service bureaus charge for expedited jobs. This is crucial, as the legal field becomes more competitive with technology and clients grow more demanding of efficiency.
Breeze eliminates that wait by giving litigation teams the documents immediately.

With all these capabilities and benefits, you'd think Breeze would be complex and expensive, like the litigation-support software currently used by the service bureaus that you're paying. But we designed Breeze with you in mind. We didn't weigh down and complicate the program with unnecessary capabilities. So you're not paying for something you'll never use.

Breeze is easy and intuitive for users to navigate. The interface is self-explanatory, and clear prompts are self-guiding. Although we provide training and support, the program rarely requires it. Just download it and go.

Your firm can stop spending money on high-cost, complicated litigation-support software and the months of training required to use it. You can stop paying service vendors thousands of dollars to process your litigation documents. These outdated methods make your Return on Investment (ROI) more difficult to achieve. Another option is here. Breeze is a low-cost, intelligent investment that's easy to use and requires very little training. Firms quickly see improved productivity, increased billable hours and an immediate ROI.

The choice is clear.   **Do it yourself … It's a breeze.**

Check out our DIY Blog
Focusing on Real World
Questions from Breeze Users