

FileTrail®

Information Governance Platform
for Law Firms

GAIN CONTROL OVER ALL DOCUMENTS & RECORDS

Law firms today are facing a “perfect storm” of risk:

- » Explosion in mobility of attorneys to different firms.
- » Growing number of electronic documents that should have been destroyed long ago.
- » Increasing number of client audits.
- » Difficulty in applying client-specific guidelines related to retention of content.

The implications are real:

- » You risk reputation by being out of compliance with a client’s retention guidelines.
- » You raise litigation risk by keeping decades of documents that could have been disposed.
- » You pay more storage costs when documents and records are retained longer.
- » You risk a good first impression with clumsy processes for arriving attorneys .
- » You have higher labor costs when lateral moves are handled manually.

How can law firms weather this storm?

- » The answer lies in automating with FileTrail’s Information Governance Platform. Save labor with on-line disposition workflow and notifications.



FILETRAIL AT A GLANCE

FileTrail is a comprehensive platform designed to give you control over all documents and records — regardless of where they reside — to manage risk, save labor, and be more nimble.



GOVERNANCE

Automate application of policies — retention, legal holds, and OCG — to electronic documents in-place, wherever they reside.



RECORDS MANAGEMENT

Automate records handling through the full lifecycle, from creation and labeling through circulation with request/fulfillment.



MATTER MOBILITY

Streamline coordination, collaboration, approval, and movement of documents in response to departing lawyers, new lateral hires, and client requests for records.

CALM WITHOUT THE STORM

Firms love FileTrail because it equips them with the visibility and control they need to navigate and eliminate risks. Our end-to-end process design eliminates the need to cobble together process using spreadsheets and 3rd-party utilities.

The capabilities on the following pages are among those that firms tell us have been important in making their governance programs successful.

POWERFUL MATTER PROFILE

The Matter Profile exposes policies related to security, retention, and outside counsel guidelines (OCG), while unlimited user-defined fields accommodate each firm's unique needs for searching and reporting. In addition, the Matter Profile provides access to timekeepers, billing attorneys, and responsible attorneys, simplifying communication.

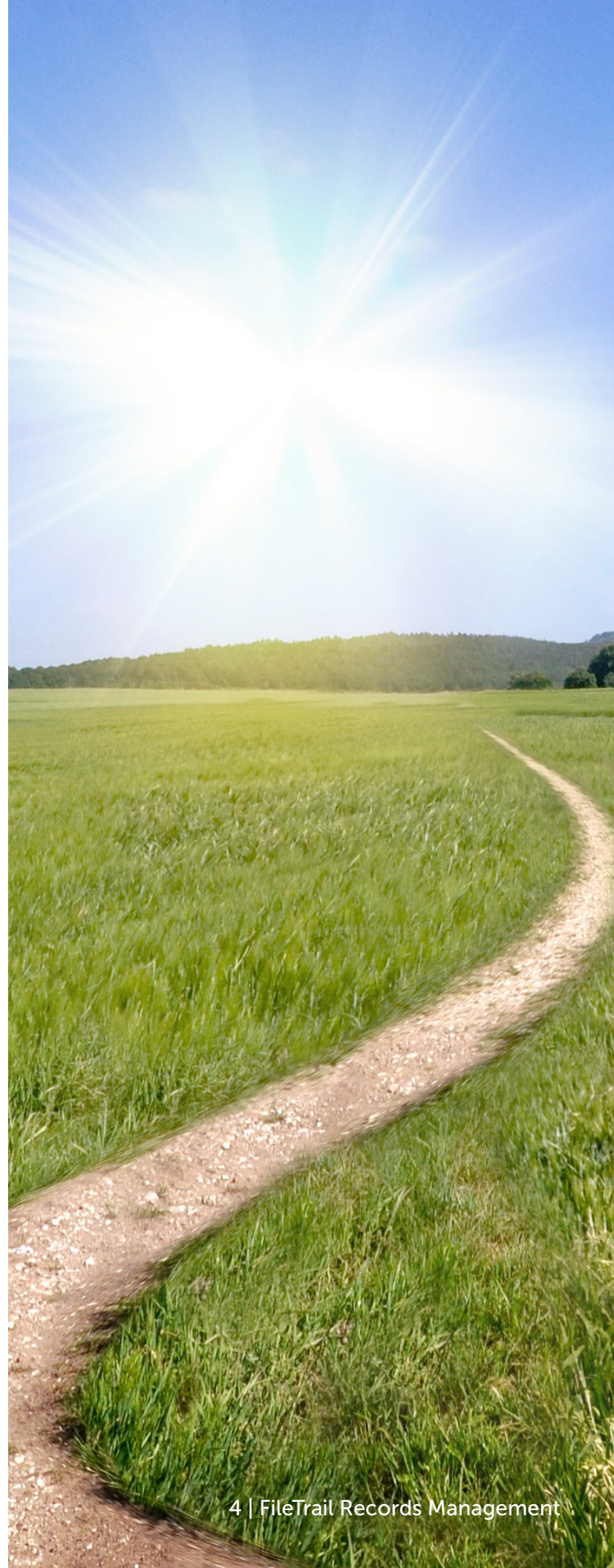
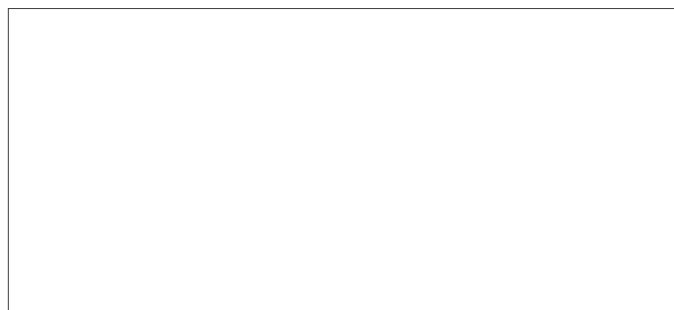
The screenshot shows the FileTrail Matter Profile for 'M00848 - Gilberto Gould vs Leigh Mich'. The interface includes a navigation bar with tabs for Properties, Items, Policies - 8, Guidelines - 3, Security, Holds, and Hierarchy. Below the navigation bar are 'Edit' and 'Cancel' buttons. The main content area is divided into sections: General, Timekeepers, and Aliases. The General section contains a table of metadata:

Close Date	5/19/2010
Matter Notes	
Matter Practice Group	Corporate Public Companies
Matter Status	Closed
Open Date	9/5/2004
Records Reviewer	Admin
Last Billing Date	
Contact for Retention	
Birthdate of Minor	

At the bottom of the screenshot, there is a small text block: 'Modified by Administrator_System on 8/14/2018 10:48 AM (UTC-4:00)' and 'Created by Administrator_System on 4/14/2017 2:52 PM (UTC-4:00)'. Below this are two links: 'Audit Report' and 'Sync External Items'.

PROGRESS VISUALIZATION

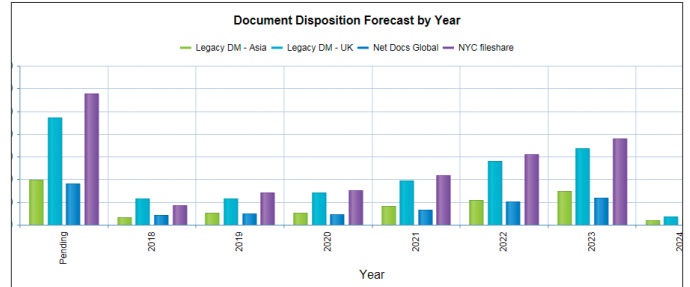
FileTrail exposes progress in key workflows, allowing you to escalate issues before they develop in disposition reviews, mobility actions, and risk.





FORECASTING FOR BUDGETS

Graphical forecast reporting allows you to budget for upcoming dispositions years in advance. These reports, along with other graphical reports, can be added to your personal Reports Dashboard, providing one-click access to the metrics that are important to you.



DOCUMENTED COMPLIANCE

FileTrail allows you to respond instantly to client audits with reporting that includes all data and activities from secure audit trails. Look like a hero by responding instantly to information requests during the audit process.

Report		Audit Report			
Transaction Type	Field	Previous Value/Location	Value/Location	Modified By	Modified Date
C00850 / M00848 - Gilberto Goold vs Leigh Mich					
Create	Parent		C00850	Administrator, System	4/14/2017 2:33 PM (UTC-4:00)
	Code Name		M00848 - Gilberto Goold vs Leigh Mich	Administrator, System	4/14/2017 2:33 PM (UTC-4:00)
	Close Date	5/19/2005		Administrator, System	4/14/2017 2:33 PM (UTC-4:00)
	Matter Billing Attorneys		FKennedy	Administrator, System	4/14/2017 2:33 PM (UTC-4:00)
	Matter Practice Group		Corporate - Public Companies	Administrator, System	4/14/2017 2:33 PM (UTC-4:00)
	Matter Responsible Attorney		ARussell	Administrator, System	4/14/2017 2:33 PM (UTC-4:00)
	Matter Status		Closed	Administrator, System	4/14/2017 2:33 PM (UTC-4:00)
	Open Date		9/5/2004	Administrator, System	4/14/2017 2:33 PM (UTC-4:00)
Edit	Close Date	5/19/2010		Administrator, System	5/24/2017 5:14 PM (UTC-4:00)
			Comprehensive Guidelines - Oct 2015-1.pdf	Administrator, System	5/24/2017 5:14 PM (UTC-4:00)

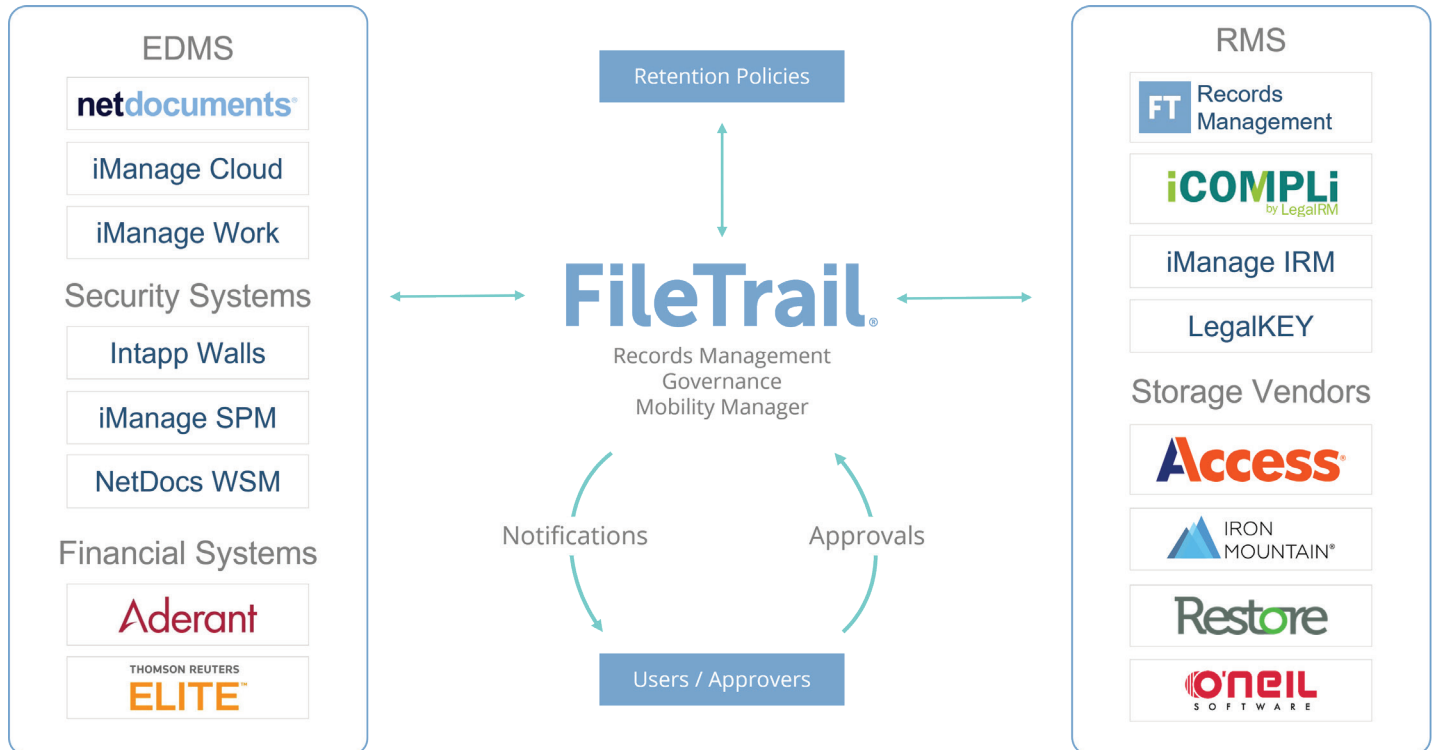
HIGHLY CONFIGURABLE

FileTrail accommodates unlimited user-defined fields for Items and the Matter Profile on an unlimited taxonomy. This enables a perfect fit for your firm, and the ability to adjust to changing needs without relying on internal IT or paying vendor fees.

M00848 - Gilberto Goold vs Leigh Mich	
Properties	Items - 8 Guidelines - 3 Security Holds Hierarchy
[Edit] [Cancel]	
Parent	Close Date: 5/19/2010
Administrators	Matter Notes
Users	Matter Practice Group: Corporate - Public Companies
	Matter Status: Closed
	Open Date: 9/5/2004
	Records Reviewer: Admin
	Last Billing Date

HOW FILETRAIL WORKS

FileTrail provides comprehensive governance through deep integration within your information environment. By implementing rules wherever documents are located “in place,” FileTrail enforces governance without moving document content. Connectors automatically inventory and apply approved actions, such as disposition and retrieval, to the documents across all repositories



FileTrail is the leader in information governance for organizations throughout North America, the UK and the EU. Through long-term partnering relationships with law firms, we have built knowledge that is reflected in our solutions.

As your partner, we guide you through the implementation of your IG strategy. We deliver physical records management, visibility and disposition of documents across your many repositories, automation of attorney transfers, and archiving of matter documents to lower cost storage.

We integrate with major EDM systems, file shares, major financial systems, and security provisioning systems to create a fully integrated and automatic solution that saves labor, reduces costs, and reduces the reliance on internal IT staff.

Stay on track with FileTrail. We'll help you get there. Contact us today for a quick discovery call.

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