

**RICOH**

Making the case for strategies that  
**streamline legal**  
workflows

3 compelling pieces of evidence  
in favor of data optimization



# Data management doesn't have to come with growing pains

It's no secret that legal teams of all sizes carry demanding and heavy workloads. But in today's highly digital world — one that's no longer tied to a physical location — there are new and innovative ways to help improve discovery outcomes. For instance, workflow solutions that provide the insight you need to analyze and manage your most critical asset: **your data**.

In other words, don't let legacy processes impede your growth and success. There are solutions, services and trusted partnerships available that can help you:

**Leverage technologies** to improve workflows

**Uncover the critical information** in your data

**Increase efficiency** and cut costs

**Remain compliant and secure** while reducing risk



Let's discuss three exhibits that make the case for adopting a legal data strategy that **drives results for you *and* your clients.**

EXHIBIT A

Leveraging partnerships

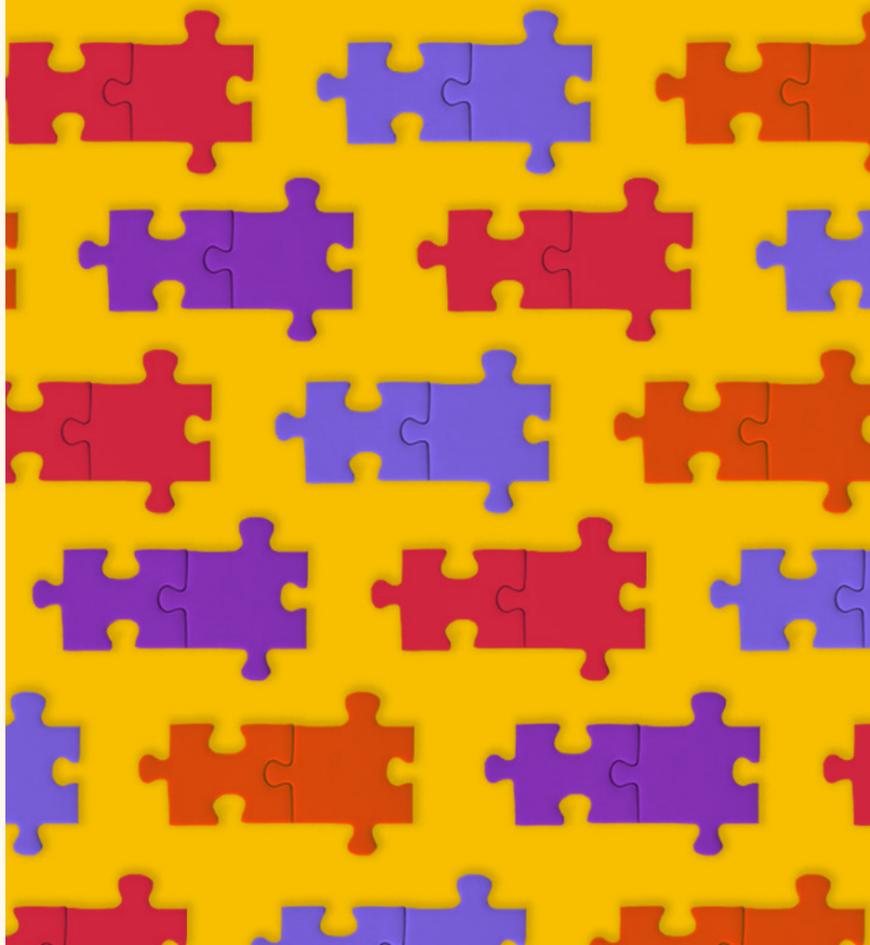


EXHIBIT B

Automating processes

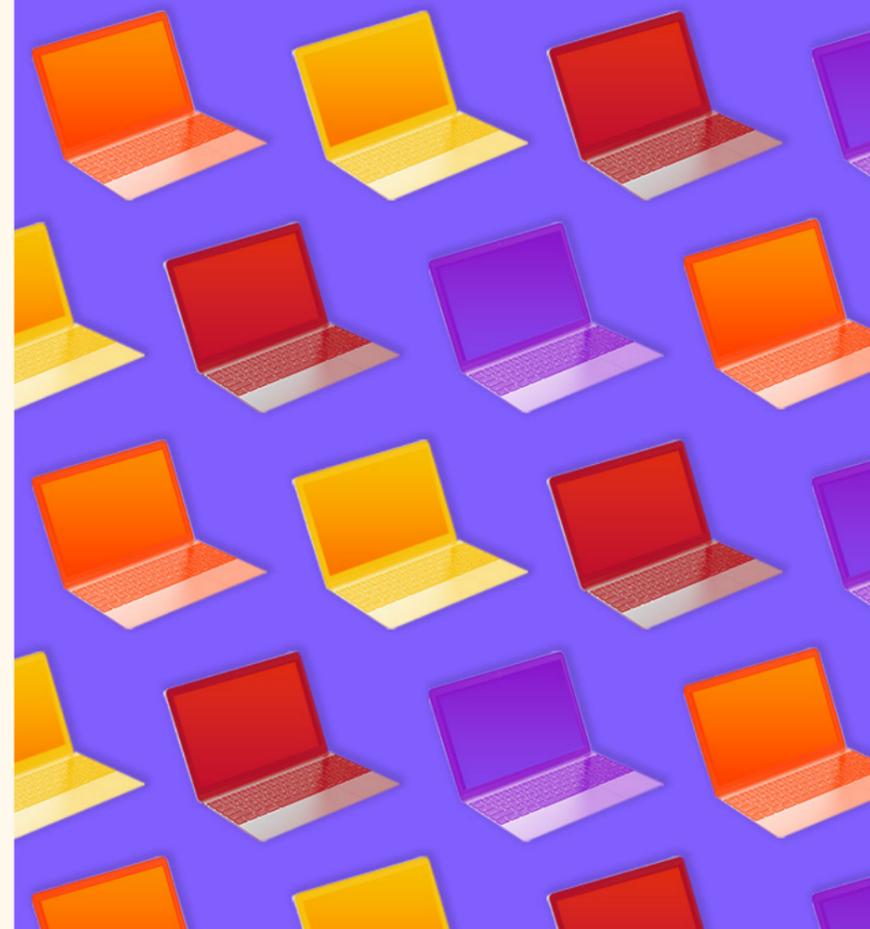


EXHIBIT C

Maintaining security

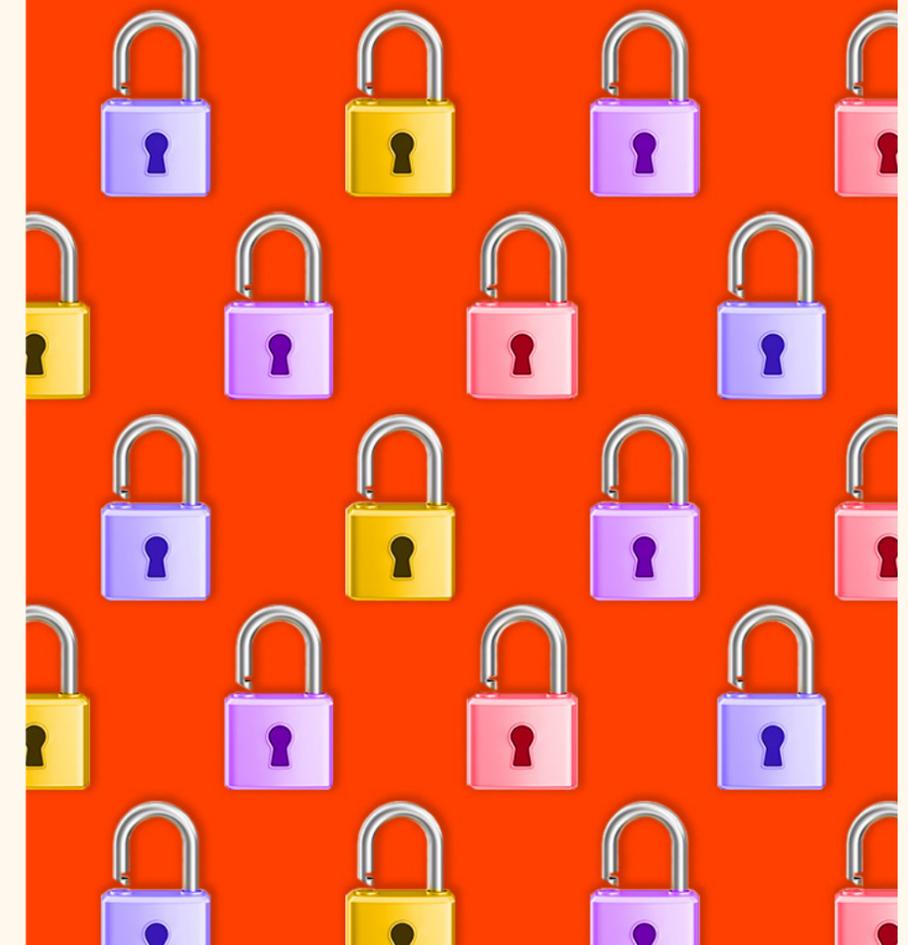


Exhibit A

Engaging a trusted document review partner provides a strategic advantage

THE CHALLENGE



With the exponential growth of admissible electronic evidence, the volume of legal data is more overwhelming than ever. So much so, that tackling everything yourselves is just not feasible — both from a resource and cost perspective.

THE FIX



A data- and analytics-driven approach to document review that provides insights, transparency and cost control. By combining human understanding with technology that simplifies review, even the smallest legal teams can efficiently manage large collections of data.

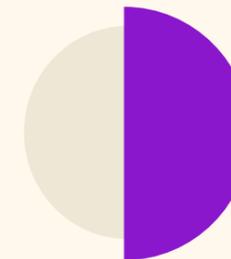
THE SUPPORTING EVIDENCE



By partnering with licensed review attorneys and leveraging best-in-class technology, firms can:



See an average data set reduction of **40%**<sup>1\*</sup>



Which provides an overall average cost savings of **50%**<sup>1\*</sup>

<sup>1</sup>Internal Data, Ricoh USA  
<sup>\*</sup>Results compared to outsourced, traditional review and pricing model

Exhibit B

Automating legacy processes improves insights and outcomes

THE CHALLENGE



Legacy software and solutions and an exclusively in-house model for data management can bog down team members, slow processes and increase errors.

THE FIX



Automation that simplifies data and processes, reduces human error and allows you to focus on high-level decision-making. This eliminates the need to invest in on-premise software and allows you to more easily scale with your caseloads, access data from anywhere and so much more.

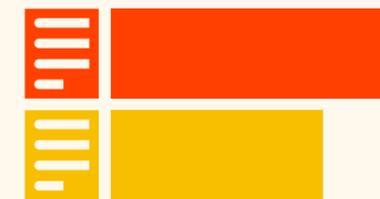
THE SUPPORTING EVIDENCE



By leveraging automation to cull down data and remove irrelevant information, users have:



Saved **4,700+** hours<sup>2</sup>



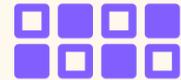
Seen **35% faster** doc-to-doc navigation<sup>2</sup>

<sup>2</sup> <https://www.relative.com/user-experience/>

Exhibit C

Embracing digitization doesn't mean less security

THE CHALLENGE



In today's digital-first world, security is more important than ever. Especially when it comes to discovery documents and ESI, as safeguarding this information is critical to maintaining client trust.

THE FIX

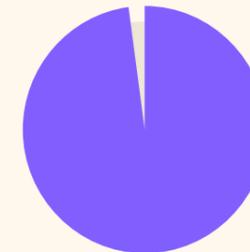


Cloud-based solutions designed with security in mind (think: preventive defence strategies, two-factor authentications and end-to-end encryption that are all built in from the start). Plus, a licensed legal team that ensures sensitive information is maintained to the highest degree.

THE SUPPORTING EVIDENCE



The American Bar Association deems **cloud-based solutions** considerably more secure than on-premise software.<sup>3</sup>



And implementing multi-factor authentication can **prevent 99.9%+** of account hacks.<sup>4</sup>

<sup>3</sup> [https://www.americanbar.org/groups/law\\_practice/publications/techreport/2022/cybersecurity-for-law-firms/](https://www.americanbar.org/groups/law_practice/publications/techreport/2022/cybersecurity-for-law-firms/)  
<sup>4</sup> <https://www.microsoft.com/en-us/security/blog/2019/08/20/one-simple-action-you-can-take-to-prevent-99-9-percent-of-account-attacks/>

# Opportunity Cost Worksheet

Changing and modernizing your firm’s technology can seem layered and complex. But consider how it can bring efficiencies to your workflows and increase savings. This self-assessment tool is designed to provide a high-level understanding of exactly that. Estimate what your firm is spending in three key areas — and how you can reduce those costs long-term.

## Cost of keeping your discovery review process in-house

- \_\_\_\_\_ *documents* Average number of **documents** within a review process per case
- \_\_\_\_\_ *documents* Average number of **documents** an employee can review per hour
- \_\_\_\_\_ *hours* Average review **time** an employee spends reviewing all documents
- \_\_\_\_\_ \$ Hourly **rate** of the firm colleague

## Cost of utilizing outdated firm technology

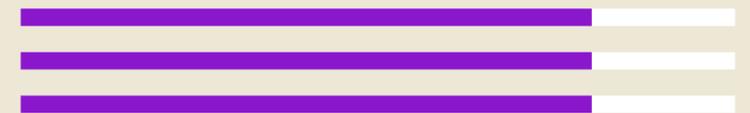
- \_\_\_\_\_ *hours* Average **time** per day spent searching for critical client data in the legal file room
- \_\_\_\_\_ *hours* Average **time** per day spent configuring the technology necessary to access client materials from a remote location
- \_\_\_\_\_ *hours* Average **time** per day spent manually organizing and tracking progress reporting
- \_\_\_\_\_ \$ Hourly **rate** of the firm colleague

## Cost of manually processing eDiscovery documents and information

- \_\_\_\_\_ *hours* Average **time** spent per case printing out documents and sorting into categories of information
- \_\_\_\_\_ *boxes* Average number of total **boxes** compiled of eDiscovery data
- \_\_\_\_\_ *hours* Average **time** reading and highlighting all documents for relevant details
- \_\_\_\_\_ \$ Hourly **rate** of the firm colleague



The average lawyer spends **less than 3 hours per day on billable tasks<sup>5</sup>**, spending valuable utilization hours on activities that could be streamlined by technology adoption<sup>6</sup>



Automating eDiscovery processes can reduce litigation costs, as **discovery costs account for roughly 80% of total litigation costs<sup>7</sup>**

<sup>5</sup> Legal Trends Report  
<sup>6</sup> Evolving with Technology  
<sup>7</sup> Duke Law Journal

Closing Argument

# Say hello to a new kind of legal ease

Legal innovation today creates a more efficient tomorrow. No matter where you are on this journey, Ricoh is your partner for success. We have a proven record of collaboration and have helped firms and corporate legal departments of all sizes automate processes, simplify workflows and improve outcomes — while still securing access and safeguarding your data.

## Some of our solutions and services specifically designed for the legal industry include:



### eDiscovery on Demand

An innovative, secure, cloud-based solution to manage your ESI and automate tasks — to improve your processes and make your team more efficient.

One law firm optimized their eDiscovery process with Ricoh to save

**\$300K annually.**



### Managed Review Services

Our team of highly vetted, licensed attorneys will use a technology-driven approach to find the information you need, when you need it.

A D.C. law firm recognized

**\$52K in savings**

when utilizing Ricoh Managed Review Services.



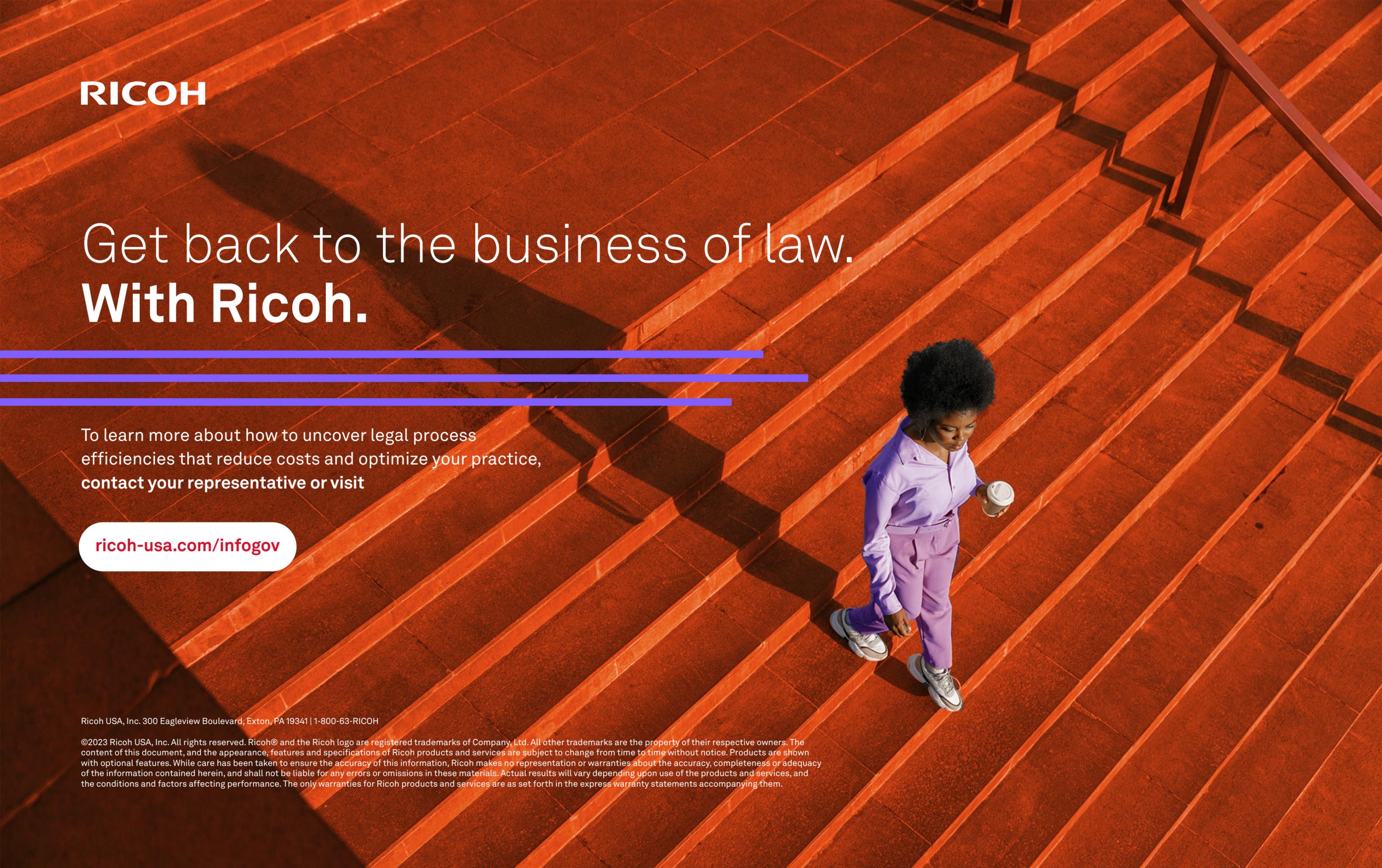
### Consultative partnership

We work with you to configure solutions that support your core goals and needs. And we'll even work with technologies you already have in place.

A national law firm saw a

**95% reduction**

in files for attorney review when partnering with Ricoh.



**RICOH**

# Get back to the business of law. **With Ricoh.**

To learn more about how to uncover legal process efficiencies that reduce costs and optimize your practice, **contact your representative or visit**

[ricoh-usa.com/infogov](https://ricoh-usa.com/infogov)

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