

Going Paperless in a Bankruptcy and Insolvency Practice

REAL PEOPLE. REAL RESULTS.

GREATER TORONTO AND SOUTHERN ONTARIO - For Harris & Partners Inc., of Markham, Ontario, adopting a paperless approach to document management has saved money, increased efficiencies, improved client service and strengthened disaster recovery plans.

Going paperless for bankruptcy and insolvency firms is a complicated proposition. Under the standards outlined by the Superintendent of Bankruptcy, going 100 percent paperless isn't an option, because firms must maintain hard copies of original documentation. Firms may also have fears about the process of going paperless such as not knowing how much training will be involved, or whether the new software will integrate with existing platforms. Despite these concerns, bankruptcy and insolvency trustees can still reap many benefits by going at least partly paperless. Harris & Partners Inc. did.

Since adopting paperless practices, Harris & Partners staffing levels have remained the same even as they experienced a 40 percent uptick in business. "Without Doc.It, I would have had to hire at least one person, and possibly 1.5," says Jay T. Harris, CA, CIRP, president of Harris & Partners in Markham, Ontario.

The Practice Before Using Doc.It

Harris & Partners focuses strictly on bankruptcy and insolvency issues. In a typical matter, Harris's trustees, managers and staff send forms on behalf of clients to creditors that are owed money, and those forms are returned with information about those claims. The system is designed so that paper goes out of the trustee's or manager's office and paper comes back in, Harris explains. "The more work you do, the more trees you lose," says Harris.

About three years ago, the firm decided to try to increase efficiencies and started sending out more documents electronically and by fax. "By using methods other than snail mail, our timelines shrink dramatically," says Harris.

Life with Doc.It

Harris ultimately realized that if their firm could transmit documents electronically and via fax, they could receive documents in those formats as well. Eventually, the firm decided to explore ways to reduce the amount of paper it generated through faxed responses and determined one solution was to "turn off" the print function on the fax machine and store faxes electronically.

With Doc.It technology in place, Harris & Partners ensure these electronic files are being managed effectively. Harris suggests the benefits his firm experienced that go far beyond saving trees include:

- ✓ Improved Search Capabilities
- ✓ Decreased Storage Costs
- ✓ Straightforward Training
- ✓ A Faster Filing System
- ✓ Better Customer Service
- ✓ Improving Communication Between Offices

Harris & Partners Inc.



Jay T. Harris, CA, CIRP
President

This is one of the best things we ever did. If the superintendent allowed us to, we would go 100 percent paperless.

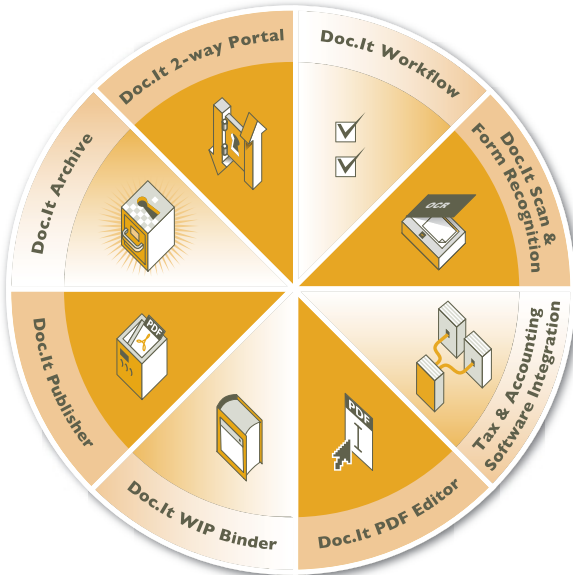
For many bankruptcy and insolvency trustees, the very idea of going paperless may make them nervous. They may be concerned about complying with regulatory issues, how expensive the software and training will be and how long it will take to recoup their investments. None of those worries has applied to Harris & Partners, though.

~Jay T. Harris, CA, CIRP

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FIVE-STAR FOR THE RIGHT REASONS:

USABILITY:

How easy the system is to interact with.

FILE MANAGEMENT & ORGANIZATION:

The methodology the system utilizes for organizing the electronic documents.

INTEGRATION:

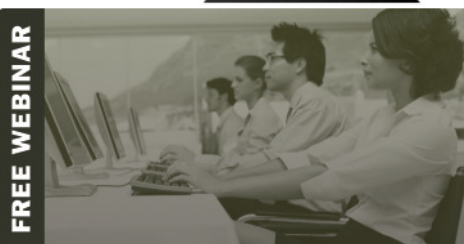
MS Office, accounting and tax applications, and extended applications such as intelligent scanning, workflow, and portal modules.

RELATIVE VALUE:

The breadth and depth of functionality relative to the cost of the system.

Integration is a critical aspect of document management technology. Doc.It® Suite integrates with Microsoft Office and time & billing software to synchronize client information. Doc.It® Suite also includes a full set of PDF tools including our own Doc.It® PDF Editor and Composer with full annotation capability. These document assembly tools can merge, split, append, or remove pages from PDF documents. Expensive Adobe Acrobat licenses are not required because the Doc.It® Suite handles these tasks with ease.

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