

SOLUTION BRIEFS

Securing Legal Documents

USERS: Role of Legal Administrators in Data Security

Legal providers need to handle sensitive documents, including agreements, case files, pleadings, records and contracts. Often times, these legal documents are highly confidential, requiring a high level of document security. In fact, a lack of proper security can lead to leaks, and if sensitive case or client information is exposed publicly, law firms can be liable. Tom, a Legal Administrator for a medium-sized firm, understands the security risks for his firm and is looking to prioritize data security. Let's look at the security features that Dispatcher Phoenix provides that can help Tom.

CHALLENGE: Document and Data Security within Case Records

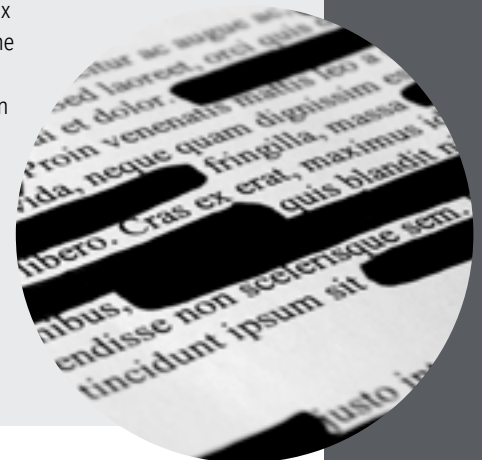
Document security is of paramount importance for Tom as identity theft and espionage have elevated document security into a high-priority, pressing issue for his organization. A wide variety of regulations must be considered and complied with, ranging from confidentiality to record retention. Even documents that aren't regulated by legal or governmental authorities have to adhere to strict confidentiality standards. With mounting pressure from his clients and following other high profile data breaches in surrounding firms, it's never been more important for his firm to have data protection efforts. What's the best, easiest, and quickest way to safeguard case records and client information?

SOLUTION: Dispatcher Phoenix for Document Security

We set up several Dispatcher Phoenix legal workflows for Tom to address his security concerns. Now, with Dispatcher Phoenix automated power, secure information in confidential client files, affidavits and contracts are now automatically searched for and quickly redacted permanently, with no manual intervention required. Similarly, when necessary, scanned paper documents are automatically converted into password-protected PDFs to ensure that only the correct people have access to them. And, finally, with the Dispatcher Phoenix Release2Me secure print release solution, Tom is able to guarantee the security of all the printouts throughout the law firm. Release2Me allows users to print their sensitive documents to a print queue that can only be accessed by authorized users when they are in front of the bizhub multi-functional device. No more unattended printouts left on the output tray! Now, with Dispatcher Phoenix, documents and records in Tom's firm are secured, protected, and safeguarded.

With Dispatcher Phoenix, Tom has:

- **Increased** security and control.
- **Optimized** efficiency as documents can be easily protected without involving manual work.
- **Minimized** risk of exposing confidential information.
- **Insight** into how printers are being used.



Learn More Here:

[Dispatcher Phoenix Legal Success Profile](#)

[Dispatcher Phoenix Workflow Automation](#)