

ALTO CASE MANAGEMENT & LITIGATION SUPPORT

Today's successful law practice encounters work product in many different forms. Information relating to any specific matter may include scanned documents, electronic documents, e-mail, voice mail, or full motion video. The emergence of electronic signatures, filings, and discovery processes has increased the need for rapid, effective exchange, distribution, and management of information. Traditional document management systems are often positioned to address a limited area of focus such as litigation support, or simple administrative scanning and distribution, while overlooking critical information gathering, management, or storage and archival needs.

Technology has forever changed the practice of law and intensified the challenge to provide open and flexible content management systems that can easily be adopted across all business practices using common user interfaces and tools. As new content types appear they must be easily integrated with existing workflow. Information must be quickly published to traditional print media or should be easily available using web based tools. Effective content management is essential for successful collaboration between a law firm and its clients.

INTEGRATE INFORMATION EXCHANGE, DISTRIBUTION, AND PRESENTATION

UltraWare™ provides an end-to-end case management system addressing the content management requirements for law firms of any size or area of practice. Alto Case Management delivers information to any business area in its own descriptive profile, workflow, and format using a familiar web-based user interface. Information is captured, exchanged, managed, and published using a single integrated application suite.

CONTENT MANAGEMENT AND DISTRIBUTION

- Access information quickly from any web-enabled device putting the power of information at your fingertips—add, update, view, or print information at point of need
- User-level security allow enterprise wide availability of critical case matter, while controlling access to specific content
- Capture and reuse information relating to clients, attorneys, judges, and court systems simplifying entry of subsequent matters
- Add content quickly with corresponding coding from any source including scanned documents, applications specific documents, fax, e-mail, audio, and video
- Distribute information online or produce printed media using high-speed digital printers with full control of output characteristics like media type and finishing
- Integrate with existing practice management applications and databases providing an effective migration path
- Import electronic discovery files for integrated search and analysis
- Develop attorneys biographical information including photos, publications, and other relevant data for print or for inclusion on the company intranet or Internet presence
- Create expert witness, expertise, case law, and other document templates

STORAGE AND ARCHIVAL

- Centralize the content store or distribute across multiple storage sites based on network infrastructure
- Implement in conjunction with large scale storage systems like optical storage, RAID, SANS, or NAS eliminating physical storage of legacy files while providing quick and easy access to archived documents

INFORMATION AND PUBLISHING SERVICES

- Manage central reprographics center for rapid production of sophisticated collections of documents enabling true print-on-demand
- Manage mailroom services providing rapid capture and coding of information at point of receipt
- Create and manage online “deal rooms” for conducting corporate transactions with full control of centralized, web-based printing

COMPLETE CASE MANAGEMENT AND LITIGATION SUPPORT

- Manage all content related to each matter quickly and easily reducing time needed to locate information from multiple locations or sources
- Quickly search and publish information relating to any matter for exchange or trial preparation
- Reduce costs associated with image capture and coding
- Manage on demand printing of collections of information relating to the most complex matter reducing time to print
- Use customized templates to develop knowledge management and best practice initiatives

EASY IMPLEMENTATION

- Integrates with existing systems and business applications leveraging the value of existing documents and content
- Rapid deployment maximizes return on investment
- Minimal training requirements keep implementation costs low

SCALABLE AND SECURE

- User-level security controls access to sensitive data and operations
- Built on the Microsoft Back Office Servers allowing for scalability to an organization of any size
- Relational database architecture based on the Microsoft SQL Server platform providing ODBC compliant data access

ULTRAWARE™—THE POWER BEHIND THE PROCESS

UltraWare™ is a suite of custom publishing applications, which includes the following modules:



ARRANGER™ provides high speed, high volume, image capture, manipulation and sophisticated make-ready functionality



ULTRAPRINT™ manages high volume printing using a familiar explorer-like tree allowing easy assembly and output of even the most complex print job



ULTRADOC™ efficiently manages content of all types and integrates with all UltraWare™ applications. The included **ULTRAWEB™** provides use and management of content via the enterprise intranet or the Internet