

#### **Document** Management





Frustrated with bringing order out of chaos?

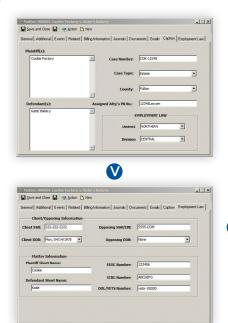


## Can't get organized? Don't know which style of documents should be used? Unable to find that document or email?

It's no secret that law firms lose valuable billable time working inefficiently with multitudes of case files, document styles, custom databases designed to track case information, emails and correspondence.

#### **Document Assembly – Work Flow Processes**

Orion fits with your firm's overall information strategy. By providing standard documents by case type, you never have to search for the right style of document. Orion's Document Library, coupled with Orion's powerful custom table and screen wizard, allows case data to be merged into one or more documents, thus eliminating the daunting task of retyping duplicate case information.





### Document Management Brings Order Out of Chaos

- Quickly Find Case documents, E-mails, pleadings, from one screen
- Automatically track and bill for document draft timemaximize Firm Revenue
- Easily create pleadings, mailings, case styles, complaints, contracts, using current client database
- Multi-level security features
- Collaborate seamlessly with other attorneys both in and away from office
- Worldox® Integration



# Where's that case file? Who has the originals? How are we going to organize all of this discovery documentation?

Frustrated with bringing order out of chaos? Orion, with over 20 years of experience designing law firm systems, knows what you want in a document management system. Orion Document Management solves the "Paper Chase" problem for both boutique practices and large firms.

Orion goes beyond organizing frequently used merge forms by providing one screen where saved documents, emails and other correspondence can be quickly located by Client, Matter, Date, Document Type, Author, Recipient or Synopsis.

For firms requiring full text, high speed search capabilities, revision control or document archiving (records management), Orion also provides integration with industry leaders like WORLDOX®. For more information on which systems Orion integrates with, please contact one of our certified sales consultants.

Leading law firms use Orion's proven legal management software to seamlessly orchestrate all aspects of their practices, becoming more profitable, efficient and effective.

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