

# How can we help you?

## Overview

Available 24 hours a day, 7 days a week (no penalty rates)  
 Free pick-up & delivery within the CBD  
 Online ordering & tracking

Established in 1999, Law In Order is the leading supplier of end to end document & digital solutions. Law In Order prides itself on a reputation of innovation and versatility whilst maintaining core values of Integrity, Excellence, Teamwork & Leadership and provides specialised technology solutions to over 2,000 law firms, corporations and government agencies nationally.

In 2014 we opened our first international office in Singapore. Our expansion into the region will ensure the highest level of service and provision for our international clients.

The Law In Order team comprises of legal and business professionals as well as operations staff with unparalleled experience in legal technology support services. Our wealth of knowledge and experience emanates from our staff comprising of lawyers, paralegals, system operators, programmers, consultants and project managers. We total over 300 years of experience and speak 47 languages.

Our success is attributed to our rigorous protocols, security, uncompromised quality and our commitment to customer service. In return we have a loyal client base consisting of some of the largest law firms, companies and government agencies who entrust Law In Order with highly sensitive and confidential information.



## Range of Services

- High Volume Copying and Printing
- Digital Colour Copying/Printing/Scanning
- Oversize Copying/Printing/Scanning
- Appeal Books
- Court Book Preparation
- Access & Copying of Subpoenaed Documents
- Hardcopy Document Processing
- Electronic Document Discovery
- Early Case Assessment
- Relativity Hosting
- Consulting & Project Management
- Managed Print Rooms
- eCourt & eTrial Services

Sydney

Brisbane

Melbourne

Perth

Singapore



## Security and Confidentiality

It is fundamental to providing confidential services that Law In Order always operates from secure premises. Our offices are secure facilities sealed to non-staff and staff can only gain access by electronic access card and/or PIN. All Law In Order offices have installed reliable and up to date security systems for your complete peace of mind.

Law In Order recognises the importance of robust security and confidentiality arrangements and all staff have signed strict confidentiality agreements as part of their employment contract.

Furthermore, we are also covered by Professional Indemnity Insurance through CGU Insurance Ltd with limits of \$10,000,000 for any one claim and \$20,000,000 in the aggregate.



## Online ordering and tracking

We understand the importance of clients being continually aware of where their documents are at all times. We also understand the significance of the present shift towards increased customer control through innovations like online ordering. With this in mind, Law In Order has developed an Electronic Job Management System which enables the user to request, control and track their jobs online.

The process is as simple as accessing our website, logging on as a user and ordering. Information you will be able to track includes pick-up and delivery, when jobs are started and job progress. This workflow management tool gives you total control with live feeds into our offices, while helping your organisation save time and money by never having to leave the office.



Our firm was required to produce a large number of documents for a significant matter within a very short time frame. Law In Order provided us with exceptional service from start to finish including Relativity support, document processing and production in a format compliant with document processing protocols specific to the matter. Law In Order assisted us to meet the very stringent security requirements of the matter all within keeping to deadline. We found them a fantastic extension of our team.

Libby Klein – Principal



### 27 folders x 20 copies

Time Frame: 15 hours

Our client logged an urgent copying job at 6:00 pm which required an overnight turnaround. Law In Order picked up the documents, continuously paginated 27 folders, prepared over 200 custom dividers, placed in folders with folder covers and spines. The job was delivered back to the client at 8:30 am.

### Electronic Discovery and Case Management Hosting of 230 GB

Time Frame: 8 weeks

Our client required the extraction, culling and hosting of 1.2 million items. Execution included the electronic processing of all the evidence then presentation on a hosted case management platform for native file review. Law In Order extracted and rendered the appropriate requisite documents in preparation for presentation. The job was delivered on time & on budget.

## Sydney

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