

Lawyer John McLeish  
Gets the Facts Instantly  
with Primafact™

*“This is the future – for any kind of practice where instant recall means efficiency and productivity gains”*

John McLeish spends a lot of time on his law practice at John McLeish & Associates, a plaintiffs' personal injury litigation boutique in downtown Toronto. In the fall of 2000, he decided he'd spent enough time lugging around briefcases of legal documents, and went to Sandcat Software Inc. for a superior computer document imaging and retrieval program.

McLeish received the first working version of Primafact in February 2001, and says it far exceeded his expectations. "It's way beyond what I thought it would do."

McLeish wanted immediate access to his files – potential trial exhibits. "We wanted instantaneous access to the files so that we could talk to anyone in detail about any aspect of the file – clients, insurance adjusters, opposing counsel, medical people, potential witnesses."

Primafact saves him from hauling paper files with him to examinations for discovery. "I can say, surprisingly, it does away with the need for hard copy at a discovery, unless it's a situation where at the discovery you'll be marking documents as exhibits."

McLeish says he loves bringing his laptop with him to discoveries with his case loaded on it. Instead of searching through two or three binders, "I can call up words or phrases or names in seconds, and I have instant access to information."

#### CUTTING-EDGE TECHNOLOGY

Using cutting-edge Optical Character Recognition (OCR) technology, Primafact converts scanned trial material into electronic text and stores documents in an easily accessible electronic format that mirrors a standard trial binder.

"I had no idea how efficient scanning had become," says McLeish, who can scan about 60 pages a minute. As well, "OCR is very efficient on scanned documents."

#### AUTOMATED SEARCH AND CASE MANAGEMENT

"I can do a number of searches – word or phrase searches – on any document in a file," he says. Primafact's advanced search features will show a list of documents containing the search term, and below, each match displayed in context.

McLeish says the search feature is also useful for correcting inconsistencies in a client's story. For example, a client in a personal injury suit may say she has never had trouble with her ankle before; a quick search through the scanned medical documents for the word "ankle" can verify this.

Also, McLeish notes, more and more paper accumulates as a case proceeds. As a paper case binder expands, the document tab numbers must constantly be changed, or blank tabs must be left for latecoming documents. But Primafact automatically updates the tab numbers.

## Primafact Profile

#### CLIENT

**JOHN MCLEISH**  
Plaintiffs' personal injury lawyer

#### PRIMARY USE

**Quick and easy access to case information, in or out of the office**

#### SIGNIFICANT BENEFITS

- Reduce reliance on paper files, and leave the briefcase at the office
- Verify facts instantly
- Use lawyer time and staff time more efficiently

**GAIN THE ADVANTAGE.  
GET PRIMAFACT.**

Contact

Sandcat Software

(416) 531-0891

sales@primafact.com



*“If this saves, in the course of a day, lawyers’ time of 10 per cent, and staff time of 20 per cent, that by itself is a huge productivity gain.”*

McLeish now has 150,000 scanned pages, representing about 10,000 documents, stored on his Primafact server. “File server space is cheap, and you can just keep adding to it.”

#### **A TIMESAVER FOR LAWYERS AND STAFF**

“Here’s another unanticipated, huge benefit” of Primafact, says McLeish. “Because document retrieval is so instantaneous and so easy, and because in the course of talking to clients and adjusters, you pull up the file, you can get to know the file much better than you would if you weren’t continually looking at and reviewing documents.”

A user can view original documents and use profiles to track and search information, quickly page through document content, annotations or matches, profile documents using customized or standard fields, and enter keywords and notations to facilitate searches and organization.

Correspondence is also quicker and easier to prepare. When McLeish needs to prepare a pre-trial conference memo or a mediation memo, his staff can simply copy and paste information from the electronic file into a Word document. And indexing is easier. “You can print from the computer, and the list becomes a hard copy of the index.

“If this saves, in the course of a day, lawyers’ time of 10 per cent, and staff time of 20 per cent, that by itself is a huge productivity gain.”

McLeish’s office manager, Adele Lastoria, did a lot of market research into document imaging and retrieval programs before the firm chose Primafact. She says she will soon be using Primafact to archive files, so all that will be saved of the hard-copy file is “the original, final documents.” This will save a lot of filing space.

Lastoria also administers Primafact for the office and trains staff on it. “It’s extremely simple to use,” she says, adding that some staff who use it haven’t even received training.

#### **IT’S PORTABLE, IT’S SIMPLE**

“If you want to work outside the office, you don’t have to bring two briefcases, you just bring your laptop,” McLeish points out. “You just have to download your files. You don’t have to assemble them at home.” Web access will give lawyers remote access to files without downloading them first from the Primafact server.

As well, “it’s a computer system where you don’t need to know how to type to use it – and you don’t have to be well-versed in the use of computers to use it. It makes practising law an awful lot of fun!

“This is the future,” McLeish concludes, “and not just for personal injury plaintiff firms, but for defence firms, for commercial litigation firms, for any kind of legal practice where instant recall will give them efficiency gains and productivity gains.”

## Primafact Profile

JOHN MCLEISH

#### **SANDCAT SOFTWARE INC.**

216-99 Atlantic Avenue  
Toronto, Ontario M6K 3J8  
Tel: 416-531-0891  
Fax: 416-531-3015  
Email: sales@primafact.com  
Website: www.primafact.com



DOCUMENT IMAGING AND RETRIEVAL