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ControlDOCS Creates Easy Answer to the Scan v. Copy Question

New Product, CD-Lite, gives ControlDOCS' clients the ability to opt
For a potentially robust litigation document management system,
early in the case for about the same price as copies.

DALLAS (Jan. 1) – ControlDOCS, Dallas-based provider of litigation management services, announced a new product offering today that helps clients opt for a potentially robust litigation document management system, early in the case for about the same price as copies.

Objective: CD-Lite offers a cost-effective alternative to litigation document copying at the early stages of document collection.

Premise: Common practice suggests that the first document management event in a litigation action is to copy (one or more times) the initial documents and distribute them. Depending on the progression of the case, decisions as to imaging follow as settlement options are understood and as discovery begins. Copying can take the form of either literal copying from a paper source document or creating a “blow-back” copy from an electronic source document.

Proposal: CD-Lite offers a cost-effective alternative to this initial copying activity. For approximately the same cost as the initial copying activity, CD-Lite delivers all of the following:

- Scanning of the document
- Optical Character Recognition (OCR) processing of the document
- Population of the document into a database
- Production of a paper copy or “blow-back”

The result is a database containing the documents that can be searched via the OCR text and by the case name and a user defined folder designation, and can be hosted either by ControlDOCS or exported in a format compatible with in-house hosting systems such as Concordance, Summation, etc. If the data remains hosted on the ControlDOCS server, ControlDOCS will host it at no charge for up to one year. As the disposition of the case dictates, the documents, all or selected subsets, may be coded for more refined search activity. Coding may be contracted to ControlDOCS or clients may use the WEB coding functionality as part of the ControlDOCS service to perform remote coding. Once a document has been coded, modest hosting charges apply on a month-to-month basis, with unlimited access and with no hidden charges. Alternatively, the coded images may be exported to Concordance or Summation.

Pricing: CD-Lite is offered at \$0.18 per page. This includes scanning, OCR processing, population into a database, and one paper copy (blowback). Creation of an export file in one of several standard formats may replace the paper copy. Hosting, when and if it is invoked, (after one year or after coding is applied to the documents) is offered at \$0.005 per page per month. Additional copies, exports, logical document segmenting, and bates coding are also available at additional cost.