



FORMS WORKFLOW

“Desktop to Courthouse” Workflow Solutions



Case Study

Hart, King & Coldren

Firm Chooses Forms WorkFlow for Quality, Cost and Ease of Use

The Search for a Comprehensive Court Forms Provider

Hart, King & Coldren is a professional law firm with 11 practice areas located in the heart of Orange County, California. Before subscribing to American LegalNet's Forms WorkFlow product, the firm was using Thomson West's Legal Solutions. The firm needed a court forms program that provided the ability to save forms to NetDocuments®, its document management system. Also, in order for secretaries to be more efficient, they wanted access to a larger library of court forms, up-to-date forms and jury instructions. Anne Moriya, office administrator and Russ Harmon, IT manager researched comparable products from Lexis Nexis, Thomson West and individual court sites before they reached the decision to select Forms WorkFlow. The reason? Quality, cost and ease of use. Recently, when Forms WorkFlow came up for renewal, Hart, King & Coldren chose to renew its subscription.

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Hart, King & Coldren is a professional law firm located in the heart of Orange County, California. Since its founding in 1982, Hart, King & Coldren has worked hard to earn the reputation as one of Southern California's top law firms. With 11 practice areas, the firm believes this is a direct result of its commitment to personalized service, skilled representation, extensive experience and reasonable fees. They are committed to delivering legal results that support and protect their client's success.
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Challenge

The firm was using Thomson West's Legal Solutions, which had a limited library of forms and didn't allow them to save documents to their document management system, NetDocuments®.

Benefits

- Easy access to current court forms and jury instructions
- Access to a larger library of court forms
- Forms can be saved to NetDocuments®
- Secretaries are more efficient
- IT involvement is minimal
- Quick turnaround for updating/creating forms
- Tremendous cost savings per form



Docketing & Calendar Application

AmericanLegalNet.com



Hart, King & Coldren Forms WorkFlow Case Study

Improving Efficiency in the Firm

One of the real benefits of Forms WorkFlow for the firm is the ability to have quick and easy access to court forms through the Forms WorkFlow Toolbar in Microsoft Word®. This also ensures that we are using the most up-to-date forms along with corresponding jury instructions. Once the Word® forms are downloaded, we can fill in the information using the Forms WorkFlow "Profiles" feature. Using the Forms WorkFlow Toolbar has increased efficiency substantially. After the forms are completed, we save them to our document management system, NetDocuments®, where we have easy access to them. Another major benefit that we have realized by using Forms WorkFlow is tighter integration with NetDocuments®, which we feel is necessary in order to increase workflow efficiency within the firm.

"Efficiency is increased substantially due to the Forms WorkFlow Toolbar within Word®."

Anne Moriya
Office Administrator

American LegalNet can also create and house custom forms specifically for our firm—only accessible by our firm. This is something we are not currently taking advantage of, though we may be interested in looking into customized forms in the future.

Implementation and Training

The implementation process was straightforward, quick and well managed by Russ Harmon, our IT manager. The process required the Forms WorkFlow Word® Toolbar to be installed on the desktops of the litigation secretaries, paralegals and junior associates. During the installation process, there was one minor error that we handled with a phone call to American LegalNet's technical support. The cost for implementation was minor, and the time that IT needs to spend supporting Forms WorkFlow is minimal.

Prior to implementation, we ran a pilot program with our litigation secretaries for 2-3 weeks. This allowed some of the users to be exposed to the product prior to training, which minimized the training curve and helped boost user acceptance. After the users attended a one-hour training webinar and had follow-up questions answered, they were excited to start using the program.

"The learning curve was minimal. After a one-hour training webinar and follow-up questions, the users were excited to start using the program."

Anne Moriya



The Results

The resulting benefits from using Forms WorkFlow include:

- Tighter integration with NetDocuments®
- Access to a centralized library of up-to-date forms - many forms we didn't have before
- Access to jury instructions
- Access to "fillable" forms in both Word® and PDF formats
- Secretaries are more efficient
- IT involvement is minimal

"We now have tighter integration with our document management system."

Russ Harmon
IT Manager

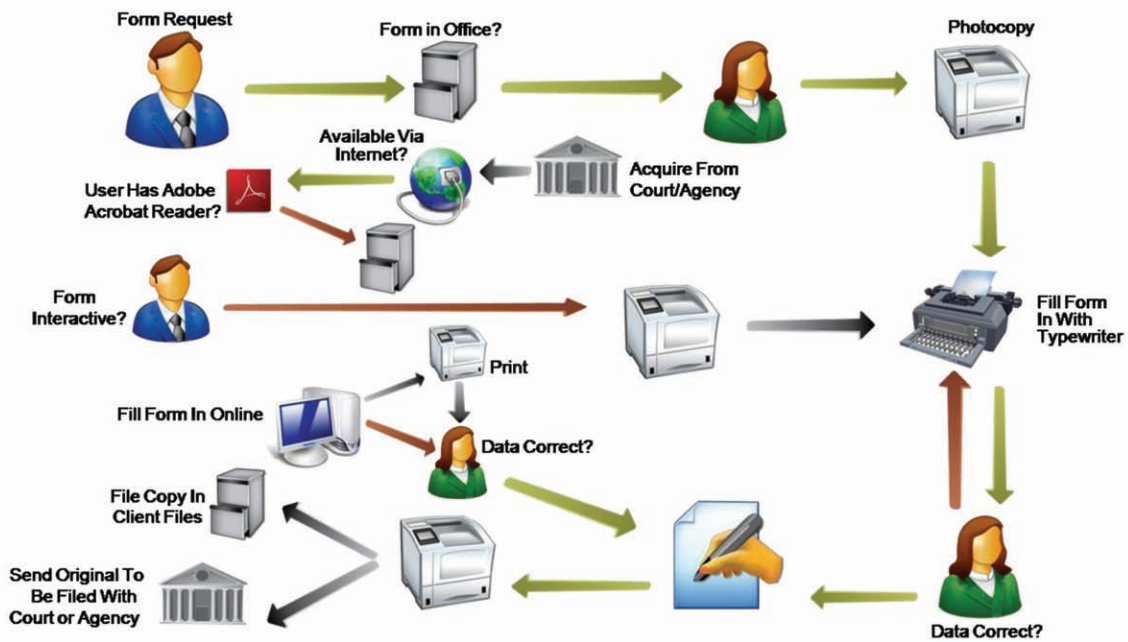
And, there is more to selecting a service provider than just the product. Customer support and service are a priority for our firm. We have found the support and service at American LegalNet to be top notch. The support team is very knowledgeable about the product and they handle support tickets quickly and proficiently. That was another factor in our decision to renew Forms WorkFlow. Hart, King & Coldren is pleased with Forms WorkFlow and our users are content with the product and happy that we decided to renew.



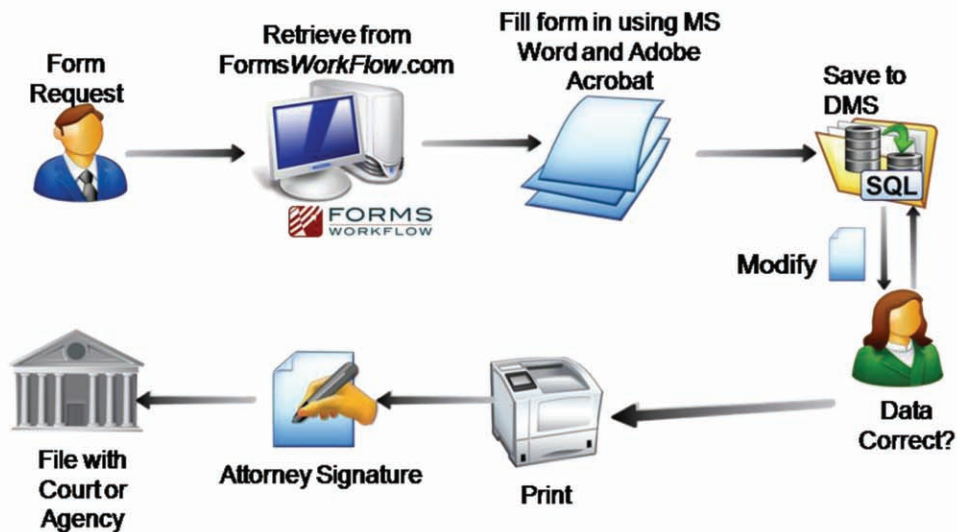
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Manual Process of 20 or More Steps before Forms WorkFlow



Forms WorkFlow 8-Step Process Reduces Cost by 60% - 80%



For more information visit www.AmericanLegalNet.com or call 800.293.2771
To receive instant access to Forms WorkFlow register at formsworkflow.com.