

Who uses Informa?

- Arthur Cox
 - Dillon Eustace
 - Eversheds
 - McCann FitzGerald
 - Mason Hayes & Curran
- and many more...

“Informa have provided scanning and coding services for Arthur Cox eDiscovery Project & Data Management Unit for the past year and a half. Turnaround and size are never an issue be it 50 boxes, 2 boxes or even 1 folder. The result is always professional, efficient, accurate and cost effective.”

Grainne Byran
eDiscovery & Data Manager
Arthur Cox Solicitors

Informa Legal Scanning & Coding

Bringing 20 years of scanning & coding expertise to the legal sector.

Take the time consuming heavy lifting out of your document handling and trial preparation and get Informa working for you. We will save you hours on preparation, photocopying and document listing.

Informa work extensively with the legal sector. We understand what is required and how you can benefit from saving your documents in a digital format.

Reasons include:

- Easily search your documents with hit highlighting
- Share access with your barristers to exchange comments and view reviewer's remarks
- Document listing so your documents are scheduled and ready for court
- Collate & print documents as you need them
- Minimise photocopying and duplication
- Secure the integrity of your originals by having them stored securely after scanning
- Itemised billing which you can forward to your client



How does this all work?

Your documents can be collected by our dedicated drivers or you can deliver directly to Informa. We are open from 8.30am to 12.30am (16 hours). Informa are also part of the DX Network; we are situated 5 minutes from DX Ireland HQ so we can receive your documents the same day, or first thing the next morning.

Once we have received your documents, our bureau process your documents and upload them to Informa **365**Online for you to access within 24 hours*.

How much does it cost?

Document Preparation & Scanning	10c per page
Document Coding	50c per document (Document date, document type, author & recipient)
Informa 365 Online Search Platform	€65 per user per month

Volume discount applies for quantities over 1000 pages

For further information contact:

Tom Gilsenan tgilsenan@informa.ie

Linda O'Connor loconnor@informa.ie

Or call us on: **(01) 8341220**

*Larger quantities may take longer to process

“**Informa** worked with us recently on eDiscovery and what struck me was the simplicity of the system from a user's perspective. Our reviewers had never used the system before, but they were up and running in 30 minutes. We would have struggled to manage discovery in a paper format.”

Ronnie Neville
Partner
Mason Hayes & Curran Solicitors

Our process in 3 easy steps



1. Scan & code documents



ID	Doc Type	Author	Rec
1	Statement	John Smith	Mary Doe
2	Email	Jane Barry	Desay Patel
3	Letter	Deirdre Hill	Stacy O'Neil
4	Report	Liam Rogers	Stephen Moran

2. Produce schedule



3. Documents easily searchable



informa

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Management Experts

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