

## Openlaw Add-on prices - for adding or importing information and documents

Add-on prices as percentage of prevailing cost of Licence

Openlaw Add-on	Description and Benefits	Price as % of Openlaw Licence Price
<b>Case Creator</b>	For those with Site Licences or Multiple Case Licences, <ul style="list-style-type: none"> <li>● allows new cases to be built in minutes</li> <li>● independence from supplier and IT department</li> <li>● easily customised with e.g. dedicated category labels</li> </ul>	Free
<b>Bulk Item Adder</b>	Allows you to add blank or partially completed multiple Item cards <ul style="list-style-type: none"> <li>● instant link between blank Items and images</li> <li>● edit on-screen using the image as reference</li> <li>● add common elements to many Item cards at once</li> </ul>	Free
<b>Data Importer</b>	Builds an Openlaw case from a basic list such as an opponent's Disclosure information supplied in electronic form <ul style="list-style-type: none"> <li>● easy import of standard Disclosure fields</li> <li>● map any other fields to your choice of Openlaw fields</li> <li>● independence from third party import costs</li> </ul>	+ 5%
<b>Barcode Printer</b>	Prints bar-coded sheets which are then interpolated between documents to indicate that a new Item has been reached and optionally to add coding (such as Privileged). <ul style="list-style-type: none"> <li>● adds value to lawyers' task of separating documents</li> <li>● can give a partially-completed database from the start</li> <li>● can include existing document information as cover sheet</li> </ul>	Free
<b>Barcode Reader</b>	Processes a file of scanned images and recognises barcode sheets as document breaks <ul style="list-style-type: none"> <li>● automates document separation into scanned files</li> <li>● populates the case database with barcoded information</li> <li>● can include instructions such as 'rotate 90°'</li> </ul>	+ 20%.
<b>Case Appender</b>	Allows you to add one case to another, to bring in incremental additions and to upgrade data structures. <ul style="list-style-type: none"> <li>● merge cases created in parallel e.g. on different sites</li> <li>● facilitates delivery of incremental additions from bureau</li> <li>● allows addition of other parties' document information</li> </ul>	+ 10%
<b>File Renamer</b>	Given a start and end image number will rename images to a new number range. <ul style="list-style-type: none"> <li>● adopt other parties' images within Openlaw structure</li> <li>● correct naming errors</li> <li>● use for any situation where files need renaming in bulk</li> </ul>	+ 5%

<b>OCR System</b>	<p>Applies Optical Character Recognition software to .tiff images in a Bundle and puts the resulting text into the relevant Item Card for searching</p> <ul style="list-style-type: none"> <li>● automated inclusion of text of .tiff image documents</li> <li>● supplement your coded data with source text</li> <li>● batch process can be left unattended</li> <li>● OCR'd text can be proofed, spell checked in Word and saved in a variety of formats (txt, rtf and Word)</li> <li>● This product uses the OCR engine built in to Imaging for Windows Professional v2.8, one copy of which is required for use with the product.</li> </ul>	+ 10%
<b>Image Tester</b>	<p>Checks that Images for a Bundle exist and that they open. It can also be used to remove or burn in Annotations.</p> <ul style="list-style-type: none"> <li>● identify Items without images; verify that .tiff images open</li> <li>● ensure Annotations do not give away private information</li> </ul>	+ 5%
<b>Data Exporter</b>	<p>A range of Export options (free and chargeable) which create new sub-cases with varying amounts of data</p> <ul style="list-style-type: none"> <li>● serve Disclosure lists electronically</li> <li>● share selected data with clients, experts and others.</li> <li>● control who sees what information</li> </ul>	+ 10%
<b>Openlaw Bundle Audit</b>	<p>Under development – will run various checks on all items and their 'images' in a Bundle and highlight any potential problems</p> <ul style="list-style-type: none"> <li>● pulls together existing functions as a single process</li> <li>● adds other pre-Disclosure verification checks</li> <li>● minimises risk of inadvertent Disclosure</li> </ul>	Coming soon + 10%
<b>Openlaw Names Manager</b>	<p>Allows you to build a set of bulk rules for processing name changes. Very useful for tidying up imported data.</p>	Coming soon +15%
<b>Openlaw Flexible Exporter</b>	<p>Allows you to choose, for a Bundle, which of any Openlaw fields to export into a flat file database, spreadsheet, XML file or Word. Puts you in control of producing data exports for other parties.</p>	Coming soon +15%
<b>Openlaw Electronic File Cataloguer</b>	<p>Allows you to automatically catalogue a collection of electronic files, including Outlook e-mails, and bring all the Metadata into Openlaw, as well as the text body of the document for searching. In the case of e-mails, sender, recipient, subject and date are enough to produce a draft list of documents for disclosure, without any typing.</p>	Coming soon +20%
<b>All current Add-Ons</b>	<p>One-off or annual licence fee based on current licence price of case, annual or perpetual licence, as appropriate – this is a special discounted price</p>	+50%

### Minimum charges

If 5% - minimum is £200; If 10% - minimum is £300; If 15% - minimum is £500

Barcode reader – Minimum charge is £1,500. One workstation running Barcode Reader should be sufficient for most firms – extra charge per extra user workstation is £1,000

All Add-ons come with comprehensive built-in help.

Support is 20% of licence price p.a.

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## **Openlaw Add-ons - for adding or importing information and documents**

### **Barcoding**

Using barcoded separator and coding sheets can speed up and simplify the process of loading paper documents into Openlaw, and provides the option to add some coding at the same time. There are two complementary software modules:

**Openlaw Barcode Printer** – prints barcoded separator sheets and coding sheets which can be read by Openlaw Barcode Reader. This software is licensed free to all Openlaw users.

**Openlaw Barcode Reader** – reads barcoded separator sheets and coding sheets printed by Openlaw Barcode Printer. This software is licensed on an annual basis for use on a single networked PC. One copy should be sufficient for most firms. The software is protected and has a meter which measures usage - the number of barcode pages processed by the software.

**Price** – Licensed by the case. £300 per quarter or 20% of licence price if higher

**Annual unlimited capacity licences** for one user are 20% of site licence price + £1,000 per extra user.

### **Openlaw Bulk Item Adder**

Allows you to add multiple Item cards which can either be blank or be partially completed. This software is licensed free to all Openlaw users.

### **Openlaw Case Appender**

Appends data from an existing Openlaw case to another. It is particularly useful when a bureau has prepared another batch of documents which they can deliver as an add-on case. You can then add the additional case to the case you are working on without returning the case to the bureau.

The right to use Appender is included when buying extra capacity for a case and with Site Licences.

**Price** – Licensed by the case. £300 or 10% of one-off licence price if higher

### **Openlaw Data Importer**

Imports data (e.g. from other parties) from a flat file database into a new Openlaw case. The software is licensed for use with a particular case. [Can handle Equivio Equiset data – see below.]

**Price** – Licensed by the case. £200 or 5% of one-off licence price if higher

### **Openlaw Image Tester**

Checks images in batches or in image sets linked to Openlaw bundles. Examines each TIF image page for annotations and errors. Can detach and save all annotations to a file, or load back saved annotations to the images they came from. Reports on all errors. Annotations to TIF images may be reported, detached, reloaded, deleted or irreversibly burnt-in.

**Price** – Licensed by the case. £200 or 5% of one-off licence price if higher

### **Openlaw OCR System**

Extracts the text from TIF images in batches or in image sets linked to Openlaw bundles and stores the text in the Item Card where it can be searched. OCR'd text can be proofed, spell checked in Word and saved in a variety of formats (txt, rtf and Word)

This product uses the OCR engine built in to Imaging for Windows (from eiStream/G360), one copy of which is required for use with the product.

**Price** – Licensed by the case. £300 or 10% of one-off licence price if higher

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### **Openlaw OmniPageOffice OCR and Document Conversion System**

Extracts the text from TIF or PDF images in batches or in image sets linked to Openlaw bundles and stores the text in the Item Card where it can be searched. OCR'd text can be proofed, spell checked in Word and saved in a variety of formats (txt, rtf, Word, XML etc)

Can also convert TIFs to PDF, Single page TIFs to multipage TIFS and vice versa, multipage PDFs to single page PDFs, and caters for bulk image printing. Requires a copy of OmniPage Office version 15 or higher.

See OmniPage's website ([www.scansoft.com](http://www.scansoft.com)) for details of their claims regarding the high level of OCR accuracy.

This product uses the OCR engine built in to OmniPage Office version 15 or higher, one copy of which is required for use with the product.

**Price** – Licensed by the case. £500 or 15% of one-off licence price if higher

The prices mentioned above are for end users. Special prices, sometimes with metering, apply to service bureaux.

## Help with getting your data and documents into Openlaw

Openlaw is designed to hold:

- Data - text and other coding information about the documents in your case
- “Images” of each document, which may be:
  - scanned paper documents in multipage TIF or PDF files
  - electronic files such as Microsoft Word files in .DOC format, Microsoft Excel files in .XLS format, e-mail message files from Microsoft Outlook in .MSG format or other files which your workstation is able to view, in their native format.

## Data entry

Openlaw is designed to make it easy for your own team of secretaries and other staff to do the data entry of objective (e.g. Letter, from A, to B, dated ...) and subjective (e.g. Privileged, Category – Liability etc) information into Openlaw.

However, where appropriate (e.g. because deadlines are tight or volumes are large), you may prefer to use a specialist third party litigation support service provider (bureau) to do this.

Sometimes the data will already exist in electronic format, in a word processed list, a spreadsheet, or in some format available from another party.

In all such cases it is usually quicker and cheaper for us, or a bureau, to convert the data rather than for it to be typed in again.

## Adding Scanned Paper Documents

If you have your own scanner you can scan paper documents for use in Openlaw. If you use our barcoding software the process is much easier. However, where appropriate (e.g. because deadlines are tight or volumes are large), you may prefer to use a specialist third party litigation support service provider (bureau) to do this.

## Adding Electronic Documents using Openlaw Cataloguer

If you have existing electronic documents you can easily put these into Openlaw. If you want to keep their existing names or locations, or extract them from a larger collection, such as a composite mail file, we can programmatically add them to Openlaw using tools including our own Openlaw Cataloguer.

## Specialist Third Party Service Providers (Bureaux)

There are several bureaux who will produce scanned images from the paper documents and who will do some or all of your data entry into Openlaw. We can introduce you to one, or can help you set up your own scanning and coding facility if you want to keep the data entry in-house.

Specialist third party service providers offer a scanning and coding service starting from around **£300** per A4 file (including scanning and coding of basic disclosure listing information). Additional services range from enhanced subjective or objective coding through to management of the complete project.

## Equivio EquiSet Information on near-duplicate documents

Equivio have devised a way of helping identify near-duplicate documents. A bureau can use Equivio's software to calculate various data about potential near-duplicate documents. One document in each EquiSet (set of near equivalent documents) is called the pivot. Openlaw's standard import routine can handle this information and Openlaw has a special search screen for finding all pivot documents (say in date order) and then allowing the user to review all the other documents in each equiset using Equivio's free Document Compare utility.

## Openlaw Add-ons - for getting information out

### Openlaw Exporter – Exporting Information or Documents for others to look at

Often you will want to share with others some or all of the information (and documents) you have in Openlaw. Much information can be provided to others in the form of reports. The standard Openlaw reports and Additional Openlaw Access Reports can all be exported to the Microsoft Office suite of programs (Word, Excel etc. and into most common file formats).

You may want to give them a copy of Openlaw to use, to look at the information and documents you are giving them, in their own Openlaw 'Case'. You may want to give them a read-only copy, or you may want them to be able to edit, change or make notes on the information. You may want to give them just the usual Disclosure information, a selection of information or all the information, for items in a List, a Bundle or the whole case.

Openlaw Exporter is a separate module, provided with all full copies of Openlaw, which brings together a wide range of user operated export options, which are individually licensed. Some of these options were included in earlier versions of Openlaw but have now been brought together in their own dedicated module.

#### Export public disclosure information in a Bundle, as a new Read-only Case

This is provided **free** with all full Openlaw licences. If the new user wants more than a Read-only licence, this can be bought in the normal way.

#### Create a Read-only copy of the entire Case as a new Case, as a new Read-only Case

This is provided **free** with all full Openlaw licences. If the new user wants more than a Read-only licence, this can be bought in the normal way.

#### Export selected information or all information for the items in a Bundle, as a new Read-only Case

This is provided **free** with all full Openlaw licences. If the new user wants more than a Read-only licence, this can be bought in the normal way.

#### Export Bundle – Pre-set Custom

We can provide pre-set custom exports of particular selections of information to meet your requirements – e.g. where Openlaw is used as a master document database and selected subsets of the information are published as new cases to selected third party users. This can be licensed in a variety of ways and the new case can be Read-only, or a normal licence

#### Export Bundle as a new Case with one Item card per image page

This is a **chargeable** Add-on that is under development – this is particularly designed for use at trial, where you may want to annotate each page separately and have each page as a separate one page image file. **Price** – Licensed by the case. £300 or 10% of one-off licence price for the case if higher.

#### Special Export Formats

From time to time we have been asked to develop special exports into other systems. We have a flexible way of doing this and can create a database of export rules to meet most circumstances. Then you simply select the export option and create the export files in the required format. Call us to discuss your requirements.

#### Read-only licence

This licence allows you to view data and images, but you cannot edit either, can print individual images, but not bundles of images, cannot export or import data, can make searches but cannot save them as Bundles and can run the standard Openlaw reports but not the additional Openlaw Access Reports.

If you need to switch on particular extra licence features then please call us to discuss exactly what you would like.

## Openlaw Variants

Openlaw can be used as a general purpose electronic notebook and document management tool.

We can provide versions for use for Multi-Party cases, e-Bibles, Data Rooms, and Archiving. We can also develop an “own-brand” version of Openlaw, with the particular set of features that you require. Any of these can be customised for specific purposes.

### Litigation

**Openlaw Multi**– this variant handles multiple cases and/or multiple claims in a single database. It includes the right to issue a database of documents relating to one person, claim or party to them with a royalty free viewer.

### e-Bible

**Openlaw e-Bible** – gives each department the ability to build, manage and produce royalty free e-Bibles for third parties in PDF format (actual e-Bible is burnt onto CD).

### Data Room

**Generic Data Room** – used to hold document summaries and the documents themselves, and for producing searchable databases, indexes of documents etc. for e.g. corporate or property sales and other situations where a quantity of documents need to be shared between a group of people. When hosted on Citrix or Windows Terminal Server, the document database can be made available securely to authorised users across the Internet through their web browsers.

### Archiving

**Generic Archive** – stores and indexes files electronically for archive or disaster recovery

### Barcoding

**Generic Barcode Reader + Printer** – all the barcoding and printing features can be used independently of Openlaw, e.g. for mail rooms, bulk scanning, archiving etc.

### Training

OLC training helping to set up in-house Openlaw Multi, e-Bible, Data Room Archiving or Barcoding support @ £700 per half day or £1,200 / day