# Digital Dilemma: How to Affordably Take Your Office Paperless

*Jeremy Fudge (DL), Dallas, TX*
*Vic Goel, Reston, VA*
*Nita J. Itchhaporia, San Jose, CA*

aila nashville
June 13–16, 2012

© 2012 American Immigration Lawyers Association

# How to Affordably Take Your Office Paperless

- Is paperless really paperless?
- What does this mean for an immigration firm?
- Hardware and software tools
- What are the ethical issues involved?

aila nashville

© 2012 American Immigration Lawyers Association

# Pros of Going Paper-Less

1. **Digital data -** accessed at anytime from anywhere and by anyone
2. **No Paper** - paper is expensive to file, print, route, and store
3. **Lasts forever** - paper can be lost, destroyed, or fade
4. **Cheaper, convenient to store, and easy to retrieve** - storing and retrieving paper takes time and money
5. **Green** - reduces the carbon footprint
6. **Economical** - increased billable time and increased net revenues
7. **Functional -** ease of use, quick access, sort, tag, highlight
8. **Emotional –** less stress
9. **Client service related benefits** - flexible work hours, location, no running around to find case files
10. **Protection against global, national, and local disasters**

aila nashville

© 2012 American Immigration Lawyers Association

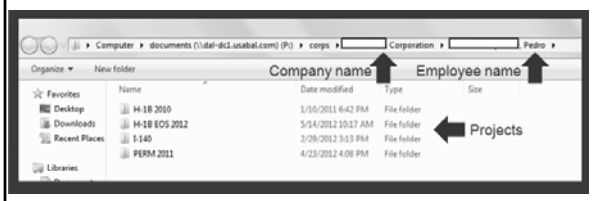
# Cons of Going Paper-Less

- Nothing to touch unless printed out
- Costs for purchasing equipment, software, planning, process streamlining, installation, training, monitoring and compliance
- Purchase, training and implementation of document management software (DMS), systems, desktop search applications, scanning equipment
- Development and training of policies and procedures (who will do what, when, how and why)
  - Standardized document naming and storage procedure
- Compliance and consistency
- Cumbersome at times - once paperless, to convert back to a paper system may be problematic and frustrating

aila nashville

© 2012 American Immigration Lawyers Association

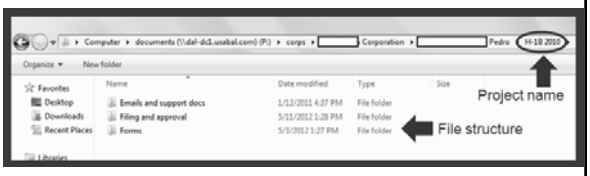
# File Storage System Without Document Management Software




aila nashville

© 2012 American Immigration Lawyers Association

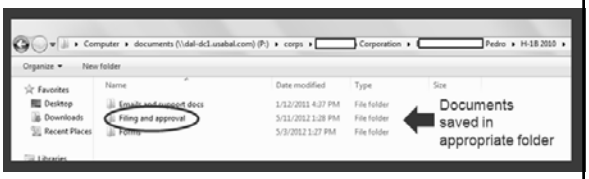
# File Storage System Without Document Management Software




aila nashville

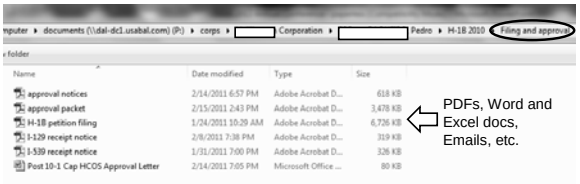
© 2012 American Immigration Lawyers Association

# File Storage System Without Document Management Software



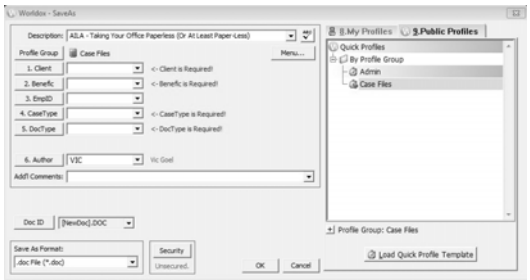

© 2012 American Immigration Lawyers Association

# File Storage System Without Document Management Software




© 2012 American Immigration Lawyers Association

# Saving and Profiling with Document Management Software



© 2012 American Immigration Lawyers Association

# Searching for Files with Document Management Software

© 2012 American Immigration Lawyers Association

# Questions & Answers

© 2012 American Immigration Lawyers Association

*Special Thanks to the AILA Annual Conference WiFi Sponsors*

rapid USA Visas

EB5 Vermont

© 2012 American Immigration Lawyers Association