

Stibbe

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www.stibbe.be

Industry

Legal

Challenges

- Simplifying administrative processes
- Automating workflows for greater efficiency
- Making documents and records sharing easier
- Enhancing security of sensitive information

Solution

- PDF Portfolios
 - Automated document processing
- Stibbe is using Adobe Acrobat to streamline processing, management, and sharing of sensitive legal files for improved collaboration and services to clients.

Results

- Enabled more advanced document security measures on digital files
- Automated data exchange with existing legacy systems
- Enriched client communications via intuitive, engaging PDF Portfolios
- Streamlined document management and processing with easily searchable document indices

Systems at a glance

- Adobe Acrobat

Stibbe

Leading Belgian law firm uses Adobe® Acrobat® to better secure sensitive documentation, accelerate case management, and deliver superior service to clients

Redefining legal case management

Stibbe is a full-service legal firm, consisting of teams of specialists who offer customized corporate and institutional legal services to clients. Stibbe is frequently asked to consult on the most complex legal issues, including international cases. The firm distinguishes itself through its expertise, objectives, work method, and information systems. Effective and efficient document management plays a vital role in enabling the firm to provide high-quality services regardless of practice area.

The firm has introduced Adobe Acrobat to support internal document workflows in its Brussels, Belgium office. "Adobe Acrobat supports the streamlining of our internal and external document processes in various ways," says Stefan Loeners, ICT project manager at Stibbe.

Enabling easy access to information

The volume of information that circulates through a legal firm such as Stibbe is quite large. "It's not just client files, but also internal knowledge documents compiled by our professional support lawyers which are made available to our lawyers. We also have manuals, procedures, and training documents that are used to bring new employees up to speed rapidly and remain available as a reference guide," says Loeners.

Stibbe had already been scanning paper documents and making them searchable through the Acrobat OCR functionality. Following indexing, all digital documents are transferred to Stibbe's document management system.

To enhance the functionality of its digital document creation process, Stibbe developed its own application with the Acrobat Software Development Kit (SDK). "The text in our digital documents is already entirely searchable, but we wanted to take this a step further," says Loeners. "For this reason, we developed an application with which we can create and fill extra metadata fields, enabling our employees to conduct even more fine-grained searches."

Stibbe chose to standardize its entire knowledge system on Adobe PDF. Employees can secure their PDF documents for unauthorized modifications and, even after a long period of time, documents can be opened without any issues, unlike with other file formats. "PDF helps to ensure that our lawyers can concentrate entirely on their core business. They have instant access to reliable and consistent information through our internal system, which is one of the most complete in the legal industry in Belgium," says Loeners.

Greater confidence, enhanced efficiency

Acrobat plays a vital role within Stibbe's active legal practice, helping the firm process a massive volume of documents for specific subject areas such as anti-trust cases. In a trust case, the European Commission frequently confiscates administrative paperwork involved.

"When we take part, we normally scan all documents, so we need a powerful and intelligent search engine capable of handling multilingual documents, and more," Loeners says. "Adobe Acrobat and its search function are perfect for this. An additional advantage is that Acrobat provides a number of ways to further protect documents, such as passwords, watermarking, and making data anonymous. Now we can handle antitrust cases with greater confidentiality and efficiency."

"Preparing closing binders used to be a difficult and labor-intensive task for our secretaries. With Acrobat we can create PDF Portfolios, making this process much easier and less time-consuming. All electronic files are held within a single PDF Portfolio... We can offer clients an attractive and intuitive overview of their complete file."

Stefan Loeners
ICT project manager, Stibbe

Creating attractive and simple client files with PDF Portfolios

Adobe Acrobat brings much needed efficiency to Stibbe's processes, not only during the active management of legal files, but also after a case has been closed. After a case's closure, Stibbe's clients receive a closing binder—a CD containing all electronic files in a dossier—classified by a numbering system.

"Preparing closing binders used to be a difficult and labor-intensive task for our secretaries," Loeners says. "With Acrobat, we can create PDF Portfolios, making this process much easier and less time-consuming. All electronic files are held within a single PDF Portfolio, which is searchable for our clients and can be sorted in whichever way is convenient. We can offer clients an attractive and intuitive overview of their complete file."

For more information

www.adobe.com/products/acrobat.html



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