



Becoming a Paperless Law Firm

It's all of our responsibility to protect the planet, and to do our part to minimize our impact as much as possible. One big thing your organization can do to help is cutting down on paper waste produced in your office. Removing all waste entirely might not be realistic but there are many things your firm can do, and services your firm can utilize that will help you drastically reduce the unnecessary paper waste produced by your office.

Environmental Impact

of Paper-Based Payroll for 10 Person Business Annually



LANDFILL
57 LBS



GASOLINE
1.3 Metric Tons CO₂



PAPER
48 LBS CO₂



WASTE WATER
2,080 Gallons



TREES
1 Tree

Benefits of Going Paperless

(Beyond Just Saving the Actual Planet)



Lower costs associated with purchasing and labor



Improving communication with clients and other organizations



Document automation, e-signing etc



You won't have to drag in a large box of documents into court



If traveling, in court or working at home, you will have your files ready



Make finding documents faster and easier



You will always have a backup of your work for emergencies

Planning

What is your Firm's



Paperless

Plan and Deadline?

In order to make the switch to a paperless office you need a plan in place for your organization and for your individual workers. Do you have the staff available to handle document scanning and the digitization of your records? If so you should set a hard date for making that switch and answer some basic questions.

Do the people in your office have a plan for handling documents when they come in?

How are your Documents Scanned?

Is Your Office Ready?

Educate Your Staff

Train Employees to Go Paperless

There will need to be regular meetings to ensure people in the office are following procedures put in place for organization and digitization. Everyone should know exactly what to do when they receive a document or something needs to be filed.



Electronic Filing

A crucial step in going paperless is getting your records and your contacts stored in an online system. Doing so will save your staff time & effort, saving money which can be spent on more deserving causes.



E-Signatures

In the past when you had a complex document that needed to be signed, everyone had to gather in the same room and it was time consuming for everyone involved. Today, we can do this online.



Office Scanner

One thing you should do right away if you haven't already, is buy a high quality scanner for your office. Since going paperless will involve digitizing your papers, this will be a necessary tool for the entire office.



Documents

Very affordable and free sites like Drop or Gsuite can help your entire office access the same files, no matter where they are in the world. This is particularly useful if you have staff who travel.

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