

AUTOMATING CASE FILE TRACKING



Case File Tracking Operations

FileTrail helps the justice community save labor by tracking and managing paper-based case files:

- **Location** - Location tracking with bar coding or RFID eliminates manual searches for case files
- **Creation** - Automate label printing and creation of files for new cases
- **Retrieval** - Find case files quickly and automate pulling case files for the docket
- **Archiving** - Automate archiving, retrieval and management of archived case files
- **Integration** - Synchronize case and docket data with your case management system

Users Speak Out

"FileTrail has improved records management in the Court of Appeals in a variety of different ways. Staff can now checkout and return files without the need to complete outcards, which saves time and effort."

Richard D. Johnson
Court Administrator/Clerk
Washington State Court of Appeals

"We don't have any more lost case files because we know exactly where they are with FileTrail."

William Doe
US District Courts

"Our clients wanted a quick, easy way to view the location of their files without having to open another application. We were able to add this feature to JustWare within a few days."

Tom Higgins, President & CEO
New Dawn Technologies

FILETRAIL™

...because Paper Happens®

<http://www.FileTrail.com>

Justice agencies face growing caseloads and long-standing public-sector demands for economy, efficiency, and accountability. With growth, the difficulty in locating and handling the growing number of paper-based case files increases rapidly. As a result, valuable staff time is wasted searching for case files and completing manual tasks related to creating, retrieving, refiling, and archiving case files.

FileTrail helps justice agencies meet critical objectives and transition to next-generation technologies. Our solutions save time, increase efficiency, and raise accountability, while automating file tracking, formalizing operational practices, and ensuring compliance.

FileTrail provides justice agencies with a foundation platform and a clear migration path to new technologies and digital government using RFID, document imaging, and electronic document management. Our solutions work with existing systems to promote integration and information sharing at an enterprise level.

Knowing What Exists

FileTrail provides an on-line inventory of every volume of case file that exists. Staff know instantly how many volumes exist for a given case. A list of the volumes and the location of each can be accessed by any staff in the case management screens they are already using.

Eliminating Searches for Files

FileTrail eliminates manual searches for files and the disruption they cause by giving you the location of each volume of the case file. FileTrail leverages bar code and RFID technologies to make check-in, check-out and transfer tracking transactions fast and simple.

Pulling Case Files for Docket

FileTrail automates the pulling files for the daily docket. Docket data from your case management system creates the FileTrail Pull List that identifies each file needed and the current location of each volume. Our one-click fulfillment process quickly checks out case files to the appropriate courtroom.

Calendaring Files for Follow-up

FileTrail provides automated calendaring and retrieval for follow-up tasks outside the court docket. Calendaring can automate retrieval of a case file at a future date, or can specify a task to be done by clerical staff, such as verifying, copying, shipping, faxing, etc.

Automating Creation of Case Files

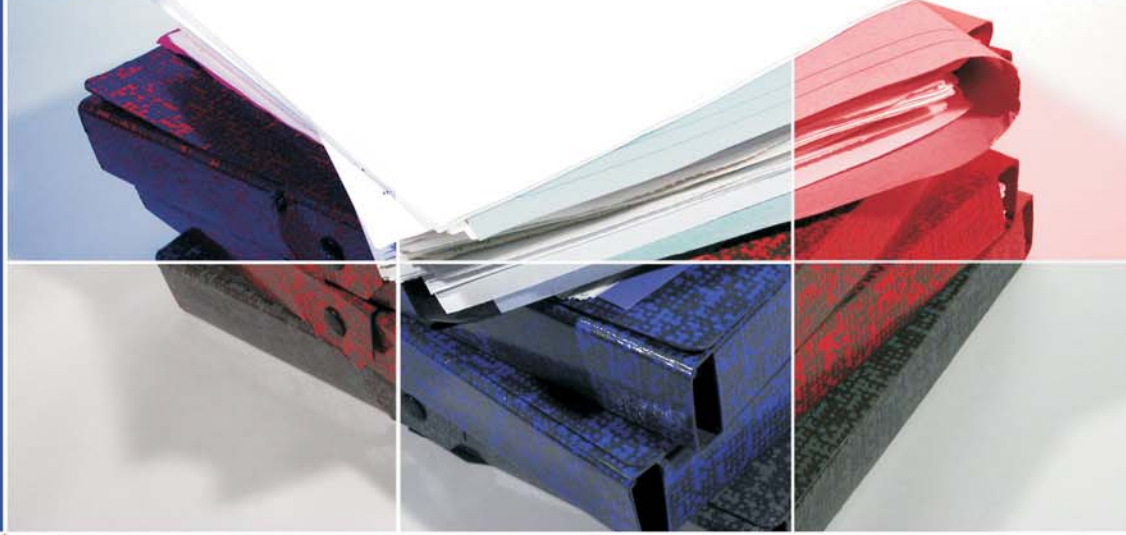
FileTrail automates creation and labeling of files for new cases. Data from your case management system automatically loads nightly and triggers label printing and assembly of new folders, avoiding any need for data entry.

Color Coding Saves Time

FileTrail prints color coded labels on a single, strip label for each new case file volume. The application of a single strip label saves time over applying individual colored tabs. Color coding reduces filing and retrieval time by up to 75% over file rooms that do not use color coding.

Document Imaging Saves Time

FileTrail provides distribution and viewing of document images and electronic documents. Images can be capture at your digital copier or desktop scanner. Searching for and viewing images on-line reduces the need to pull the case file folder.



Managing Case Files

FileTrail saves valuable staff time for your agency by:

- Identifying all volumes that exist for a case
- Helping staff locate files from their desks
- Providing fast check-in, check-out, and transfer of case files
- Automating retrieval of case files for the docket
- Triggering label printing for new cases
- Generating color coded labels for case files
- Incorporating imaging and electronic documents to reduce the need for the case file
- Leveraging RFID technology to automate tracking
- Calendaring files for future follow-up
- Conducting desk audits quickly using bar codes
- Automating boxing and archiving off-site
- Automating archiving and retrieval of inactive records
- Automating file room operation

About FileTrail

FileTrail is the market and technology leader in file tracking and records management solutions since 2001. Our solutions help courts, prosecutors, public defenders, probation and parole agencies formalize practices, save time, increase accountability, and ensure compliance.

FILETRAIL™
...because Paper Happens®

<http://www.FileTrail.com>

Paper Happens is a Registered Trademark of FileTrail, Inc. FileTrail and the FileTrail logos are trademarks of FileTrail, Inc.

© 2004 - 2006 FileTrail, Inc. All Rights Reserved.

RFID Technology Automates Tracking

FileTrail utilizes UHF Gen 2 RFID technology to automate tracking. This technology the same used by Wal-Mart makes tracking completely passive, eliminating the need for clerks or chamber staff to take any specific action to track the files. RFID tags in each folder are read as they pass within 10 feet of strategically-placed RFID pads, updating the location of each.

Increasing Control And Accountability

FileTrail increases accountability, fundamentally changing the way in which case files are handled. Location history, audit trails, and access at every desktop raises the awareness of who currently has each file, and everyone who touched it previously. Staff are less likely to misplace case files, and adopt FileTrail's "best practices" processes.

Enterprise Configurability

FileTrail is highly configurable and accommodates all agencies from the smallest to the largest court system with multiple divisions. Enterprise-class security tools provide control over access and functionality by user and group. Configurable integration tools support synchronization with multiple case management systems in a multi-division implementation.

Integration And Synchronization

Solutions thrive and deliver real value in environments where integration and information sharing can occur at an enterprise level. FileTrail works with existing case management systems to trigger creation and labeling of new case files, automate archiving of case files for closed and inactive cases, and distribute information on case file volumes and their location to all users of the case management system.

File Room Automation

FileTrail saves labor by automating file room tasks that are traditionally manual. Bar code driven check-in and check-out replace outcards, index cards and log books. Pull List, Delivery List, and Re-File List reports automate handling of large number of case files. Automated archiving and retrieval processes simplify handling inactive records.

Records Management Compliance

FileTrail applies records management practices to improve efficiency and accountability, and standardize data and processes. FileTrail's unique, configurable classification system reflects your organizational hierarchy and the filing systems of each file room. A Retention Module automatically calculates purge and destruction dates, and streamlines purging and destruction processes.

Contact FileTrail Today!

For more information about the benefits of automating with FileTrail, contact your local FileTrail representative at:

FileTrail, Inc.
Bank of America Building
12 South First Street, Suite 107
San Jose, CA 95113-2417

Telephone: 800-310-0314
Email: info@filetrail.com
Website: www.filetrail.com