

### Chapter 7 - Managing Litigation Information Using Technology

#### Cost Comparison - Photocopy vs. Imaging Cost.

The costs for scanning generally run approximately 15 cents a page. For the following cost comparison we are assuming the cost per page for scanning is 20 cents.

Document population - 10,000 pages

Image cost – 20 cents per page

Image Resolution – 200 dpi

Photocopy cost – 10 cents per page

Cost of the CD – Cost of the CD disk

Sets	Copy (10 cents per page)	Photocopy Total	Image (20 cents per page)	Imaging Total
1st set	\$1000	\$1000	\$2,000	\$2,000
2nd Set	\$1000	\$2000	\$100	\$2,100
3rd Set	\$1000	\$3000	\$100	\$2,200
4th Set	\$1000	\$4000	\$100	\$2,300

As you can see if multiple copies of documents are needed then imaging will cost less in the long run. This is besides the other significant benefits available if one scans their documents.

The following is a blank comparison sheet that one can use to begin the comparison of imaging your documents as opposed to leaving them in a paper format.

### 1. Case size

Number of boxes

Average number of pages in each box

Average number of pages per document

Approximate time project to run

Clerk/Secretary Billing time

Paralegal Billing Rate

Attorney billing time

Cost of shipment of documents

## **2. Input Costs**

Time spent on review and preparation

Cost of bates numbering

Cost of of bar coding

Photocopying cost

Firm time spent on photocopying

Cost of scanning

Total docs to be objectively coded

Objective coding time per document

Cost of Objective Coding

Total docs to be subjectively coded

Subjective coding time per document

Cost of Subjective Coding

Total docs to be read by O.C.R.

Cost of O.C.R.

### **3. Retrieval and Storage Costs**

Floor space on one box of docs

Cost of storage space in firm

Cost of off/site/archive storage space