

## A Look at Canon Bates Stamping Solutions for the Legal Industry



### Key Benefits

- A choice of Bates Stamping solutions to best fit your legal firm's needs
- Simple to use so all legal associates can apply Bates Numbers
- Customized watermarks
- Allows for client, matter, and sub-matter billing codes and Bates Numbers to be imprinted on legal documents
- Allows for multiple-line legal description text to be imprinted on documents
- Legal documents that are edged can be resized to fit page with Bates Stamp
- Eliminates the manual process of Bates Numbering
- Eliminates human error during Bates Numbering of legal documents
- Eliminates "copy-label-copy" process
- Increases accuracy and makes workflow more efficient
- Easily integrates into existing workflow
- Simple pagination
- Choice of individual or full-server license for up to 50 concurrent legal users
- Save time—Bates Number from MFP device during the scanning process
- Allows Bates Numbering of TIFF images from CDs

*This insert is intended to describe Canon's solutions for the Bates Stamping application. For updates, please refer to the Industry Marketing website, [www.USA.Canon.com/industrymarketing](http://www.USA.Canon.com/industrymarketing).*

**In the practice of law, legal firms generate and copy a tremendous amount of paper. On one side, law firms generate draft documents, complaints, motions, writs of *habeas corpus*, other pleadings, interrogatories, jury instructions, settlement agreements, and appellate briefs on a daily basis, just to name a few. On the other side, they copy evidentiary documents. And during the discovery phase of the litigation process, the use of Bates Numbers allows all these documents to be shared by multiple parties, with a guarantee that all involved are using the same document.**

**In the past Bates Stamping documents was done by a manual process, be it hand-stamping or applying labels on each page. There are some obvious challenges with this process. Because it's a manual process, it's very time-consuming. The legal firm must first create the labels and then manually label every page, one at a time. If the legal firm uses a hand-stamp, it's almost the same process; each page must be sequentially numbered, one at a time. It's also critical that no pages are missed. Quality control and accuracy are an absolute "must," and speed is secondary in this Bates Stamping workflow. Canon's solutions allow legal firms, photocopy centers, and facilities management vendors of all sizes to create Bates Stamped documents quickly and accurately for their clients, the court, and opposing counsel.**

### Bates Stamping Definition

Bates Numbering is the technique used to allow documents to be shared by multiple parties, with a guarantee that all involved—opposing counsel, the court, or the client—are using the same document. The Bates Stamped documents are typically endorsed with alphanumeric characters, leading zeros, watermarks, and date and time stamps.

These may be placed as headers or footers on a portrait- or landscape-oriented legal document.

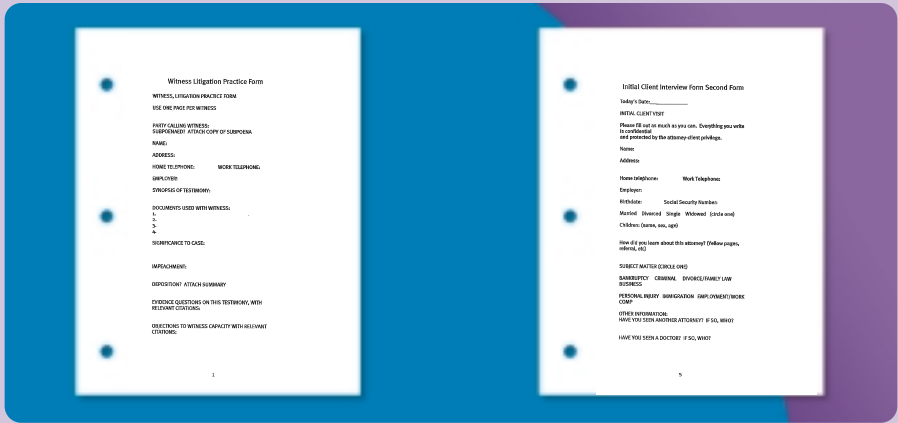


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## Firmware upgrade for Canon's imageRUNNER® 7200/8500/105 devices—Simple Pagination

In the past, before this firmware upgrade was available, legal customers were restricted to either a third-party software or the manual process of applying a Bates Stamp. Now that the firmware upgrade is available for the imageRUNNER 7200, imageRUNNER 8500, and imageRUNNER 105 devices, it allows small- to medium-size legal firms to create simple paginated legal documents right from the device. This simple form of Bates Stamping allows for numeric characters only.

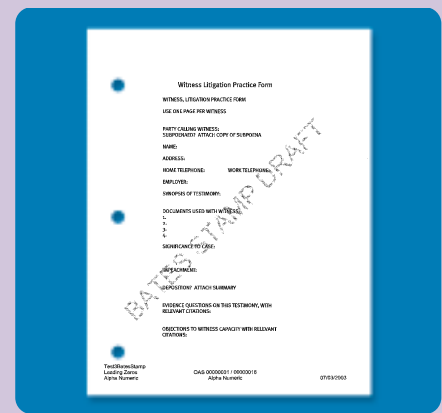


**SCENARIO:** A paralegal for a small law firm needs to Bates Stamp a deposition. In the past, she spent numerous hours applying labels to those documents. Now with the firmware upgrade, scanned documents imposed with the simple paginated form of Bates Numbers allow opposing counsel, the court, and the client to share the same document.

## Canon imageWARE™ Publishing Manager Bates Stamping Feature

Canon's imageWARE™ Publishing Manager Bates Stamping software feature may be used on most PCs. Bates Stamped documents may be produced on all imageRUNNER devices—from the imageRUNNER 1310 to the imageRUNNER 105 (with the exception of the imageRUNNER 85), and other similar devices. The imageWARE Publishing Manager Bates Stamping feature allows legal firms,

**SCENARIO:** A legal firm accepts a new case. Affidavits, complaints, and depositions of different file formats are assembled using imageWARE Publishing Manager. Paralegals or other administrators now apply the Bates Stamping feature to the evidentiary documents. Documents are then sent to opposing counsel and the client during this discovery phase. These documents are Bates Numbered with alphanumeric characters, leading zeros, watermarks, and date/time stamps, giving everyone the same documents for reference, discussion, and evidence.



photocopy centers, and facilities management to create Bates Numbered legal documents

with alphanumeric characters, leading zeros, watermarks, and date/time stamp.

## Canon Alliance Partner: Ribstone Systems Solutions

Ribstone Systems solutions may be used with production-level imageRUNNER devices with scanning and Network ScanGear capabilities. The Image-Printer kiosk allows users to Bates Number documents from CDs containing TIFF images. The Scan-to-Print solution allows operators

to Bates Label documents from the device during the scanning process. The Capture System application gives legal firms, photocopy centers, and facilities management the flexibility to Bates Number legal documents from a CD containing TIFF images or from the device while scanning.

