

# Responding to Legal Interrogatories

## Automated scanning solution eliminates manual steps

### Situation

Attorneys in law firms receive documented questions from opposing counsel on their letterhead that must be answered. The attorney receiving the interrogatory (a request for further information) uses SharePoint to facilitate collaboration and file sharing of legal documents in electronic format. All interrogatories must be converted to Word format, which often requires manual rekeying of the document, making it a very time-consuming workflow.

### Solution

Securely scan the interrogatories and automatically convert them into a Word format before routing them to the appropriate client folder. This enables better collaboration and review in a Microsoft Word format with full text search capability of the document content, if needed.

### Getting Started

Assess your customer situation. Do they have similar interrogatory challenges?  
Understand their IT technology infrastructure.  
Choose technology and implementation options from suggested Technology resources.  
Decide how you prefer to monetize and implement solution.

### Technology Required

ConnectKey MFP

AAA Software (Authentication/ID card SW)

Scanning Software

Analyst support for set up & configuration

**Solution Links:** [Find Out More on ConnectKey](#)  
[Find Out More on Xerox All Apps](#)

