

## Turning the Page on a Hidden Offender

Prosecutors spend roughly 100 hours preparing for just one homicide case, as reported by the American Prosecutors Research Institute.

If those 100 hours are dedicated solely to the prosecutor's own groundwork, how many hours are spent preparing for their preparation? If you ask any clerk or secretary working in a prosecutor's office, they would probably estimate about the same.

With so much information being shared among the prosecutor's office, defense attorneys, law enforcement, and courts, much of the clerk's job is procedural – working day in and out just pushing papers where they need to be in the timeliest fashion they can accomplish. With so much paper and information to keep track of, many prosecutor's offices find themselves hiring more and more staff and purchasing even more storage space just to keep their heads above water.

As a matter of fact, a recent blog written by a former office manager for a prosecutor's office estimated that their staff spent two to three hours per day just searching for files, and another four to six hours per week ordering and prepping them for the docket.

But any prosecutor who has onboarded more full-time employees and expanded their file storage to run more efficiently can attest to two things: the office's already reduced budget was reduced again, and productivity barely budged (if at all). But the real kicker is that, despite the extra expense, effort, and space, the prosecutor is still hauling carts of paperwork in and out of court, back and forth to the office, and constantly cycling it among his employees, crime labs, officers and attorneys.

That is, when he can actually find the document he needs.

So many times, prosecutors and staff walk desk to desk asking their co-workers for a specific document. It might be with a co-worker, or it might be lost. But, if the seeker does eventually find it, chances are the file is busy at that moment. Think about when the attorney is using a file to prepare for trial, but the secretary needs it to prepare for the upcoming hearing that week. On top of that, the victim rights advocate wants the file to contact the victim or answer a restitution question. How many times has this scenario played out in your office? When a file can be viewed by only one person at a time, several other people sit on their hands and stare at backlogged work until the necessary document frees up.

By the time this document has been handled and passed through the office, the confidential information on it has likely been seen by unwarranted eyes. Not only is this a poor practice for a trusted prosecutor, but it hosts an environment threatened by security breaches and conflicts-of-interest.

### Any of this sound familiar?

If so, you're not alone. Prosecutor's offices across the nation are stuck in this rut of inefficiency and, even after their tremendous efforts, can't find their way out.

But instead of solving for each individual efficiency issue, why not deploy one solution that will hurdle your office over each of these roadblocks, plus more? You see, the problem is not in the prosecution process – that’s just the nature of the beast. The problem is in the paper.

Paper is what your staff is spending hours locating, filing, and shuffling. Paper is why you’re continuously paying for extra storage. Paper is what the prosecutor is hauling around. Paper is expensive, heavy, and bulky. It gets lost in transit and buried beneath all other papers in the file. It can only serve one person at a time.

When ImageSoft solved for paper, it solved for all the other aforementioned variables too. The Paperless Prosecutor Solution has transformed countless prosecutor offices around the country. With electronic documents, files, and storage, automated workflow and docket prep, and immediate availability of files to all (and only) the necessary parties, many office staff work in a file-cabinet free environment and enjoy finally checking off those to-do’s that crunched time never allowed for. And because finding a file is as easy as keying a high-speed search, prosecutor offices can function at optimal speeds while keeping their staff count to a minimum.

The paperless prosecutor is also relieved of his paper tether and, instead, carries around a slim laptop. Whether in court, on-the-go, or at her desk, the prosecutor has access to all he or she needs to present a case, enter notes or prepare for trial. This is especially a game-changer for the on-call prosecutor who, after receiving the 2 a.m. phone call, opens her laptop and is instantly caught up on the case’s details before heading to the scene.

### Ready to Plead Paperless?

The Paperless Prosecutor Solution is a life-sentence every prosecutor wants to take. [Click here](#) to learn more about protecting your practice by putting paper away for good.