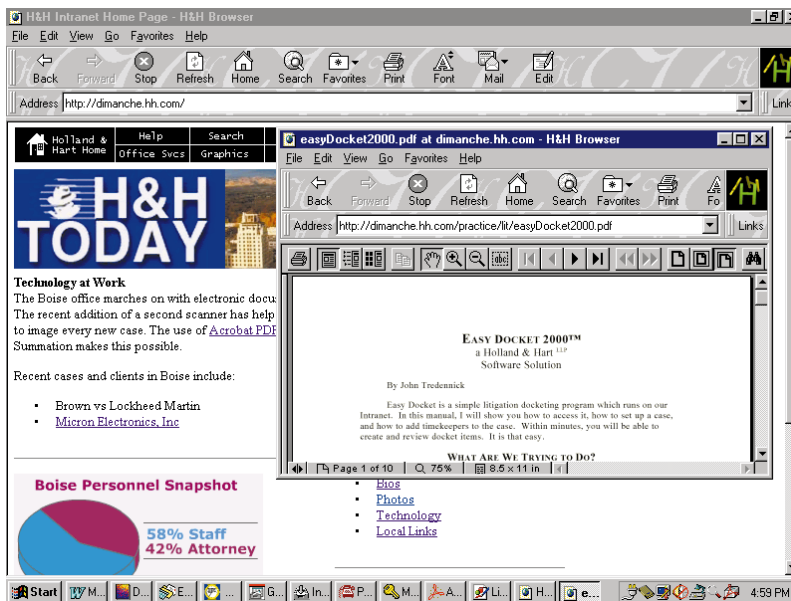


## ADOBE CUSTOMER SPOTLIGHT

# Holland & Hart LLP

*Leading Law Firm Manages Trial Evidence and Corporate Documents  
With Adobe Acrobat and Acrobat Capture*

Adobe® Acrobat®  
Adobe® Acrobat Capture®



Adobe Acrobat and Acrobat Capture provide Holland & Hart with fully searchable electronic documents that look exactly like the originals—a critical factor for submitting evidence in court. Trial evidence and corporate documents are converted to PDF files and made accessible to attorneys throughout the firm via the corporate network.

### Key Benefits

- Holland & Hart saves hundreds of thousands of dollars annually by converting trial evidence and corporate documents to Adobe PDF files.
- Adobe Acrobat and Acrobat Capture help lawyers build stronger cases faster with fewer support staff.
- Hundreds of thousands of pages of evidence have been converted to Adobe PDF files, saving storage space and simplifying document management.
- Lawyers search for and locate crucial evidence in seconds—a process that previously took days or hours.

In the process of trying a case, lawyers routinely deal with the equivalent of warehouses full of paper. A typical civil case, for example, often involves hundreds of thousands of pages of evidence—letters, business receipts, contracts, checks, hand-written notes. And for large cases, millions of pages of evidence are common.

“Civil litigation is about paper,” says John Tredennick, litigation partner and information partner at Holland & Hart, a Colorado-based law firm. “The firm that controls its documents, controls the case.”

A powerful statement, yet true, especially after considering that paper-copy evidence is often the only tangible proof in civil proceedings. Visual evidence supports verbal testimony and can make the difference between winning or losing a case. Recognizing this, Holland & Hart set out to streamline the management of trial

evidence, as well as improve the delivery of routine, corporate communications. After evaluating a number of software applications, the firm selected Adobe Acrobat and Acrobat Capture.

In the course of its evaluation, Holland & Hart looked at two other technologies—imaging and optical character recognition (OCR) software. Both products showed initial promise, but according to Tredennick, they each proved to be far from ideal. “Imaging software retained document appearance, but didn’t support keyword searching, which is essential when sorting through large quantities of evidence or employee communications,” he explains. “Documents processed with OCR software, in contrast, allow keyword searches, but don’t always look like the originals, which means they can’t be submitted as evidence.”



## The Best of Both Worlds

Adobe Acrobat and Acrobat Capture software provided the solution Holland & Hart needed. Advanced features in Acrobat and Acrobat Capture enable documents converted to Adobe Portable Document Format (PDF) files to be saved as TIFF images and as OCR text—giving the firm the best of both worlds.

“Documents in Adobe PDF look exactly like the originals so they can be printed and submitted as evidence,” says Tredennick. “Additionally, PDF supports keyword searches within documents or across an entire library. We locate trial materials in seconds, browse the results to see what is useful for a deposition, and print what’s needed. Previously, support staff spent days sifting through rooms full of paper to accomplish this. With Adobe Acrobat and Acrobat Capture, we evaluate evidence online and prepare cases quickly. Our lawyers are better prepared than ever, and the improved efficiency—less administrative time—saves clients and the firm hundreds of thousands of dollars a year.”

With trial evidence now available electronically, Holland & Hart lawyers can view new evidence, which is converted to PDF files and stored in Microsoft® Access or SQL Server databases, directly on their desktop computers—ensuring that everyone has timely access to the most recent case materials. Lawyers also have the option of accessing materials directly over the corporate wide area network (WAN). The PDF files contain the original formatting and fonts, as well as visual cues such as handwritten notes in columns—which, Tredennick points out, could turn out to be crucial evidence.

Most evidence originates on paper. The documents are scanned into high-speed Hewlett-Packard scanners and converted

to Adobe PDF files using Acrobat Capture software. Holland & Hart currently has hundreds of thousands of pages of evidence in PDF files. “Online access to evidence in Adobe PDF could make the difference between winning or losing a case,” says Tredennick. “Instead of relying on support staff, who might overlook a critical document in a file drawer, lawyers can search every piece of evidence easily, without ever leaving their desktop.”

## PDF Across the Enterprise

Shortly after Holland & Hart began delivering evidence in PDF over its WAN, the firm realized it could leverage its intranet and Adobe Acrobat to streamline access to corporate documents. The firm now

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— John Tredennick,  
Litigation Partner and Information Partner,  
Holland & Hart

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converts corporate communications, including reports, financial spreadsheets, memos, and software manuals, to Adobe PDF files, providing enterprise-wide access to documents originating in any application, regardless of what platform or operating system employees use.

Tredennick cites ease of use and small file sizes as the main advantages of distributing corporate communications in PDF. Employees convert documents easily from Microsoft Office applications to Adobe

PDF files without reauthoring. The resulting compact files don’t tax network resources and are delivered quickly over the corporate intranet. A software manual, for example, containing complex diagrams might be 10 MB in its native application; the same document in Adobe PDF could be as small as 300 KB. “This is a dramatic difference,” Tredennick says. “A 10 MB file could bring our system to a crawl, but a 300 KB file will go through without a glitch.”

Prior to distributing corporate documents in Adobe PDF, the firm copied and routed materials manually to 300 employees working in ten offices statewide. It was a slow and costly process that made it difficult to guarantee that employees used current documents (e.g., computer manuals, expense forms) to complete everyday tasks. According to Tredennick, the move to Adobe Acrobat streamlines the management of corporate communications and saves the firm considerable time and money each year.

“Adobe’s tools are amazing,” concludes Tredennick. “We can replace rooms full of paper with easy-to-manage libraries of PDF files. Acrobat and Acrobat Capture let us control paper and make it our ally—and ultimately spend less time and fewer resources building stronger cases.”

## Holland & Hart LLP Systems At-A-Glance

**Hardware**  
Pentium® PCs  
HP ScanJets

**Software**  
Adobe Acrobat  
Adobe Acrobat Capture  
Microsoft Access  
Microsoft Office  
Windows® 95 and Windows NT®

Adobe Systems Incorporated  
345 Park Avenue  
San Jose, CA 95110-2704 USA

Adobe Systems Pty. Ltd.  
Level 5, 18-20 Orion Road  
Lane Cove, NSW 2066, Australia

Adobe Systems Europe  
Limited  
Adobe House, Mid New Cuttins  
Edinburgh EH11 4DU  
Scotland, United Kingdom

Adobe Systems Co., Ltd.  
Yebisu Garden Place Tower  
4-20-3 Ebisu, Shibuya-ku  
Tokyo 150-6017 Japan

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[www.adobe.com](http://www.adobe.com)

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