

Rapidocs[®] LawDraft

An Epoq Case Study



Produce quick, accurate first drafts of complex documents for a wide range of client's needs.

- ✓ Sophisticated technology means that the first draft is often the final draft
- ✓ Reliable and up-to-date web-based service
- ✓ Instant onscreen preview so you can assess if your draft requires further amendments
- ✓ Export and edit the created draft in your usual word processor
- ✓ Maintained and extended by our team of solicitors and barristers

**Time saved in Will writing using
Rapidocs[®] LawDraft**

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Stephensons
legal services the way you want them

Epoq Case Study: Stephenson's

The client: Stephenson's Solicitors LLP is a UK Top 100 law firm. It is one of the largest and fastest-growing firms of solicitors in the North West. The practice has 28 partners and over 300 staff across five locations: Manchester, Leigh, Wigan, St Helens and Bolton. The firm has expertise in a wide range of legal areas, including company and commercial, employment, Wills, probate and family law.

The challenge: Stephenson's Wills department routinely carries out face-to-face meetings in order to take client instructions to draft Wills, and wanted to improve the efficiency of this process for both the firm and its clients.

The project: Following consultation between Epoq's product specialists and the fee-earners within the Wills department at Stephenson's, a solution was recommended that encompassed two components:

- Epoq's Rapidocs LawDraft, which provides sophisticated automated document templates to speed up the drafting of Wills when taking instructions from clients during face-to-face meetings
- A comprehensive training programme for the Stephenson's Will-writing team to ensure they were comfortable using the Rapidocs technology and that the system was fully integrated with the firm's existing processes

The scope: The project required the implementation of the following:

1. Rapidocs LawDraft in-house automated document-drafting facility, providing secure online access for four designated users to Epoq's comprehensive Wills and probate document templates
2. An in-depth training and support programme
3. An ongoing programme of relationship management and feedback

Stephenson's

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**Rapidocs
LawDraft**



ENG +WAL

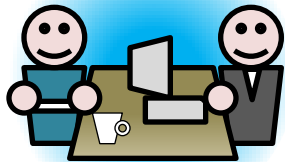
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www.rapidocslawdraft.co.uk

Typical Usage and Time Savings



Initial contact with the client is made either face-to-face or over the telephone. Basic details are captured, and the document draft can be partially completed at this stage in Rapidocs LawDraft.



The Solicitor can then go on to complete the draft in Rapidocs LawDraft in the client's absence, using a simple question-and-answer process that creates a first-draft document.



The solicitor can then export the draft from Rapidocs LawDraft into a range of formats (such as MS Word and Adobe PDF, with or without watermark) for amending and final output.



This final draft can be returned to the client using normal in-house processes (visit, mail, etc.), but an editable copy of the original Rapidocs file is stored for reference and later use.

Savings of up to 70% in document drafting time

An independent survey examined the responses of over 100 solicitors to quantify the time savings which can be achieved through using Rapidocs online document assembly technology, as opposed to traditional drafting methods. The study assessed the average time it took lawyers to take client instructions and create a first draft of three legal documents (a comprehensive Will, a detailed employment agreement and a lasting power of attorney) compared with using Rapidocs LawDraft for in-house document drafting. The key findings of the survey were:

- On average, lawyers spent 86 minutes taking instructions and drafting the three documents
- The time taken to draft the same documents using Rapidocs LawDraft was 26 minutes, representing a time saving of 70%

Mean drafting time (min)	Will	Employment agreement	LPA	Average
Traditional methods	80	101	78	86
Rapidocs LawDraft	25	25	28	26
Time saving	55	76	50	60

The Results

Since the introduction of Rapidocs LawDraft, Stephenson's Wills department has found on average, the time to take instructions and create a first draft Will has been halved. The system has significantly improved the efficiency of the process and means that clients are mostly required to attend for only one face-to-face meeting for a Will to be drafted.

Stephenson's

legal services the way you want them

"We have been using Rapidocs LawDraft to great effect, preparing Wills far more efficiently. We are now able to do so in one face-to-face session rather than ask clients to come back into the office. Furthermore, we're able to offer fixed-priced services and doing things quicker and more efficiently simply means we make more money."

**Tom Bridge, Managing Partner of Probate & Conveyancing
Stephenson's Solicitors LLP**

About Epoq: Epoq is the UK's leading provider of online legal document services. Founded in 1994, we have been pioneers in changing the way legal services are delivered, using cutting-edge technology to enable hundreds of legal documents to be completed with speed and accuracy online. Underpinned by our comprehensive range of legal documents and law guides developed over many years, our document automation technology allows a wide range of law firms and organisations to deliver legal services conveniently and with ease online.



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