



ActiveDocs integrates with
K2 and iManage for legal
matter documents in the
Australian State of Victoria.



DOCUMENT AUTOMATION SOFTWARE

www.activedocs.com



“Integration between ActiveDocs, iManage, and K2 provides a consistent, seamless, and transparent user experience, easily adjustable to match – and thereby encompass and replace – existing non-automated processes.”

The Court Services Victoria Act 2014 established CSV as an independent statutory body corporate to provide services and facilities to the Australian State of Victoria’s County Court and the Victorian Civil and Administrative Tribunal among others.

The County Court has original jurisdiction in all civil matters. The court can hear all indictable offences, except treason, murder and related offences, and can hear appeals from the criminal jurisdiction of the Magistrates’ Court and the criminal and family divisions of the Children’s Court.

The Victorian Civil and Administrative Tribunal (VCAT) hears and decides civil and administrative legal cases.

The generation, delivery, and management of documents for public institutions such as courts and similar entities requires precision and stringent attention to detail. Privacy in

the legal space is paramount and it goes without saying that content must be accurate. Routing must be via approved channels, limited to the correct recipients and to the prescribed systems for management or storage.

THE SOLUTION

ActiveDocs Designer for design and management of templates for creation of email body and attachments.

ActiveDocs Document Wizard for in-browser access and selection of content and selection or entry of data elements and creation of email body and attachment files.

Integration with iManage as available source of content and as send-to destination for generated files.

Integration of both platforms with K2 for overall workflow process management.

CUSTOMER

Court Services Victoria

INDUSTRY

Services

CHALLENGE

Generation, delivery, and management of documents for courts and similar entities requires precision and stringent attention to detail at every stage including content, privacy, routing, and storage.

SOLUTION

ActiveDocs for generation of emails and attachments, integrating iManage for legal matter management, existing document storage systems for content review and selection, and K2 for workflow.

BENEFITS

Ease of template design and maintenance in ActiveDocs, ease of use through ActiveDocs wizard-based questionnaire, seamless generation of emails and attachments into iManage with K2-controlled workflow.

THE BENEFITS

Ease of template design and management using ActiveDocs Designer's Content Manager and MS Word integration.

Ease of document creation with the integrated ActiveDocs Document Wizard that also allows direct connection to existing documents for review and selection.

Integration between ActiveDocs, iManage, and K2 provides a consistent, seamless, and transparent user experience, easily adjustable to match, and thereby encompass and replace, existing non-automated processes.

HOW IT WORKS

County Court and VCAT use the implementation in different ways.

In the County Court, the initial implementation is for parole hearings. Working via the automatic ActiveDocs Document Wizard, users select the types of document and related content required. Using a new and innovative feature, the wizard allows dynamic generation of on-screen hyperlinks that users can follow to review and select other documents in real time. The system handles the assembly of an e-File package for storage into iManage. The e-File package may include emails, attachments, and other documents.

In the future, the County Court implementation will extend to civil cases. Civil cases present logistical challenges in that the 'decision tree' to be represented in the wizard is far more complex, there are more parties involved in negotiations, and storage management must be carefully

considered as statistically only 1 in 5 matters proceed to completion.

VCAT currently uses the solution to create and manage pre-court documents, primarily those describing the details of the matter – litigants, litigation, appointment dates, etc. – that will go before the tribunal. As with the County Court, users work via the automatic ActiveDocs Document Wizard to select the types of document and related content required, and the system handles the assembly of an e-File package for storage into iManage. The e-File package may include emails, attachments, and other documents.

In the future, the VCAT implementation will extend to post-court documents for communication of decisions and orders arising from hearings.

KEY FEATURES

ActiveDocs Designer allows business users to design sophisticated templates and template sets representing all process logic and data & content requirements.

ActiveDocs Document Wizard includes a new on-screen dynamic hyperlink feature to support implementations where users need to browse to and review other documents in real time before making selection decisions.

ActiveDocs Template Sets allow single-session generation of multiple documents, which may include emails and their attachments.

ActiveDocs Open Architecture facilitates integration with existing systems, infrastructure, and applications including iManage, K2.

COMPANY

Court Services Victoria

HEADQUARTERS

Melbourne, Australia

FOUNDED

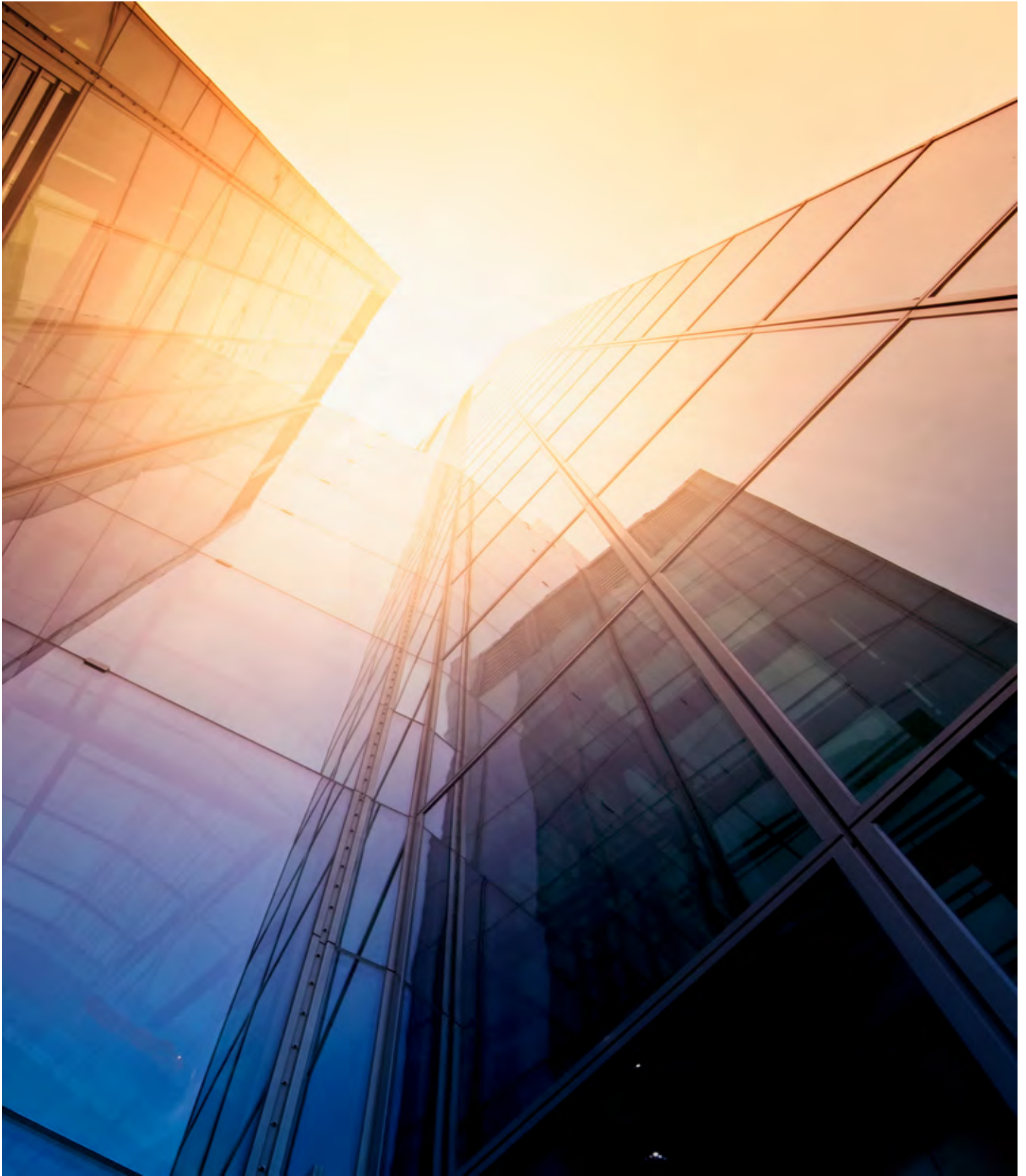
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URL

www.courts.vic.gov.au

PRIMARY BUSINESS

Provision of services to state courts and similar entities



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