



ECFX employs Intelligent Automation to help firms mitigate risk and control costs through the COVID-19 pandemic.

As we all know, the world has changed since the beginning of February. We recognize the extra stress and challenges that have evolved because of the COVID-19 pandemic. First and foremost, we wish you, your families and coworkers good health and safety. As a small business ourselves, we directly feel the impact of social distancing, business closures, working from home, supply shortages and all the economic challenges that go along with it.

ECFX **Notice**

Quick Start Covid-19 Program

We are following one core guideline, keeping you and our employees safe. With that in mind we have been asking ourselves, how can we help the legal and court communities during this challenging time? The pandemic has caused courts to close, change their scheduled hours, adjust to limited staff and move hearings from in person to virtual. The result is an exponential increase in court notices to update all the parties of the changes which are occurring daily. Further, while court closings have slowed new filings and notices they will eventually open back up with a dramatic spike in filings and court notices as courts across the country try to catch up.

Quick Start Covid-19 Program

We are strong believers that technology is a potent and effective tool to leverage in difficult or changing times. To help firms cope with the increased volume of court notices and the spike that is sure to come when courts open back up, ECFX is now offering our **Quick Start COVID-19** program allowing firms to process all court notices for up to 200 cases at **no charge** for 90 days. The ECFX **Quick Start COVID-19** program is a fully remote install and **can have you up and running in just days**.

ECFX Notice is an Enterprise Notice Management System using Intelligent Automation to streamline the entire electronic court notice workflow with firmwide administration and analytics. ECFX Notice automates the following 7 steps; 1. **Connects** the case to an internal client and matter, 2. **Downloads** all document associated with the notice, 3. **Profiles** each document in the document management system based on firm guidelines, 4. **Determines** relevant parties to be notified, 5. **Distributes** the notice and associated documents, 6. **Updates** the docketing staff or the firms calendaring system, 7. **Records** costs in the time and billing system.

▶ Enhance Speed and Efficiency

ECFX Notice creates efficiency by intelligently automating repetitive manual tasks while providing the flexibility to maintain firm rules and culture. Electronic court notices are processed within seconds of receipt instead of the hours or days it may take with manual processing due to employee off-time or unavailability. ECFX Notice reduces the cost of processing electronic court notices by an average of 93%.

▶ Reduce Risk and Improve Consistency

ECFX Notice reduces risk by automating processing of electronic court notices eliminating delays in processing and human error that may critically limit the time available for the firm to respond to a notice. Attorneys and other timekeepers receive notifications and documents in a consistent format according to firm, practice group or attorney preferences. ECFX's transactional billing allows for easy assignment of processing costs to a specific matter or case, ensuring accurate billing and cost recovery.

▶ Improve Control and Visibility

ECFX Notice improves control by providing flexible, firm-defined policies for profiling documents in the DMS, ensuring documents are always profiled correctly. An intelligent dashboard with customizable metrics empowers managers to make informed staff sizing and workload distribution decisions, while alerts enable administrators to implement and enforce consistent firmwide workflows.

ECFX Notice

Intelligent Features:

Storage: Automatically downloads documents to the DMS and applies firm-defined profile policies according to firm, practice group or attorney preferences.

Notification: Suggests and maintains case-specific distribution lists of relevant parties from multiple data sources. Generates and distributes consistent, easy to read email notifications that include PDFs or links to documents in the DMS according to attorney preferences. Sends notifications to the docketing staff for entry into the calendaring system.

Alerts & Analytics: Provides an intuitive and customizable analytics dashboard for monitoring matter, case, client and timekeeper activity metrics. Sends alerts when distribution lists fail to meet firm criteria or notices are not read by at least one person on distribution list.

Billing: Attributes processing costs to specific cases and creates monthly cost loads compatible with industry-standard time and billing systems.

Integration: Integrates seamlessly with a firm's case management, DMS, ethical walls and time and billing software.

Quick Start Covid-19 Program

Key Features of the ECFX Quick Start Covid-19 program

- Designed to support firms during the COVID-19 crises.
- Easy & fast to get up and running in any firm.
- Provides all features of the ECFX Notice software with integration exceptions listed in the detail section.
- All notices for up to 200 cases.
- Firm can add ECFX as email address at the court or set up an Exchange rule to forward court notices to ECFX for processing.
- Reduces IT Involvement to a minimum.
- Just send a spreadsheet of the case details or manually enter case details into the system.
- Document Distribution - PDF or links to ECFX Server or iManage Cloud) - Other DMS Options available at an additional charge.
- Free for 90 Days

Program Details

- Free Setup and notice processing of 200 cases or less.
- Only jurisdictions where ECFX has existing integration unless otherwise agreed in writing.
- Customer needs to add ECFX as an email address at each court or setup an Exchange rule to forward court emails to the ECFX server. Details and assistance to be provided by ECFX.
- Manual entry of case and related data or upload of data from spreadsheet templates.
- Document delivery options: PDF attached to the email, link to the document stored on the ECFX cloud server or link to the document stored in the firms iManage Cloud server. Other DMS options available at an additional charge.
- Email distribution: Standard ECFX Notice template only.
- After the first 90 days fees will be at the standard rate.
- Cost load files unavailable unless the firm upgrades to the standard plan.
- Customer may terminate at any time with 30 days' notice.

Available Providers & Courts

- New York State Courts Electronic Filing (NYSCEF): <https://iapps.courts.state.ny.us/nyscef>
- Missouri Courts: <https://www.courts.mo.gov>
- Odyssey eFileIL: <http://efile.illinoiscourts.gov>
- PACER: <https://www.pacer.gov>
- File&Serve Xpress: <https://www.fileandservexpress.com>
- Pohlman MyDocFileServe: <https://www.pohlmanusa.com/pohlman-portals/mydocfileserv>
- Case Anywhere: <https://www.caseanywhere.com>



Intelligent Automation

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