

# xchangedocs



## Documents on the move, safely

Sending legal documents by email, memory sticks, and public file sharing is risky. Confidential information could be exposed to the wrong eyes. What if there was a way to ensure documents are securely shared only among parties associated with a matter?

- Documents viewable only by authorized parties
- Flexible access from computer or mobile device
- Auto-classification for fast search and retrieval
- Email notifications for sent documents
- Real-time audit trail tracks receipt and open date
- Documents secured in Canada in Microsoft Azure platform
- Integrated with ACL5 for one-click document sharing

## Minimize Risk

Eliminate the potential for exposing confidential documents to the wrong eyes. **xchange**docs ensures that documents are shared only with the intended recipients or parties on a specific matter. And the exchange of documents is tracked in real time, creating a full audit trail.

## Improve productivity

Exchange, share, or serve documents instantly with pre-defined matter participants – no need to re-key contact information. Documents can be sent directly from ACL5 with as little as a single click. Email notifications are automatically generated, providing instant alerts to receiving parties.

## Minimize search time

Each firm can classify documents according to its own matter-specific convention. Once these conventions are specified, documents are automatically classified by the system, so they can be easily searched and filtered.

## Expand mobility

Access **xchange**docs through a web browser on your computer or mobile device. For ACL5 users, send or retrieve documents directly from within ACL. Regardless of your device or location, documents can be easily and securely shared with opposing firms, clients and authorized third parties.



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## Secure, easy, and cost-effective

**xchangedocs** provides a secure platform through which any party participating in a specific legal matter can exchange documents quickly, securely, and economically. It is simple to use and is integrated with ACL5, the leading litigation document assembly software.

### Complete document security

Documents are secured by world-class technology operating in Microsoft Canada's Azure cloud platform, employing the most stringent security protocols. Valid recipients are pre-defined, so only the intended parties can retrieve and view a document. Built-in tracking creates a real-time audit trail that includes confirmation of receipt and open date.

### Instant and reliable delivery

Users can be notified of document receipt by email, text message, or within the **xchangedocs** application. There is no fee to receive documents of any size and file type, and the system automatically generates a record of documents served. Users can revoke a document sent in error (if not opened).” Delete “provided it has not been downloaded

### Anywhere with any document

Documents can be exchanged, shared, or served securely from anywhere through a web browser on a computer or mobile device, or directly from ACL5. Each participating firm can classify documents shared with them using their own convention. Once established, a unique algorithm auto-classifies documents for quick and easy search and retrieval.

### A community of users

**xchangedocs** is integrated with ACL5, Canada's leading document assembly software for litigation. ACL5 is used by over 500 law firms in Ontario, Alberta, and British Columbia providing a built-in network of more than 14,000 **xchangedocs**-ready users.

### Flexible sharing

Authorize document sharing for any or all of your firm's participants in a matter. Exchange documents with any or all external parties associated with your matter, including clients, expert witnesses, process servers, opposing firm lawyers, and others.

### ACL5 convenience

A Microsoft Word plug-in is available for ACL5. A “save and share” button saves newly assembled documents in PDF format and offers a list of participants in the currently loaded ACL file from which the user can select parties with which to share.

### Compliance

Serve documents in compliance with Ontario's *Rules of Civil Procedure* which specifically permit service by electronic document exchange, without an Affidavit of Service.