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## FILE FREQUENCY

### At Kamlet Firm, Documents Virtually Find Themselves

By Don S. Knox  
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DENVER - One of the most popular TV spots of 2005 features an IBM worker who tells two truckers they've made a wrong turn because the boxes aboard the truck "told us."

Today, the files at Denver law firm, Kamlet Shepherd & Reichert are issuing similar advisories.

The 35-attorney firm is thought to be the first company of any type in the Rocky Mountain region to install a filing system that employs Radio Frequency Identification Systems - or RFID - technology.

The files don't find themselves - yet. But they do emit a signal that allows them to be instantly located, cutting the firm's filing tasks by 75%, firm partner Lee Reichert says.

*Law Week Colorado* recently watched a demonstration of the firm's second-generation RFID technology and found it lives up to the TV hype surrounding the services:

- Files are "checked out" through a hand-held device that's hooked up to a web-based system that's accessible by nearly everyone at the firm, but the device doesn't scan a bar code: It "hears" a radio signal issued by a tracking tag containing a microchip.

- Files that aren't checked out are nevertheless tracked with "zone antennas." Librarians may not immediately know who took the file, but they do know that it has been taken.

- Portable readers resembling supermarket checkout scanners can locate lost files or books anywhere in the office using a "find the file" function. The scanner can instantly inventory all files in a lawyer's office, whether checked out or not.

"As you move through our offices in search of a file, our portable reader acts like a Geiger counter, beeping faster as you approach a lost file," office administrator, Sandy Brooks says.

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Sandy Brooks



# FILE: Missing Documents Are “Significant Problem”

With New RFID System,  
Disasters are Averted  
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Lost or missing files are a significant problem for law firms, says Brooks, who has also worked in Denver for the law firms of Arnold & Porter, Sherman & Howard and for Parcel Mauro and Gorsuch Kirgis, both now dissolved.

“If a file is needed for a client in the next five minutes and we can’t find it, it’s a disaster,” she says.

With the new system, those disasters apparently are averted. Kamlet Shepherd selected a system created by FileTrail Inc., a web-based software management company in San Jose, California. The local distributor is Maryjane Casey at Advanced Systems Plus Inc.

The law firm won’t say what it paid for the system. The individual tags - no thicker than a mail label - cost 35 cents each.

“It’s an investment, but it’s an investment that I believe will be returned to us in a short period of time,” Brooks says. “I also have to say that one of the things that I love about the firm is they recognize those things early on. If we were 100 attorneys today, and we wanted to implement the system, it would be much more costly.”

Installation was relatively easy, Brooks reports. The firm’s executive committee - partners Reichert, Jay Kamlet and Willie Shepherd - decided on the system only in January, and it was placed into use last month.

“We assisted them (the vendor) to download information from the file system we were using,” she says. “That took some time up-front for us also. A couple days after they left, everyone was comfortable with the new system and didn’t find it burdensome at all.”

It will be months, however, before every file in the firm is equipped with an RFID tag.

Additionally, certain documents within each file will be electronically scanned and will be available through the web-based FileTrail system as well. The firm is now deciding which documents are to be scanned, Brooks says.

The fast-growing Kamlet firm - launched only six years ago - may have been a perfect candidate for the new technology.

It was created by lawyers who’ve been recruited from many different firms, each employing their own file systems. When new lawyers arrived, they brought file numbering and techniques from their former employers.

“When you don’t have a file management system, they do whatever they want with their files,” Brooks says. “The firm recognized that this was probably not a good way to keep our files.”



Kamlet's Lee Reichert demonstrates the scanning process.

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