OBJECTIVE CODING

We can produce fast search indexes and databases by thoroughly examining legal documents and keying the objective information for each document. We identify & extract information from bibliographic fields such as:

- Document type
- Document ranges
- Date ranges
- Bates range
- Page numbers
- Author
- Recipients
- Titles etc.

IN-TEXT / SUBJECTIVE CODING

We can also provide subjective interpretation of the content based documents. For this, we carry out extensive document readings to bring together logical information contained in them. This process involves churning out the key information through defined queries which might base on fields such as:

- Subject line
- Relevance analysis
- Summary etc.

Logical Document Determination (LDD)

We can quickly inspect and sort out millions of litigation documents and provide them in systematically organized form. To do this, we identify logical document boundaries and their attachment ranges by thoroughly inspecting document

characteristics. We bundle all relevant documents together in a chronological manner for efficient information reference and retrieval.

LDD includes two types of document unitization:

- Unitization and attachment range within the document
- Unitization within the document range

BATE STAMPING

During the discovery stage or while preparing for a trial, the large number of litigation documents necessitate identifiable markings for quick reference and retrieval of the information contained in them. For this we perform bate stamping by providing them sequential numbers in client desired numeric or alpha numeric formats.

Indexing

As thousands of litigation documents encompass information spread across several pages, we index textual information to support efficient and rapid searches.

Keyword Coding

We have the ability to code client designed keywords found anywhere in the documents and support them with easy identification and extraction of the required information.

Logical Document Determination - During the LDD process, the following five fields are extracted from the document:

1. **BEGDOC** – Captured during the Imaging/Scanning process, BEGDOC is a field that defines the start number of the document

2. **ENDDOC** - Captured during the Imaging/Scanning process, ENDOC is a field that defines the end number of the document

3. **BEGATTACH** – Attachment boundaries are defined by groups of documents that are related to one another and populate the BEGDOC of Parent Document

4. **ENDATTACH** - In this field ENDDOC of child document is populated to show the relationship of parent and child documents.

5. **DOCUMENT TYPE** – A Document type best describes the type or category of document. For instance, Letter, Memo, Contract.

Bibliographic Coding - It is the process of capturing the information from following fields

1. Document Title (Verbatim and Enhanced)
2. Document Date/Estimated Date Flag
3. Characteristic
4. Author, Recipient, Copyee, BCC

Names In-text coding – In this process, names and organizations in-text are captured from the documents.

Keywords In-text coding – In this process, specified key-words are captured from the documents.

Full text captures through OCR - Our experienced technicians performs the OCR process and capture text from the scanned images and deliver the output as per the client's requirement

Bates Capturing - Our experienced 'Bates Capture' team extract the bate numbers from the scanned images. These bate numbers/unique identifiers show the file name of the scanned images or documents. This unique ID helps to identify the pages/documents easily. Once the bate numbers are captured, we perform double keying before creating the output files so as to minimize the errors

Our proven methodologies i.e. quality control and quality assurance process helps us to deliver quality deliveries. We provide various formats of delivery, such as concordance, summation or any system utilizing ascii or txtload files, are supported.

BATE CAPTURE - BATES LABELING

What is Bates numbering or Bates labeling?

Bates numbers are unique numbers or unique identifiers assigned during document scanning. These are required for all documents used in US litigation. Historically, the process was done with a "Bates" brand stamper, and these numbers are still usually called Bates numbers within the US.

Bates numbers are used to access the scanned document images from document management systems. DCS can provide document scanning services that comply with the requirements for US litigation.

Why use the Bates Labeling system?

The Bates numbering system helps litigators organize, track, and recall scanned documents in a case, page by page.

The Bates identifiers often have an alphabetic prefix that represents some information such as the scanned document source. The last part of the Bates identifier is a constant number of digits enabling the scanned pages to be sequentially numbered, at least within a prefixed set. Extra pages can then be inserted into the Bates numbering system by using a suffix.

Implementing Bates numbering scanning

Bates numbers or unique IDs are assigned during the document scanning process. These IDs (Bates labels) become part of the index to the document image files for each page. Contact DCS for full details of implementing Bates label scanning system that will comply with US litigation requirements.

How Bates numbering scanning differs from ordinary document scanning

While scanning large volumes of paper documents and uniquely identifying them is a simple task, adding the bate numbers in electronic format is more complicated, mainly because of the need to ensure the same document has a sequential number.

Our Legal business page explains how Bates label scanning can save time and costs for businesses requiring copies of documents for legal work.

- File level index

- Logical document determination

- Bibliographic coding date, document characteristic, document type, title, name fields

- Subjective or in-text coding

- File creation by scanning and loading

SUBJECTIVE CODING

These days, the demand for high speed subjective coding service has been showing a steady increase. Understanding this high demand, many legal processes service providers have started offering subjective coding services for content based document indexing to major law firms, law departments of major corporations and other leading litigation support providers.

Subjective coding is the process in which the coder seeks key information from the document through targeted queries based on various field data such as document types and data ranges. This comprehensive coding provides a systematic, standardized organization of documents for efficient data retrieval. Subjective coding process includes:

- Keyword capturing
- Data capture

- Document review
- Analysis
- Determination of physical or logical document breaks
- Optical character recognition
- Bibliographic coding
- In-text coding
- Summarizing
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