

IDENTIFY, TRACK, AND MANAGE TO THE FULL EXTENT OF THE LAW!



Environment

The scope of work occurred within the state court system of Florida. 11 court locations needed more advanced and reliable identification, tracking and management of paper case files and other physical legal documents.

Challenge

The 11 locations not only required an updated asset management system with customized year-band labels but also extensive retrofitting of more than 100,000 existing files and folders held within their previous system. Much of the filing and labeling occurred months or years after case settlements; in order to prevent further backlog, the new labeling and filing system must be clear and concise. In addition, an incredibly large volume of labels must be produced quickly and easily in the future.

Requirements

- High-volume factory label production, application, and delivery on limited schedule
- High-quality year-band label system
- Updating and retrofitting existing, out-of-date records
- Maintaining previous filing order and organization processes per legal stipulations
- On-demand printing after initial batch labeling through desktop software



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Current Process

The 11 locations in the Florida court system previously compiled, labeled, and filed records en masse months or even years after their initial closing. Legal paperwork quickly became out-of-date in other instances, prompting an additional requirement of updating between 10,000 and 65,000 records and files at each of the 11 locations.

Solution and Implementation

After securing the award, EDP's Colorflex team designed and produced year-band labels for the 100,000 case files and court documents awaiting filing as well as the appropriate labels to update each of the facilities' outdated assets. The teams also assisted in the application and sorting to ensure that required and/or preferred ordering of the records was consistently maintained. A label system for current and future records was also developed with the option for on-demand label printing as needed.



LabelsAnywhere On-Demand Printing Software

Results and Benefit

The EDP team not only prevented any further backlog from unfiled and outdated records via their innovative labeling system, but they also completed the order specifics along the agreed-upon service and lead times. All 11 locations were formatted with on-demand, web-based software (LabelsAnywhere) and provided with a working inventory of label facestock for in-house printing.



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