

# Legal Document Management

## Comparison Chart



# Finding the Right Document Management System for Your Law Firm

If your law firm has outgrown storing documents on a local file server or within your Law Practice Management software, you may be evaluating Document Management solutions.

Today, law firms have no shortage of options when it comes to storing and managing their documents and email. There are basic cloud storage platforms, server/on-premise Document Management Systems and cloud-based Document Management software.

Which kind of platform, and which specific product is right for your law firm?

## Questions to explore include:

- Should you select On-Premise, Hosted or natively Cloud-based solutions?
- Do you need simple file/folder storage, or more robust DMS tools?
- What features/functions does the rest of your team need?
- What other technology tools does your law firm use?

# The Right Solution for Your Law Firm

There are many Legal Document Management and cloud storage services in today's market. This chart compares the most popular cloud file storage and document management software used by law firms today.



**Selecting the right Document Management System is a critical step for your evolving law firm.**

# Legal Document Management Comparison Chart

	OneDrive 	Dropbox 	Google Drive 	SharePoint 	Worldox 	iManage 	NetDocuments 	LexWorkplace 
<b>OVERVIEW</b>								
Class	Simple Cloud Storage	Simple Cloud Storage	Simple Cloud Storage	In Between	DMS Software	DMS Software	DMS Software	DMS Software
Deployment	Cloud-Based	Cloud-Based	Cloud-Based	Cloud-Based	Premise or Hosted	Premise or Hosted	Cloud-Based	Cloud-Based
Organization	Folders Only	Folders Only	Folders Only	Libraries	By Profile Group	By Project	By Workspace	By Client/Matter
Technical Experience Required	Low	Low	Low	High	Moderate	High	Moderate	Low
Windows/Mac Support	Windows & Mac	Windows & Mac	Windows & Mac	Windows Only	Windows Only	Windows Only	Windows Only	Windows & Mac
Starting Storage Included	100GB	3TB	100GB	Depends on 365 Plan	*	*	1 GB / User	1 Terabyte
<b>MIGRATION &amp; SUPPORT</b>								
Third-Party Consultant/ Reseller Required	No	No	No	Yes	Yes	Yes	Yes	No
Migration Performed By	Third-Party IT Consultant	Third-Party IT Consultant	Third-Party IT Consultant	Third-Party IT Consultant	Third-Party Reseller	Third-Party Reseller	Third-Party Reseller	LexWorkplace Team

	OneDrive 	Dropbox 	Google Drive 	SharePoint 	Worldox 	iManage 	NetDocuments 	LexWorkplace 
FEATURES								
Store Files / Folders	✓	✓	✓	✓	✓	✓	✓	✓
Secure Sharing	✓	✓	✓	-	-	-	✓	✓
Full-Text Search	-	-	-	Limited	✓	✓	✓	✓
Version Management	-	-	-	✓	✓	✓	✓	✓
Profiling / Tagging	-	-	-	Custom	✓	✓	✓	✓
Email Management	-	-	-	-	✓	✓	✓	✓
Document Check-In/Out	-	-	-	✓	-	-	-	✓
One Click Save-Back	-	-	-	✓	-	-	-	✓
Integrated OCR	No	No	No	No	No**	Yes***	No	Yes
SECURITY								
User Permissions	✓	✓	✓	✓	✓	✓	✓	✓
Encryption In-Transit	Optional	Optional	Optional	✓	*	*	✓	✓
Data Encryption At-Rest	Optional	Optional	Optional	-	*	*	✓	✓
Native MFA	Optional	Optional	Optional	-	-	-	✓	✓
Geographic Redundancy	✓	✓	✓	-	-	-		
OPTIONS								
Office 365 Included	Optional	-	-	Optional	-	-	-	Optional
Exchange Email Included	Optional	-	-	Optional	-	-	-	Optional
IT Support Included	-	-	-	-	-	-	-	Optional
Legal Software Support	-	-	-	-	-	-	-	Optional

\* Determined by Your Server/Network

\*\* Not available natively in Worldox, third-party tools that integrate with Worldox may be available.

\*\*\* Optional/Costs Extra

# ABOUT



Uptime Legal Systems helps law firms manage and grow their practice with cloud, legal technology, and marketing services.



## Manage + Grow Your Practice

Uptime Legal is the only cloud service provider that can help you host, manage and grow your practice. Thousands of attorneys manage and grow their practice with Uptime's suite of cloud, legal technology and Internet marketing services.



## Experience Matters

Uptime Legal has been providing technology services to law firm since 2005. We've helped hundreds of law firms manage their technology and grow their practice.



## Cloud-First, Legal-First

Uptime Legal only works with law firms, which means Uptime is keenly aware of the culture and challenges within law firms. Uptime has deep experience working with software used by law firms and strong relationships with leading legal software publishers.



## Reputation Matters

Uptime Legal has more awards, accolades and recognition in the legal, technology and business communities than any other legal technology provider.

