Los Angeles-based **Dennis P. Block Law Firm** is one of the country's largest legal practices specializing in property evictions. Files are extremely active during a few month time span, and are generally adjudicated within 90 days. Given the volatile nature of eviction cases, the firm's ability to respond immediately or quickly is critical, and is often required real-time.

Problem

Attorneys and staff frequently were unable to access required files when needed to respond to courts, clients and other constituents.

Solution

Implemented SmartTraxx Find–A–File solution with reusable RFID labels. Now staff can quickly find missing files and complete work processes without interruption and as needed to accommodate court proceedings.

System

- label printing software for printing file folder labels matching existing or preferred filing system / file indexing requirements

- labels with radio wave transmitter that print on standard ink jet printers

- portable radio wave scanner with fast, easy-to-use   software to find missing files

- inventory files-in-circulation for proactive file location tracking to minimize the frequency of missing files

Dennis P. Block Law Firm

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Find-A-File

Find and Inventory Files

A wide array of RFID standard and printable labels are available for placement on file folders. The file's unique file folder # or title is entered to the portable scanner utilizing the scanner's keypad or electronic keyboard. The scanner's trigger is pulled, which 'encodes' the RFID label's computer chip with the folder's identifier that originated within an existing customer database.

When a file needs to be located with the scanner, the file # or title is looked-up in the database and entered to the scanner. The scanner will now look for the file and utilizes beeps, vibration, color scale and numeric index to guide the User to within a few inches of the folder.

Radio wave scanners transmit radio waves approximately 20'. One or many file folder identifiers can be added to the scanners 'Find List'. When scanning files the scanner is only looking for files that are on the 'File List'. When a file on list is located, the file # or title is highlighted on the scanner and then that specific file is located by the scanner.

The scanner can also be utilized to inventory files-in-circulation or in systems and export inventory data to a spreadsheet or database. File inventories keep file locations up-to-date, minimizing the the need to use the scanner to find files.

Labels with Radio Wave File Folder # or Title Matching your Database

Lookup File #'s or File Titles using your Existing Software

Enter # or Title to the Scanner to Add-to Find List and Find Files

Inventory Files and Save File Locations to Spreadsheet or Database

Optional Label Printing Software Customized to Your Filing System Needs

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