

Herbert Smith LLP

Setting a higher legal standard

Herbert Smith LLP improves efficiency and offers better client service by adopting Adobe® Acrobat® to assemble case documents, more securely redact information, and complete forms

Herbert Smith

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London, England

<http://www.herbertsmith.com/>

Herbert Smith LLP, a law firm headquartered in London, advises clients from its network of offices across Asia, Europe, and the Middle East. The firm has a renowned global dispute resolution practice that works alongside its market-leading global corporate practice. The firm also specializes in finance, real estate, competition, intellectual property, employment, pensions, and incentives. Herbert Smith is acknowledged as a leader in a number of industry sectors, notably energy and natural resources and financial institutions.

With the difficult economic climate putting pressure on its clients' legal budgets, and with the rules of the new Supreme Court in the United Kingdom mandating electronic filing of court documents, Herbert Smith took a fresh look at its processes, searching for ways to improve its efficiency.

"We knew that there were more efficient ways of working with documents," says Andrew Moir, a partner in Herbert Smith's intellectual property practice in London. "Most of the documents that come to us from clients and opposing counsel are in electronic format, as are most of the documents that we send out. There seemed to be little point in working with paper in between."

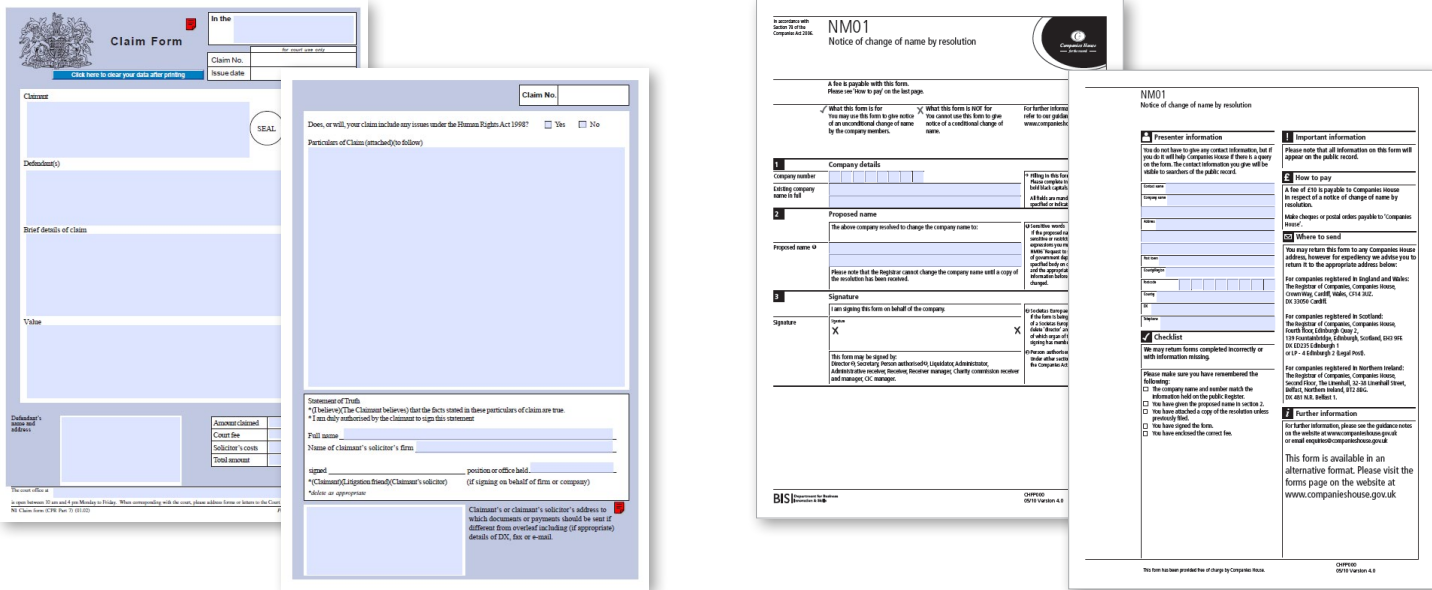
In particular, the firm was eager to find a better way to prepare litigation case documents, which include lengthy witness statements, expert reports, and exhibits, all of which have to be paginated sequentially. These types of documents can be many hundreds of pages long and they sometimes require changes at the last minute before being sent to the Court.

"Managing documents in hard copy meant that if we had to take out exhibit three on page 30, we had to throw everything away, print it out again, and then go through with a hard copy paginator and repaginate," explains Moir. "By using Adobe Acrobat, we can simply remove the relevant exhibit electronically and repaginate instantly."

Improving the document collaboration process

Using Adobe Acrobat with other popular software applications offers significant advantages. "As an intellectual property lawyer, I often need to annotate diagrams, tables, and charts without disturbing the formatting of the original documents," says Moir. With Acrobat, he can convert spreadsheets and PowerPoint files to PDF and then add text, highlight, cross out, and use other tools for commenting—all without disturbing the underlying file content or formatting. "When I have finished marking up the document, I can then use Acrobat to convert the updated copy back to Microsoft Word," explains Moir.

The Courts in the United Kingdom and other government bodies, such as the Intellectual Property Office, have thoroughly embraced the efficiency of PDFs. Using Acrobat, Herbert Smith can efficiently complete and submit forms electronically.



Challenge

- Keep documents with more than 1,000 pages organized—even when they change at the last minute
- Help ensure security of redactions
- Complete electronic forms with confidence
- Streamline IT administration

Solution

- Leverage Acrobat to speed managing and assembling lengthy case documents
- Enhance collaboration using review and commenting tools in Acrobat
- Improve document security and access inside and outside the firm

Benefits

- Enhanced collaboration across legal teams
- Provided faster access to more reliable, flexible case documents in PDF
- Reduced time to repaginate case books from hours to minutes
- Provided greater security for redactions
- Enabled faster and more accurate completion of electronic forms
- Improved IT desktop administration by standardizing on Acrobat X

Toolkit

Adobe Acrobat X

Supporting flexibility

Acrobat also brings flexibility to the workplace. "Flexible working is an important way to balance work and life responsibilities. With Acrobat, we can do much of our document review, commenting, and assembly through the firm's secure systems while at home," says Moir. No matter where employees are working, Acrobat helps them to collaborate, using PDF tools to comment on documents and share them among teams.

Once the documents are ready to go out, Acrobat makes them easy to send. Faxes are sent by e-mailing PDF documents to a fax gateway without the need to print. When e-mailing documents to clients, Acrobat offers several capabilities to improve the process, including generating compact PDF files and supporting file encryption and password protection for extra security.

But the benefits do not stop there. The courts in the United Kingdom are moving towards electronic filing of case documents. "Judges, lawyers, and trial advocates appreciate the ability to search through a trial bundle in PDF electronically," explains Moir. "It is also much more convenient and secure to transport and review documents in a password-protected PDF file than on paper. Since most court forms are in PDF, using Acrobat to complete forms electronically also enables us to easily complete and share official documents."

Keeping secrets

Law firms and other businesses that deal with confidential information need to be able to redact certain visible text and images from documents. "There have been a number of high-profile cases where law firms or government bodies have tried to redact PDF files without using the proper tools, only to find that the sensitive information has been uncovered by the press," says Moir. "By using Adobe Acrobat, we know that information that we need to keep confidential, stays confidential."

Achieving results

"We began to notice that more and more people within the firm wanted to be able to use Adobe Acrobat," explains Mark Rowley, head of purchasing for the Herbert Smith IS department. "That's when we decided to standardize on Acrobat company-wide."

Previously, Herbert Smith used a few hundred copies of Acrobat Standard and Acrobat Professional. The firm is currently upgrading all its machines to Windows[®] 7 and has bought enough licenses to put Acrobat X on every desktop in the firm. By standardizing on a single, current version of Adobe Acrobat, the firm helps improve collaboration across teams and greatly streamlines IT administration.

Advanced review and commenting features in Acrobat accelerate case document review for legal teams and clients working inside and outside the firm. With Acrobat, staff can easily highlight areas, add comments, or redact sensitive information as needed.

549. The Ribbon Drive Assembly diagram shows the overall layout of the components of the ribbon drive, and I reproduce it as Figure 22 below (I have highlighted the main components of interest in red).

Figure 22

9.3.3 Section 1.3.2.1

550. Section 1.3.2.1, Bulk Ribbon Drive Motors, states that:

These two DC stepper motors are located behind the bulk printer ribbon spools. They provide the drive required to move the bulk print station ribbon. [emphasis added]

551. This paragraph shows that the DMX 5000 employs stepper motors for the ribbon drive and that they are located behind the ribbon spools.

INTELLECTUAL PROPERTY OFFICE

Patents Form 21
Patents Act 1977 (Part 47)

Application to register or give notice of rights acquired in a patent or in an application for a patent (See the notes on the back of this form)

1 Your reference

2 Patent application or patent number(s) (see note (a) (i))

3 Full name and address of the or of each patent applicant or proprietor (as currently on the register or specifications)
Patents ACP number of (you know it)

4 Full name and address of the or of each person assigning the rights
Patents ACP number (if you know it)

5 Give details of the transaction, instrument or event which affects the rights in the or each patent application or patent identified in part 3 above, including its date and the names of all the parties involved.

6 Name of your agent (if you have one)
"Addresses for service" in the European Economic Area or Channel Islands to which all correspondence should be sent (see note (a) (ii)) (where relevant)

Patents ACP number (if you know it)

(REV AUG 10) Intellectual Property Office is an operating name of the Patent Office Patents Form 21

Patents Form 21

7 Name of each signatory should also be entered, and dated, if relevant (See note (a) (ii))

I/we hereby confirm that rights, as indicated in part 5 above have been acquired and that any necessary stamp duty has been paid.

Signature(s) Date

8 Name, e-mail address, telephone, fax and/or mobile number, if any, of a contact point for the applicant

Notes

(a) If you need help to fill in this form or you have any questions, please contact the Office on 0300 300 2000.

(b) Write your answers in capital letters using black ink or you may type them.

(c) You may use this form for more than one application or patent if the same transaction, instrument or event is involved.

(d) Section 32 (3) of the Patents Act 1977 specifies the relevant transactions, instruments and events (which include assignments, licences and mortgages). You can also use this form to request that the computer enters in the Register an equitable interest in a patent or application (e.g. an agreement to assign).

(e) Part 7 should be signed and dated. Documentary evidence sufficient to establish the transaction should accompany this form if:

- in the case of an assignment, it is not signed by or on behalf of the parties assigning the rights, or
- in the case of a mortgage or the grant of a licence or security, it is not signed by or on behalf of the mortgagee or grantor of the licence or security.

Any documents filed as evidence will be destroyed in due course. Original documents are not required – photocopies are sufficient.

(f) If there is not enough space for all the relevant details on any part of this form, please continue on a separate sheet of paper and write "see continuation sheet" in the relevant part(s) of the form. Any continuation sheets should be attached to this form.

(g) Although you may have an address for service in the Channel Islands, any agent you appoint to act for you must reside in or have a place of business in the European Economic Area or Isle of Man.

(h) For details of the fee and ways to pay, please contact the Office.

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"I believe we're only just beginning to experience the full potential of Acrobat for improving our efficiency and cutting costs."

Andrew Moir
Partner, intellectual property group,
Herbert Smith LLP

Herbert Smith has already achieved return on its investment in Acrobat. The time and efficiency savings give the firm a competitive advantage. There are also other savings, such as reduction in paper consumption.

Looking ahead

Already, Herbert Smith is beginning to expand its use of Acrobat. "There are clearly benefits to the electronic workflows offered by Adobe Acrobat. We want to promote these as widely as possible within the firm through training and awareness sessions," says Moir.

Moir is already finding that adoption of Acrobat within Herbert Smith is increasing, as word spreads about the benefits and time savings of using the software. "I believe we're only just beginning to experience the full potential of Acrobat for improving our efficiency and cutting costs," says Moir.

For more information
www.adobe.com/products/acrobatpro



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