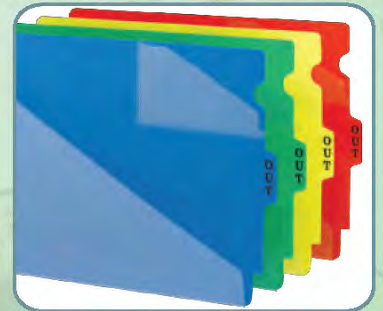# American Specialty

americanspecialty.biz • 800.466.9561

Efficiently Managing Legal Records

Building the Best Solution for Your Practice

Designing the best shelf filing system for your practice.

The most effective filing technique used by law firms keep papers organized in standard top tab folders each filed within expanding file pockets or "redropes". Pockets are indexed on the top or end tab to identify client and case number. The folders within each pocket divide papers in to categories such as depositions, research, discovery, etc.

Color coding and indexing number on pockets makes it simple to file and find case files. Colors are easier to recognize than characters, and a misplaced files stand out amongst the others.

How much money does your practice waste searching for missing or misfiled charts?

The average office has 3% to 5% of their records misfiled. The cost to recreate them can be upwards of $200 each.

Software tracking systems save time by making the location of every chart easily accessible.

Total Records _____
x
4% Misfiles
x
$200 Recovery
=
_____
Total Recovery Costs

Automating the labeling process saves valuable staff time. Using any color ink jet printer, Smead's ColorBar Express software can print top tab or end tab labels that match most popular color coding systems. You can also print bar codes for automated file tracking.

80% of filing system costs come from the labor used retrieving and refiling information.

Ensure that your personnel don't spend their time searching through an inefficient system by implementing color-coding and bar code tracking.

Step 1

Choose the appropriate folder for your legal practice based on the number of documents stored, security, activity, and shelf life.
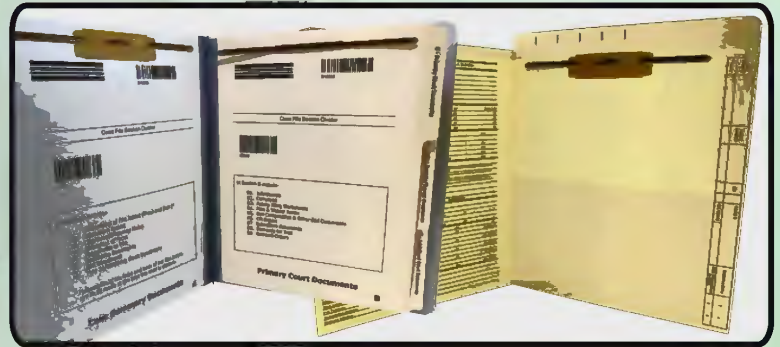
Step 2

Hold everything together with the appropriate end-tab or top-tab redrope expansion pocket.

Step 3

Create the most efficient legal file with custom printing, pocket installation, custom indexes, filebacks, and file dividers.
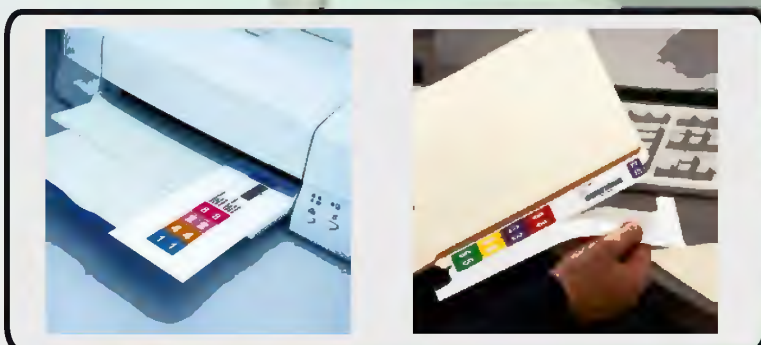
Step 4

Design the appropriate color-coded system to reduce misfiles and increase overall filing productivity.

Step 5

Implement on-demand label generating software to facilitate the ongoing label generating needs of your practice.

STEP 1

BUILDING THE BEST CASE FILING SOLUTION

The Ideal Filing Solution Accounts For:

- Number of Case Files Stored
- Security of Documents
- Average Case File Activity
- Required Shelf Life

853R

85C##SR102

85C01RBF213

85SR102BF213

End-Tab Case Files

Letter Size: 12 1/4" W, Legal Size: 15 1/4" W - Scored for 3/4" Exp. - Embossed Label Placement Marks

Weight	Color	Front	Tab Description	Letter	Legal	Box	Ctn
11 Point	Manila	9.5" H	Reinforced, Full-Cut End Tab	85SR102	95SR102	100	500
11 Point	Colors*	9.5" H	Reinforced, Full-Cut End Tab	85C##SR102	95C##SR102	100	500
14 Point	Manila	9.5" H	Single Ply, Full-Cut End Tab	87S102		100	500
14 Point	Manila	9.5" H	Reinforced, Full-Cut End Tab	87SR102	97SR102	50	250
14 Point	Colors*	9.5" H	Reinforced, Full-Cut End Tab	87C##SR102	97C##SR102	50	250
11 Point	Manila	9.5" H	Reinforced, Full-Cut End Tab 1/2 Pocket Inside Front Panel	85S350L		50	250

Top-Tab Case Files

Letter Size: 11 5/8" W, Legal Size: 14 5/8" W - Scored for 3/4" Exp.

Weight	Color	Front	Tab Description	Letter	Legal	Box	Ctn
11 Point	Manila	9.5" H	Reinforced, Full-Cut Top Tab	85R	95R	100	500
11 Point	Colors*	9.5" H	Reinforced, Full-Cut Top Tab	85C##R	95C##R	100	500
14 Point	Manila	9.5" H	Reinforced, Full-Cut Top Tab	87R		50	250
14 Point	Manila	9.5" H	Single Ply, Full-Cut Top Tab	877	977	50	250
11 Point	Manila	9.5" H	Reinforced, 1/3 Cut Top Tab	853R		100	500
11 Point	Colors*	9.5" H	Reinforced, 1/3 Cut Top Tab	85C##3R	95C##3R	100	500

Single-Ply tabs offer an economical solution for light usage.

Reinforced tabs are suitable for case files accessed on a daily basis. Heavy 14-point paper stands up to heavy use. Full-Cut tabs are ideal for attaching a color coded strip label. Colored folders allow users to quickly differentiate between cases. Fasteners keep materials secured and organized within a file.

End-Tab Case Files With Fasteners

Letter Size: 12 1/4" W, Legal Size: 15 1/4" W - Scored for 3/4" Exp. - Embossed Label Placement Marks

Weight	Color	Fasteners	Tab Description	Letter	Legal	Box	Ctn
11 Point	Manila	1st & 3rd	Reinf , Full-Cut End Tab	85SR102BF213	95SR102BF213	50	250
11 Point	Colors*	1st & 3rd	Reinf , Full-Cut End Tab	85C##SR102BF213	95C##SR102BF213	50	250
14 Point	Manila	1st & 3rd	Sgl Ply, Full-Cut End Tab	87S102BF213		50	250
14 Point	Manila	1st & 3rd	Reinf , Full-Cut End Tab	87SR102BF213	97SR102BF213	50	250
14 Point	Colors*	1st & 3rd	Reinf , Full-Cut End Tab	87C##SR102BF213	97C##SR102BF213	50	250
11 Point	Manila	1st & 3rd	Reinf , Full-Cut End Tab 1/2 Pocket Inside Front Panel	85S350LBF213		50	250

Top-Tab Case Files With Fasteners

Letter Size: 11 5/8" W, Legal Size: 14 5/8" W - Scored for 3/4" Exp.

Weight	Color	Fasteners	Tab Description	Letter	Legal	Box	Ctn
11 Point	Manila	1st & 3rd	Reinf, Full-Cut Top Tab	85RBF213	95RBF213	100	500
11 Point	Colors*	1st & 3rd	Reinf, Full-Cut Top Tab	85C##RBF213	95C##RBF213	100	500
14 Point	Manila	1st & 3rd	Reinf, Full-Cut Top Tab	87RBF213		50	250
14 Point	Manila	1st & 3rd	Sgl Ply, Full-Cut Top Tab	877BF213	977BF213	50	250
11 Point	Manila	1st & 3rd	Reinf, 1/3 Cut Top Tab	853RBF213		100	500
11 Point	Colors*	1st & 3rd	Reinf, 1/3 Cut Top Tab	85C##3RBF213	95C##3RBF213	100	500

00	01	02	03	04	05	06	07	08	09	20	22	31	44
Pink	Orange	Yellow	Gray	Blue	Red	Purple	Goldenrod	Lavender	Green	White	Buff	Brown	Light Blue

* Use the color number to replace the ## in colored folder item numbers.

End Tab Manila Expandifile Folders

Letter Size: 12 1/4" W, Legal Size: 15 1/4" W - Scored for 3/4" Exp. - Embossed Label Placement Marks

Weight	Tab	Capacity	Dividers	Letter	Legal	Box	Ctn
14 Point	Full-Cut End-Tab T&S Reinforced	2' Exp	1 Divider	872M1	972M1	20	100
14 Point	Full-Cut End-Tab	3" Exp	2 Divider	873M2	973M2	15	75

872M2

File case pockets are useful for securing documents that can not be hole punched for use with fasteners.

Useful for items that require quick retrieval as documents are not secured directly to the folder.

Documents ideal for pockets include lab reports, photos, compact discs, and official documents.

85S350LBF21

1109S

P1178

Manila Case File Jackets

Letter Size: 9-1/2" H x 11-3/4" W

Weight	Front	Description	Item No.	Box	Ctn
11 Point	9.0" H	Flat Expansion, Closed 3 Sides	1109S	50	250
11 Point	9.5" H	Scored 3/4" Expansion, Closed 3 Sides	1209S	50	250

Letter Size: 9-1/2" H x 12-1/4" W

Weight	Front	Description	Item No.	Box	Ctn
11 Point	9.5" H	Flat Expansion, Closed 3 Sides	P1168	50	250
11 Point	9.5" H	2" Expansion, Closed 3 Sides, Ships Flat	P1168W2		200
11 Point	9.5" H	Flat Expansion, Closed 2 Sidex, Diagonal Cut Front Panel	P1178	50	250
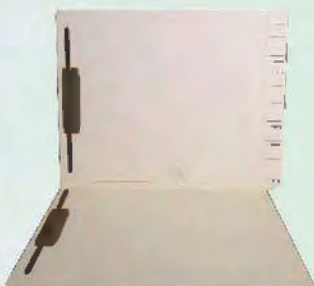
SWMFP-10BF213

Manila Case File Pockets

Letter Size: 9-1/2" H x 12-3/4" W

| Weight	Front	Description	Item No.	Box	Ctn
11 Point	9.5" H	Reinf., Full-Cut, Full Pocket on Inside Back Flat	SWMFP-10	50	250
11 Point	9.5" H	Reinf., Full-Cut, Full Pocket on ISBF, BF21	SWMFP-10BF21	50	250
11 Point	9.5" H	Reinf., Full-Cut, Full Pocket on ISBF, BF213	SWMFP-10BF213	50	250
11 Point	9.5" H	Reinf., Full-Cut, Half Pocket on ISFF	85S350L	50	250
11 Point	9.5" H	Reinf., Full-Cut, Half Pocket on ISFF, BF21	85S350LBF21	50	250
11 Point	9.5" H	Reinf., Full-Cut, Half Pocket on ISFF, BF213	85S350LBF213	50	250

"Ready access to information is vital in a law practice and directly affects the bottom line."

STEP 2

HOLDING IT ALL TOGETHER

The most effective filing technique used by law firms keeps papers organized in standard top tab or end tab folders that are filed within expanding file pockets or "redropes".

Redrope expansion file pockets provide maximum filing capacity for the storage of bulky documents and documents of mixed sizes.
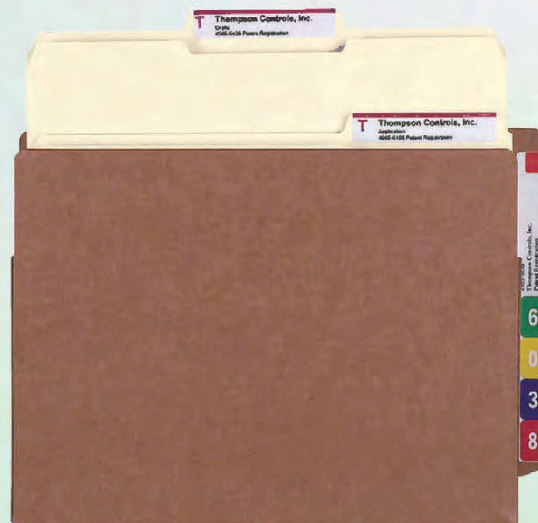
C1524E

ETT1525G-BE

ET1524E

End-Tab Redrope Case File Pockets

Extra Wide Letter Size: 9 1/2" H x 12 3/4" W, Extra Wide Legal Size: 9 1/2" H x 15 3/4" W
12.5 Point Thickness

Gusset	Front	Exp.	Gusset Size	Letter	Legal	Box	Ctn
Colors*	9"	3-1/2"	6-1/2" Tyvek-lined Colored	ETT1525E-##	ETT1527E-##	10	50
Colors*	9"	5-1/4"	6-1/2" Tyvek-lined Colored	ETT1535G-##	ETT1537G-##	10	50
Redrope	9"	3-1/2"	6-3/8" Tyvek-lined Gusset	ETTP25E	ETTP27E	10	50
Redrope	9"	5-1/4"	6-3/8" Tyvek-lined Gusset	ETTP35G	ETTP37G	10	50
Redrope	7"	5-1/4"	6-3/8" Tyvek-lined Gusset	ETT45I		10	50
Manila	9"	3-1/2"	4-1/2" Tyvek-lined Manila Liner	ET1524E	ET1526E	10	50

Top-Tab Redrope Case File Pockets

Extra Wide Letter Size: 9 1/2" H x 11 3/4" W, Extra Wide Legal Size: 9 1/2" H x 15 3/4" W
12.5 Point Thickness

Gusset	Front	Exp.	Gusset Size	Letter	Legal	Box	Ctn
Colors*	9.5"	3-1/2"	6-1/2" Tyvek-lined Colored	1524E-##	1526-##	25	100
Colors*	9"	5-1/4"	6-1/2" Tyvek-lined Colored	1534G-##	1535G-BE	10	50
Redrope	9"	1-3/4"	6-3/8" Tyvek-lined Gusset	C1514C		25	100
Redrope	9"	5-1/4"	6-3/8" Tyvek-lined Gusset	C1524E	C1526E	10	50
Redrope	7"	5-1/4"	6-3/8" Tyvek-lined Gusset	C1534G	C1536G	10	50

Pockets are indexes on the top or end tab to identify client and case number.

The folders within each pocket divide papers in to categories such as depositions, research, discovery, etc.

Color coding the index number on pockets makes it simple to file and find case files. Colors are easier to recognize than characters, and misplaced files stand out among others.

Manila Case File Jackets

Extra Wide Letter Size: 9 1/2" H x 12 3/4" W, Extra Wide Legal Size: 9 1/2" H x 15 3/4" W

Weight	Front	Exp.	Gusset Size	Letter	Legal	Box	Ctn
11 Point	9"	1-3/4"	5-1/2" Tyvek-top Gusset	ETM1514C	ETM1516C	25	100
11 Point	9"	3-1/1"	5-1/2" Tyvek-top Gusset	ETM1524E	ETM1526E	25	100
11 Point	9"	3-1/2"	5-1/2" Tyvek-lined Gusset	ETMC1524E	ETMC1526E	10	50
11 Point	9"	5-1/4"	5-1/2" Tyvek-lined Gusset	ETMC1534G	ETMC1536G	10	40

ETM1514C

CONVERSION FILING PRODUCTS

Conversion Pockets

End tab scored to fold back, allowing for easy conversion from end tab shelf pocket to top tab file pocket. Perfect for files that are stored in shelf filing systems but are frequently used and placed in desk drawers, or files that are used in shelf filing systems but later moved to storage boxes. Drop front provides quick access to contents.

Conversion Folders

End tab scored to fold back, allowing for easy conversion from end tab shelf pocket to top tab file pocket. Perfect for files that are stored in shelf filing systems but are frequently used and placed in desk drawers, or files that are used in shelf filing systems but later moved to storage boxes. Drop front provides quick access to contents.

End-Tab Converters

Heavy weight manila matches the tab of new end-tab folder for a seamless integration of new files with existing files. Use your choice of strip label for indexing. We will even provide converters with labels applied for easy back file conversion.

Two full height adhesive strips hold converters firmly on existing folders or pockets.

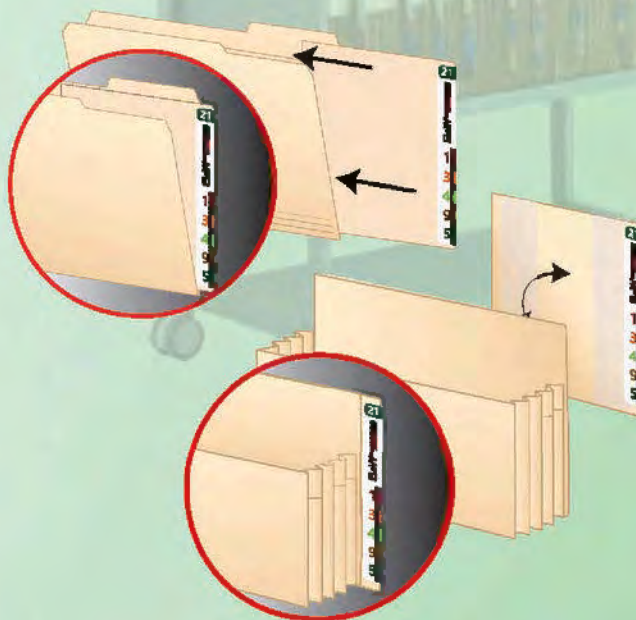6 1/2 inches wide plus tab for extra rigidity.

Fits any size file folder or file pocket.

Heavyweight 14 point manila stock for long folder life.

Conversion Folders and Pockets

Description	Item No.
Conversion Pockets	
Reinforced Tab, 3-1/2" Exp, Lined Gusset	75165
Reinforced Tab, 5-1/7" Exp, Lined Gusset	76175
Conversion Folders	
Reinf. T&S Tab, Full Cut, Manila	24190

File Converter

Description	Item No.
Conversion Pockets	
14pt. with 2, 1.5" self-adhesive strips	SWCONV1

STEP 3

CUSTOM INDEXES AND FILEBACKS

Create a filing system inside matters or case file by subdividing information with your own custom indexed dividers.

Color-coded Mylar tabs with your headings preprinted on them keep documents separated.

Fasteners keep pages secure and in the proper order.

Follow these simple steps to create the system that works best for your files.

Ordering Instructions

- Choose the style of indexes, filebacks, or self-adhesive filebacks.

- Specify material weight and material color.

- Specify tab cut. (see charts for details)

- Specify a title and color for each tab position. (see charts for details)

- Specify packaging: Collated in sets, or not collated - titles boxed individually.

Indexes

Index dividers are two-hole punched and secured to a folder's fasteners. Add pages by removing pages and indexes at the insertion point.

> 90 lb. or 110 lb. White or Ivory Stock, 124 lb. Manila Stock
>
> 2-Hole Punched (2-3/4" center-to-center) and Reinforced with Mylar
>
> Tabs Printed on Both Sides and Fused with Colored Mylar
>
> Dimensions are 8-1/2" x 11" Plus 1/2" for Side Tabs and 3/8" for Bottom Tabs

Index Style: IN1

Index Style: IN2

Index Style: IN3

Index Style: IN4

Filebacks

Filebacks allow you to add pages within each section without removing dividers. Comes with installed fastener attached below a punched foldover hinge. Remove entire sections without disrupting the rest of the pages.

> 110 lb. or 124 lb. Manila Stock
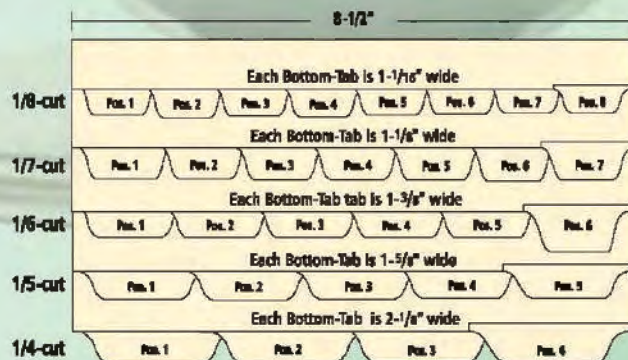>
> 2" Bonded Fastener Preinstalled
>
> 1" Scored Hinge with Mylar Reinforced Slits
>
> Tabs Printed on Both Sides and Fused with Colored Mylar
>
> Dimensions are 8-1/2" x 11" Plus 1/2" for Side Tabs and 3/8" for Bottom Tabs

Fileback Style: IN1

Fileback Style: IN2

Fileback Style: IN3

Tab Cut Sizes

1/3-cut — Each Side-Tab tab is 2-5/16" wide — Pos. 1, Pos. 2, Pos. 3

1/4-cut — Each Side-Tab tab is 2-1/2" wide — Pos. 1, Pos. 2, Pos. 3, Pos. 4

1/5-cut — Each Side-Tab is 2" wide — Pos. 1, Pos. 2, Pos. 3, Pos. 4, Pos. 5

1/6-cut — Each Side-Tab is 1-7/8" wide — Pos. 1, Pos. 2, Pos. 3, Pos. 4, Pos. 5, Pos. 6

1/7-cut — Each Side-Tab is 1-7/16" wide — Pos. 1, Pos. 2, Pos. 3, Pos. 4, Pos. 5, Pos. 6, Pos. 7

1/8-cut — Each Side-Tab is 1-1/4" wide — Pos. 1, Pos. 2, Pos. 3, Pos. 4, Pos. 5, Pos. 6, Pos. 7, Pos. 8

11"

8-1/2"

Cut	Tab width	Positions
1/8-cut	Each Bottom-Tab is 1-1/16" wide	Pos. 1, Pos. 2, Pos. 3, Pos. 4, Pos. 5, Pos. 6, Pos. 7, Pos. 8
1/7-cut	Each Bottom-Tab is 1-1/8" wide	Pos. 1, Pos. 2, Pos. 3, Pos. 4, Pos. 5, Pos. 6, Pos. 7
1/6-cut	Each Bottom-Tab tab is 1-3/8" wide	Pos. 1, Pos. 2, Pos. 3, Pos. 4, Pos. 5, Pos. 6
1/5-cut	Each Bottom-Tab is 1-5/8" wide	Pos. 1, Pos. 2, Pos. 3, Pos. 4, Pos. 5
1/4-cut	Each Bottom-Tab is 2-1/8" wide	Pos. 1, Pos. 2, Pos. 3, Pos. 4

STEP 4
DESIGNING A COLOR-CODED SYSTEM

We can design color-coded systems that are compatible with any major system. We can also design an appropriate system to meet your individual firm's needs.

Your practice's or lawyer's name printed on each strip label.

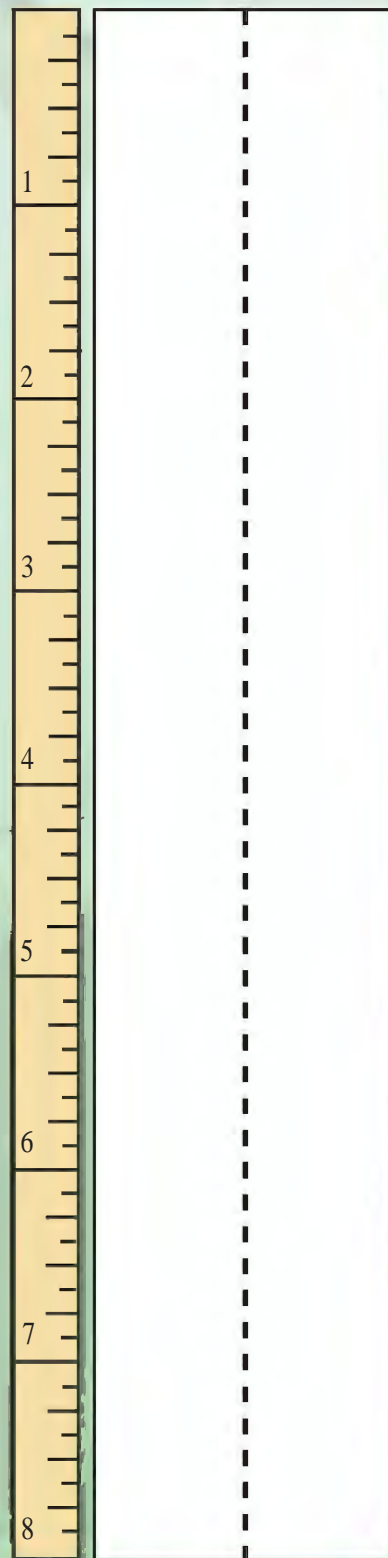Year, month, and solid color labels indicate pertinent matter information.

Personalize every record with your company logo or emblem.

Format constant or data driven text to any size, color, or type style.

Bar codes help you keep track of matters and files as they move throughout your practice. Useful for current tracking and for anticipated future tracking needs.

Use terminal digit, numeric, or alphabetic color coding to dramatically increase filing productivity.

Your custom-designed strip label can be pre-applied to any product making a top tab to end tab conversion a low-cost solution.

Fine, Howard, & Assoc.

21 21

JUL JUL

SMEAD
KEEPING YOU ORGANIZED

1549874352
Johnson, Larry L.
Patent Registration

003245356

4 4

3 3

5 5

2 2

Alphabetic Filing

Charts are arranged by names, company, subject, or individual in dictionary order.

Alphabetic filing is the most commonly used method for systems with less than 5,000 case files.

Alphabetic filing methods allow anyone direct access to information contained in the files because cross-references are not needed.

When color coding is not used in large volume alphabetic filing systems, the repetition of common names makes filing extremely tedious and may lead to errors and frequent misfiles.
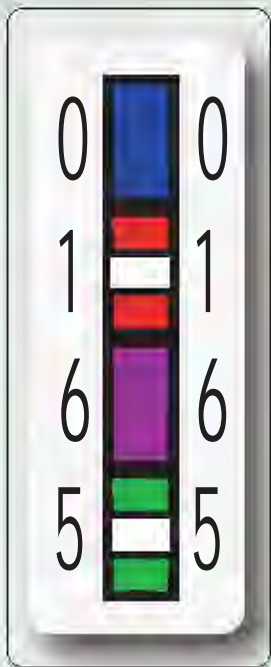
Straight Numeric Filing

Matters are arranged by number in sequential order from lowest to the highest.

Straight Numeric is the most practical filing system for large records, especially for filing systems larger than 5,000 records.

A benefit of straight numeric filing is that, unlike large alphabetic systems, there is no duplication of files because each number is unique.

Security of charts is enhanced because access to a record is not possible without access to the alphabetic cross-reference system.

Terminal Digit Filing

Terminal digit filing systems arrange case files in groups according to last digits.

Terminal digit is an efficient method for systems in excess of 10,000 records or systems with "skips" in the numeric sequences.

Matter numbers are assigned in straight numeric sequence; however, location in the file is determined by reading them in reverse order, in groups of two digits.
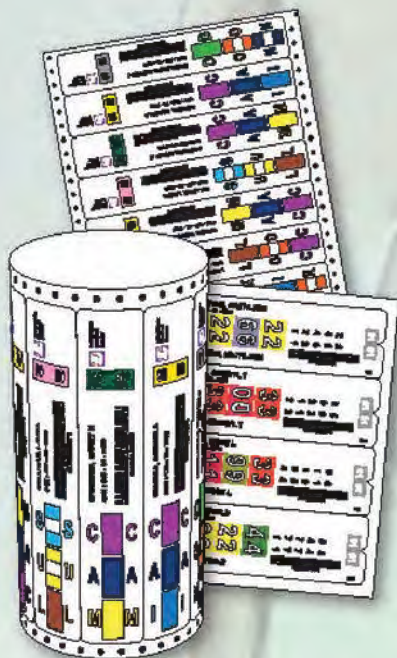
File area is divided in to 100 equal sections (00-99) which expand and contract evenly.

STEP 5

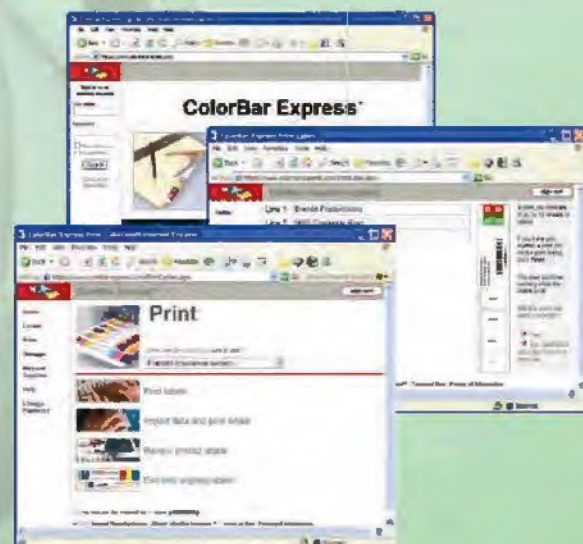## ON-DEMAND LABEL GENERATION

ColorBar.

ColorBar Print Labeling Software

Full-featured design and printing software for creating and printing vibrant, color-coded labels on your PC.

Create any sized label with custom color codes, symbols, text, bar codes, and images.

Automate label production by using data from virtually any database source.

Description	Label Size	Item No.
ColorBar Sheet Labels for Laser Printers		
Bright White (6 up label sheet)	8" W x 1-1/2" H	CB-170025
Bright White (7 up label sheet)	8" W x 1-1/2" H	CB-170078
ColorBar Sheet Labels for Inkjet Printers		
Waterguard (6 up label sheet)	8" W x 1-7/16" H	CB-170166
Waterguard (7 up label sheet)	8" W x 1-7/16" H	CB-170173
ClickStrip & Smartstrip Labels for Inkjet Printers		
ClickStrip Waterguard (1 up label sheet)	8" W x 1-1/2" H	02781
Smartstrip Waterguard (7 up label sheet)	7-1/2" W x 1-1/2" H	66006

ColorBar EXPRESS™
www.colorbarexpress.com

ColorBar Express Online Label Printing

Print color-coded strip labels, complete with text, bar codes, and other information directly from the internet.

Create, print, and manage your record data and labels on the Color - Bar Express website with any browser.

Upload your database to our secured servers and have labels automatically generated.

Separate user accounts let you create labels for multiple depart - ments that use different labeling systems.

Automatically manage your label stock and be alerted via email when supplies begin to run low.

ColorBar Express Label Design Wizard

Application guides you through the label design process and saves you the costs of professional design fees.

Choose from any of the most popular labeling system designs.

The Label Wizard helps you decide which design is best for your filing needs with a series of simple questions.

Rely on us for filing expertise.

We can help you set up an efficient filing system.

Creating a new filing system from the ground up is a daunting task. Fortunately, you don't have to go it alone. From start to finish we'll help you save money and increase productivity with a filing system designed specifically for your business.

Starting with an initial needs analysis our experts will review your current filing practices and business processes. We'll provide you with cost effective recommendations tailored for your current and future filing needs.

Whether you're converting an existing system or building a system from scratch, we are your source for efficient filing solutions.

- Filing System Analysis and Design

- File System Conversions

- Prelabeled Color-Coded Folders

- Label Printing Software

- Custom Indexes and Filebacks

- Custom Printing

From Start to Finish
you design it, we'll create it.

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