

AFH Services assists corporate law departments by providing guidance and advice in the area of business needs analysis, application vendor selection, user training and workflow improvement.

Our experience has shown that whether installing a system for the first time; or, migrating to a new one, the organization should take full advantage of what might normally be viewed as a “head ache” by turning it into an opportunity to engage in a review of organizational requirements. When approached from this perspective, an added benefit of system implementation is that it provides opportunities to improve existing workflows or to build new workflows to address changing needs.

General Methodology

- Participant Interviews
- Systems Review
- Workflow Review
- Workflow Mapping
- Compare with practices/benchmarks in similar and different businesses
- Define process and systems needs and requirements
- Compare with existing tools and technology
- Develop Practices and Procedures
- Document
- Implement Practices and Systems
- Program Review with continuous improvement

AFH develops project plans unique to each project. AFH provides assistance to our clients in all areas of needs definition and systems selection and implementation.

About process improvement

- Process and workflow should shape systems and not the other way around.
- Computers and databases applications are tools used to capture and manage information just like pencils and paper
- Management systems are not for reducing head count. They are for collecting, analyzing and sharing information in order to assist people in making better decisions.
- In the short term, change will make some people uncomfortable. Addressing and alleviating that discomfort is critical to achieving the long term organizational benefit
- Old dogs can and should learn new tricks.
- It might be hard, but it is right.

The AFH approach places the focus back on the business of the corporate law department. Once the corporate law department defines its goals, processes, and practices AFH matches those needs with the best tools available. AFH understands that for all organizations managing and coordinating the various activities of the corporate law department is essential to controlling costs. However, every organization has unique requirements that must be addressed. To accomplish this, AFH applies a proven methodology to all systems projects.

Sample Tasks

- Matter Management Business Need Review and Analysis
- Matter Management Systems (MMS) Application/Host Vendor Evaluation
- MMS Application/Host Vendor Selection
- MMS Application/Host Vendor Contract and SLA Negotiations
- Matter Management Workflow, Practice and Procedures Development
- Systems and Network Review and Analysis
- Law Department Report Development and Generation
- Legacy Data Migration and “Reconciliation”.
- MMS Application Customization
- MMS Application/Host Acceptance Testing
- MMS Application Deployment
- User Training
- Retained Counsel and Vendor Technology Survey
- Related Database Application integration (Case Management, Financial, Records Retention)
- Collaboration with Retained Counsel (Extranet)
- Electronic Invoicing Requirements, Application Selection, Implementation and MMS Integration
- Metrics Measurement

STEPHEN J. BARSONY

Principal

AFH Services, Inc.

Steve Barsony was formally a Senior Manager in Ernst & Young LLP's Litigation Advisory Services Group. Mr. Barsony provides the legal and business community with process and technology-based solutions. He specializes in supporting large, complex litigation. Some areas of focus include: (1) analysis, design and training for practice support systems; (2) development and implementation of document discovery methods; (3) planning and execution of electronic evidence discovery; (4) development of electronic document management, workflow, and image/data capture systems; (5) business process analysis and development and implementation of imaging-enhanced workflow; and (6) overall technology assessment for law firms and legal departments.

Mr. Barsony has spent fourteen years supporting the legal and business communities. He previously worked with a leading provider of facilities management and litigation support outsourcing as a Solutions Architect, where he implemented workflow process improvement and technology solutions for AmLaw 100 firms and Fortune 250 corporations. He has managed the development, support and marketing of two imaged document management applications. Mr. Barsony has also directed the delivery of imaging, data capture and technical support services to law firms, corporations and the government for several leading litigation support organizations.

CHRISTOPHER L. BROWN

Principal

AFH Services, Inc.

Chris Brown was formally a Manager in the Legal Technology Services practice of Ernst & Young LLP's Litigation Advisory Services Group. Mr. Brown specializes in helping organizations with all aspects of document, records and information management involving paper-based and electronic documents and records. He also assists organizations, their law departments and law firms with developing technology solutions for complex legal management issues. Some areas of focus include: (1) legal department and law firm technology strategic planning; (2) legal industry benchmarking, best practices, and surveys; (3) database systems analysis and design for litigation support; and (4) litigation advisory services.

Mr. Brown previously worked as an independent advisor, where he provided advisory services to the corporate law department of a Fortune 15 insurer, focused on the application of technology to meet the challenges within the litigation support section of the department. In addition, he has spent fourteen years working with law firms, companies, and the federal government providing expertise in all phases of automated litigation support.