



Philips Dictation Systems  
User Case



# Van Breevoort and Ter Meulen Lawyers Build on Digital Dictation from Philips

**Law firm Van Breevoort and Ter Meulen Lawyers is specialized in legal and fiscal services, particularly in the areas of property rental and building legislation. The firm is also active in entrepreneurial and employment law and works mainly for housing corporations. Staff totals twenty-one, including thirteen lawyers and one fiscal attorney. Over the years, the firm has built up a solid reputation, partly as a result of its first-hand knowledge of the building and housing business. In addition, the firm sets itself apart from more locally or regionally operating law firms, as Van Breevoort and Ter Meulen have offices situated practically at either end of the Netherlands, in Best and Woerden.**

## "SUFFICIENT TRANSCRIPTION CAPACITY AT ALL TIMES!"

"Our employees are frequently on the move. They travel between offices and visit clients on location," states A.J.M. van Breevoort. Digital dictation offers many benefits. "Lawyers can dictate into their Philips Digital Pocket Memo® recorders off-site. As soon as they return to the office, they can upload their files to the company IT network." These dictations are immediately transcribed, thanks to the Philips Dictation Systems solution. This combines the advantages of PC-workflow management with the benefits of 'traditional' dictation. "If a lawyer comes in to our office in Best with an urgent dictation and finds all transcriptionists are occupied, our staff in Woerden can immediately get started on the file." This functionality also makes it easy to work from home,

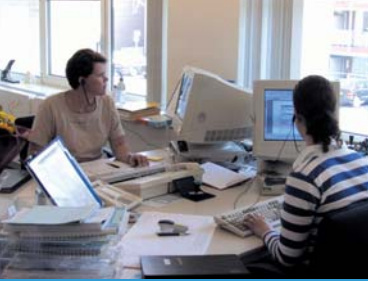
dictating and emailing documents or sending them via FTP. Each document can be attributed its own priority level, which helps organize workflow efficiently. The order of processing can be altered 'on the fly' if required.

## SUCCESSFUL PILOT

After a successful pilot project, Van Breevoort and Ter Meulen Lawyers decided to progress from analog to digital dictation. Beforehand, they worked out a non-disruptive method of migration, together with their partner Clip Consultants. The law firm was very pleased that the existing IT system didn't need to be expanded.

The speech solution requires only a small amount of memory, lengthy dictations can be forwarded in

# PHILIPS



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segments. In fact, a secretary can start working on one section whilst the lawyer is still busy dictating the next. This saves a considerable amount of time! When a lawyer sends a digital dictation file from his home address, it is often completed by the time he gets to the office. In addition, digital files can never be misplaced, whereas sometimes tapes used to get lost. Furthermore, workflow status for both locations can be monitored! Linking the Philips dictation equipment to the IT network through the USB ports posed no problem at all.

## **COMBINING EXISTING AND NEW ADVANTAGES**

The new system combines all the familiar benefits of dictation with the advantages of a PC network. Files are recorded in outstanding digital audio quality and can be stored, moved and copied. Lawyers can easily consult their case files whilst in the process of dictation, the Pocket Memo can be fully operated with one hand.

Installation and initial usage of the hardware and software took place without any problems. "All lawyers use the system by now, even those who initially had their reservations!" states A.J.M. van Breevoort. The old system was abandoned right away!



### **Philips Speech Processing - Dictation Systems**

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