

# Small Law Firm Cuts Document Preparation Time in Half with Litera Desktop

## OVERVIEW

The Law Office of Ross Gardner specializes in identifying and mitigating risks for businesses and families.

While the small firm based in Washington state puts a heavy emphasis on client relations, it previously spent a significant amount of time on the tasks that come along with drafting documents: sorting through old wills, deeds, and various agreements to find the best clauses, manually fixing numbering and layouts, proofreading, and more. Ross Gardner, owner and founder of the firm, explains, "It is a long and tedious process to prepare and review documents and make sure they are formatted correctly, and not all of that time is billable."

While maintaining the highest quality work, Gardner sought an economical way to automate most of the drafting processes to enable lawyers to spend more time with clients.

## SOLUTION

After reading positive reviews from the ILTA forum, Gardner turned to Litera for Litera Desktop Lite, a single Word toolbar with everything lawyers in small firms need to create, check, and collaborate on documents.

## RESULTS

Now, the process of preparing and reviewing documents is automated and simplified. "The time savings have been incredible," Gardner exclaims. "Litera Desktop Lite cuts review time in half while helping me be more efficient and accurate. Before, I would review documents four to five times to make sure they're pristine. Now, it takes only 15 to 20 minutes to review documents that would have taken me an hour."

With Litera solutions supporting the entire document drafting workflow, Gardner is also more confident in the work he produces. He explains, “I have an automated eye to catch errors I might have missed and streamline the [review] process.”

The time savings from Litera Desktop Lite allows Gardner to focus on higher-value work such as business development and establishing deeper connections with those the firm serves.

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**Ross Gardner**  
Attorney & Founder,  
The Law Office of Ross  
Gardner

#### **About the Law Office of Ross Gardner**

Based in Puget Sound, WA, The Law Office of Ross Gardner assists businesses and individuals in achieving their goals and protecting the fruits of their labor.

Focusing on client-centric representation, the firm offers a wide variety of planning and transactional services for your business and your personal life. We believe in the value of preparedness, both in business and in life, and we help our clients plan and prepare for the future so that they are well taken care of.

#### **About Litera**

Litera is the leading provider of software for law firms and document-intensive organizations across the globe, helping them satisfy client demands. Our document drafting products empower users to create, proofread, compare, clean, and distribute high-quality content quickly and securely, from any device, while our transaction management platform converts the manual, tedious process of managing transactions by creating a secure, collaborative workspace and automating the entire signature process.