

Kick & Gilman, LLC

Digital Document Submissions

Submitting documents to our office by electronic means is a very fast and convenient way to get us what we need to handle your legal matter. Here are some free and easy-to-use methods of doing so. Remember that the security of your information is your responsibility.

1) Scanner app for your smart phone or other device.

ScanPro is one example of a free smartphone/tablet app that is available in the iPhone and Android app stores. Just follow these simple steps:

- Download the ScanPro app (Not ScanPro+, which is a rather expensive paid app).
 - Upon first opening the app, you will be offered options for a subscription service. At the bottom of the screen click “Continue without subscription.”
 - When offered their newsletter, you can click “Skip” in the top right corner of the screen.
 - Set the first page of the document on a flat surface in a well lit room. Hold your phone still and directly over the page (approx.. 12”). When the document page fills your screen, press the round icon at the bottom of the app.
 - Press the “+ Scan” icon in the bottom left corner of the app to return to the scan screen so you can scan the next page of the document. Repeat until all pages are scanned.
 - Once you are done scanning all pages, press “Save” in the top right corner of the app. After a brief screen showing that the app is working, a screen will come up with a picture of the first page of your scan and options for sending it. Select “Email.” It will then open a new email in your device’s email app with the document attached.
 - Fill in the necessary information and click “Send” and the app will show you “Success.”
- 2) **Photograph** - If you are unable to scan the document, you can try to take clear photos of each page. If you do this, please use a well lit room and hold the camera directly over the flat pages. Please check the pictures for clarity before sending to us. While we will accept photos of pages, they are not ideal. Each page has to be a separate photo and it makes sending and reading them much less efficient than the scanned Pdf documents. We suggest only using photographs for very short documents where no other option is possible.
- 3) **Fax** - Documents can be faxed to both of our offices at (419)994-4886

NOTE: Any electronic transmission of information has the potential of being intercepted during transmission. If you are concerned about this potential, you should look into alternative means of submitting documents containing sensitive information. We do not make any representations or promises regarding the security of the providers of these applications or your email service.