



INSZOOM

INSZoom Best Practices

Centralize
Client Data & Files



What information do immigration law firms deal with in day-to-day operations?

- Personal information of Foreign Nationals
- Documents submitted by Foreign Nationals
- Documents submitted by the Employer
- Case/client related emails & communications
- Case/client related notes
- Documents received by government agencies/courts

Petition for a Nonimmigrant Worker		USCIS Form I-129 OMB No. 1615-0009 Expires 10/31/2021	
For USCIS Use Only	Receipt	Partial Approval (explain)	Action Block
	Class: _____ No. of Workers: _____ Job Code: _____ Validity Dates: _____ From: _____ To: _____		<input type="checkbox"/> Classification Approved <input type="checkbox"/> Consulate/POE/PFI Notified At: _____ <input type="checkbox"/> Extension Granted <input type="checkbox"/> COS/Extension Granted
▶ START HERE - Type or print in black ink.			
Part 1. Petitioner Information			
If you are an individual filing this petition, complete Item Number 1. If you are a company or an organization filing this petition, complete Item Number 2.			
1. Legal Name of Individual Petitioner			
Family Name (Last Name)		Given Name (First Name)	Middle Name
_____		_____	_____
2. Company or Organization Name			

3. Mailing Address of Individual, Company or Organization (USPS ZIP Code Lookup)			
In Care Of Name			



Where do law firms like you store client/case-related documents?

- Local server storage in Excel sheets/Word templates
- External storage managed by third-party (Dropbox, Box.com, other sources)
- Emails
- Desktops/laptops
- Hardcopy files in cabinets



What is the biggest challenge today?

- Lots of time spent on looking for & retrieving specific case-related Foreign National data
- Looking for documents in multiple places because they are not linked to a Foreign National's profile/case in one centralized location



What happens when?

Under GDPR compliance, you are required to delete data from all sources if/when the Foreign National requests

How do you comply with GDPR/CCPA efficiently?



There's room for everything

With INSZoom Unlimited Storage

There's room for everything!



INSZoom Best Practice

- Store **all** your client/case-related documents in:
 - One centralized location, where it is easy to store & access by everyone in your firm
 - With a structured format



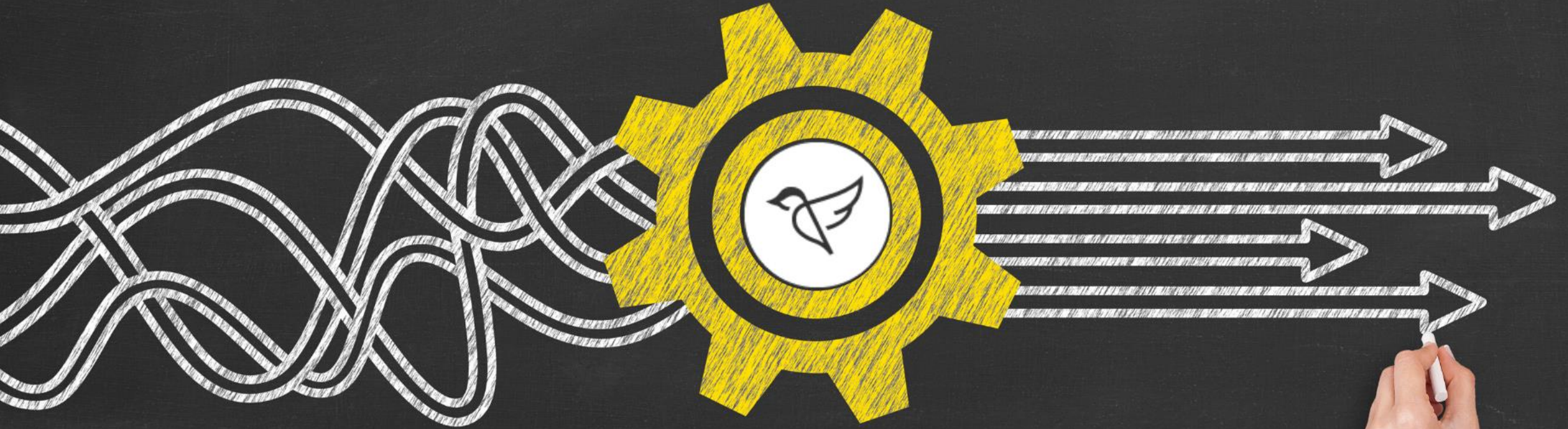
ONE CENTRALIZED LOCATION



No more looking for client/case-related documents in multiple places, everything is right here, within INSZoom!



STRUCTURED



Structured storage with documents attached to a specific client/case and profile.

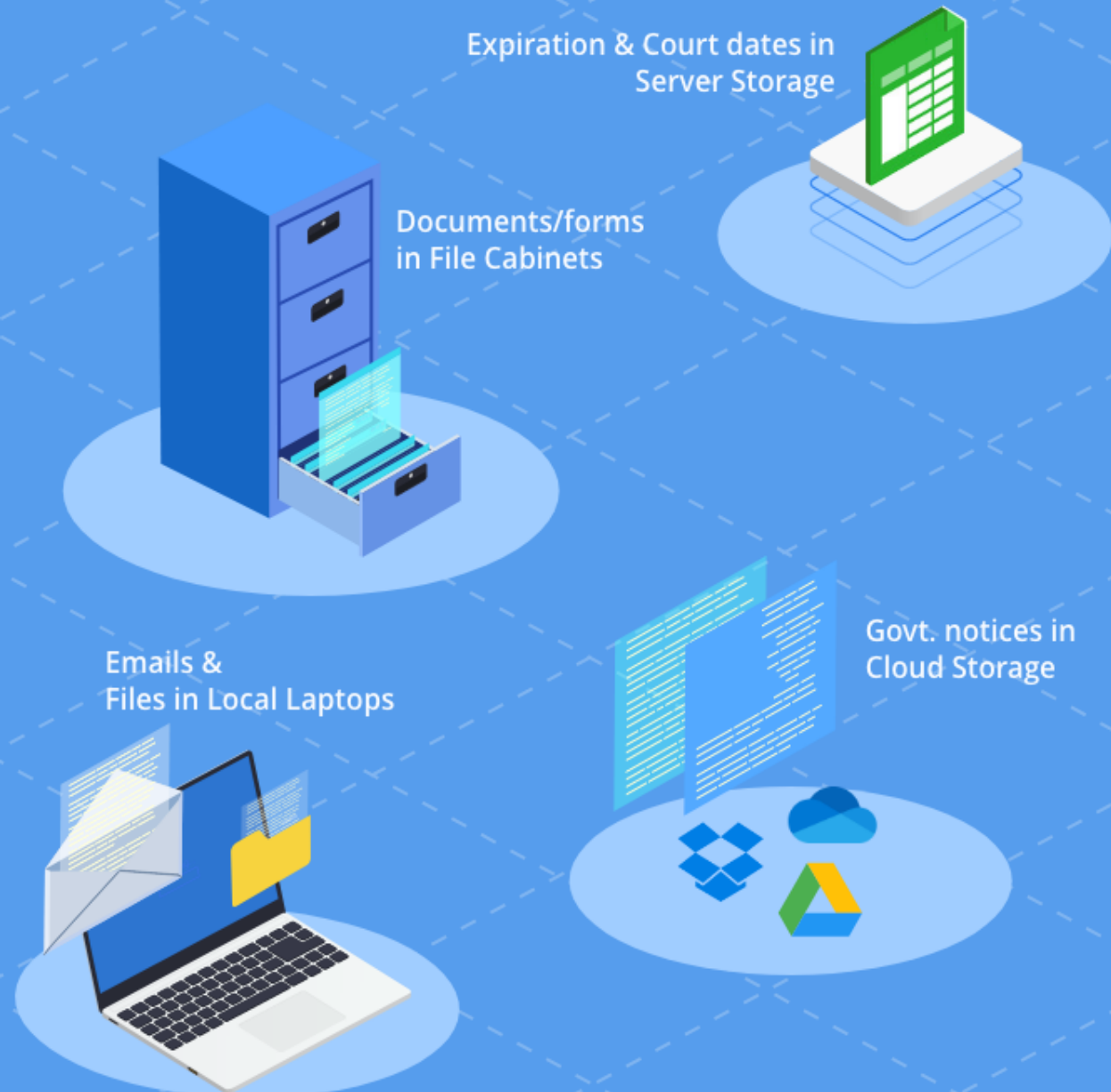


Why Unlimited Storage?

- Easy to find case/client-related files for everyone in your firm
- Data is structured & centralized
- Increased efficiency for your team
- Compliance with GDPR & CCPA



BEFORE (Fragmented Document Storage)



AFTER (Integrated Document Storage)



Get organized, bring all your case/client-related documents within INSZoom today!

Reach out to our Support team
support@inszoom.com

