

## Z. Rimkunas – Partner Letter

Dear Zach,

We have spent some time testing your notice reporting software and are generally pleased with how it is working. It does a good job of extracting the correct information from office actions and assembling that information into the form of a notice reporting letter.

With that said, if we are to incorporate this software into our workflow, there are some kinks that need to be worked out.

- 1) The first is that office actions arrive as PDFs that are not OCR'ed, so we will have to do that by hand. It's time-consuming and we see it as a barrier to adopting the software.
- 2) While it is a minor point, we would rather have the reporting letter pop up as an email. It's kludgey to have to copy the text from a .txt file into an email.
- 3) The software could be faster—we know it only takes about a minute, but we feel like we are just sitting there staring at the screen waiting.

[Firm partner] has indicated that [his son] may pick this project up, so as a next step, let's get together with him to make a plan that addresses our concerns. We can then begin the process of integrating the software into our workflow.

Best,

[Paralegal and Administrator]