

MEMBERSHIP BENEFITS

We support Washington state attorneys and their staff by providing membership services. These services include access to our facility in the King County Courthouse. This facility offers:

- Attorney work space
- Computer, printer, and photocopier available
- Use of telephone and fax machine
- Access to our wireless Internet
- Legal forms and kits
- Free Notary Public services
- Reduced rates on document research and retrieval
- Messenger pick up
- Discount on archiving/scanning
- Full listing on lawyer referral page

Contact keithk@aibinc.net or call us at **206-622-1909** for more information on or to sign up for our membership services.



"your office away from the office"

ABOUT AIB

Attorneys' Information Bureau, Inc., (AIB) is a women-owned business established in 1923 as a service to attorneys in the downtown Seattle area. As the oldest legal support service company in town, we pride ourselves on timely, accurate and cost effective results to those using its services.



From its humble beginning, when two ladies provided steno and filing work for lawyers, our company has grown to be a multi-faceted service provider and litigation support to attorneys and their staff all over the state of Washington.

We currently provide subscription membership services to nearly 500 lawyers and law firms, investigators and any other service desiring regular legal support services in the tri-county area (King, Pierce & Snohomish Counties).

We look forward to having you as a member!

Judy Griesel
President

Attorneys' Information Bureau

516 Third Avenue
Room C-603
Seattle, WA 98104
Phone: (206) 622-1909
Email: keithk@aibinc.net



Membership Services

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WHAT CLIENTS SAY

"AIB's legal services are an integral part of my team. I rely on them to access files at the courthouse, then have them email or fax the documents to my office. Plus, I use their office during trials so I've got a remote office to work from. I've known the staff for more than 30 years, – it's almost like an extension of my own office!"

David Kontos
Law Office of David Kontos

"When AIB provides legal services, they fulfill our needs very quickly. If we need to get documents from court, we can rely on their office at the courthouse to get what we need including same day delivery."

Patti Wilkens, Paralegal
Law Office of Cynthia Whitaker

"We rely on their document retrieval services so we can fax things from our office and quickly get what we need. We appreciate that the staff at AIB are reliable, friendly and approachable."

Ann Carey
Carey & Lillevik Attorneys at Law

"AIB's scanning services are great! They pick up our boxes about once a year and return with a thumb drive containing all of our files. I upload the scanned files to our secure server, and anyone in the office can instantly retrieve any document. I can just search for the client's name or narrow down the results based upon customized criteria that I set up with AIB."

Frank DeMarco, Principle
Linn Schisel & DeMarco

LEGAL RESEARCH AND DOCUMENT RETRIEVAL

As part of our membership services, AIB accesses the following in Washington State:

- Federal District and Bankruptcy Courts
- State Supreme Court
- State Appellate Courts
- Superior Courts
- District Courts
- Municipal Courts
- Auditor's Office
- Assessor's Office
- Vital Statistics
- Law Library
- Secretary of State - UCC Section



We also offer out-of-state referrals for legal research.

Requesting research and/or retrieval of documents is easy. Simply place your order via:

- **Form** on our website at www.aibinc.net
- **FAX** requests to **206-622-2911**
- **Phone** requests to **206-622-1909**
- **Email** the request to forms@aibinc.net



DIGITAL IMAGING / SCANNING SERVICES

Another membership benefit — **SAVE** on retrieval and storage costs with AIB's digital imaging/scanning services.

Did you know the average productive worker spends 20 to 40% of their time looking for information?

AIB's digital imaging/scanning services help reduce retrieval and storage costs at your law firm.

Once we scan and index your files, you have a quick way to retrieve information without combing through the entire file or case document.

AIB's broad range of scanning and archiving services feature:

- Multiple-field indexing
- Full text search capability upon request
- Maintain file history and in-house comments on all client/customer matters
- Manage documents by types, versions, matters or other specific categories



Benefits include:

- Fast retrieval
- Manage millions of records without losing files
- PDF format of data
- Conforms to the way you work
- Prevent client/customer paper misfiling
- Easy to use!
- Aids in disaster recovery

Call AIB at **206-622-1909** for a **FREE** consultation, pricing or to discuss your digital imaging/scanning requirements.

LEGAL FORMS

This is a sample of the forms and kits AIB stocks, with many available from our King County courthouse office or as instant downloads from www.doityourselflegalkits.com.

KITS

Current Domestic Relations Forms
Child Support Guidelines
Contempt
Dissolution
Invalidity of Marriage
Legal Separation
Modification of Child Support
Non-Parental Custody
Temporary Order
Visitation
Eviction
Garnishment
Guardianship
Last Will & Testament
Living Will / Directive to Physician
Pre-Marital Property Agreement
Probate - Testate & Intestate

CIVIL

Affidavit of Service
Case Information Cover Sheet
Jury Demand
King County Case Flow Forms
Motion and Affidavit for Default
Notice of Hearing
Order of Default

PROPERTY

Claim of Lien
Deed of Trust
Power of Attorney
Quit Claim Deed