



**Olympus DS-4000 Digital Voice Recorder  
Case Study  
Vriezelaar, Tigges, Edington, Bottaro, Boden and Ross  
Sioux City, Iowa**

**Firm Profile:**

Vriezelaar, Tigges, Edington, Bottaro, Boeden and Ross is a six attorney Sioux City law firm involved in general practice with special areas of emphasis to include banking and business law, estate and probate law, real estate law, worker's comp, personal injury litigation and adoption.

**Problem:**

Some members of the Firm were doing a tremendous amount of dictation while others did no dictating at all. This created some gross inefficiency in the way the workflow was handled by the support staff. For the attorneys who dictated, they used Sony hand-held units, which utilized micro cassette tapes that would wear out and were also prone to being misplaced. The Sony units were also very sensitive to picking up background noise which limited where they could be used. It was also very difficult to identify what information might be on individual tapes and there was no way to track the status of the transcription for the tapes.

**Solution:**

Tim Bottaro first saw the Olympus DS-4000 demonstrated at the Iowa Trial Lawyers Association annual convention. As one of the Firm's Partners who did a great deal of dictation, he was looking for a solution to the continuing issues he had to overcome with the Sony unit.

Tim has been using the Olympus unit for two months and in that period the rest of the Firm's Partners have begun to use the units. This was due partly to their observation that turnaround time for the work was dramatically improved. One of the partners who now uses an Olympus unit had never dictated before and he loves it.

**Verbatim Quotes:**

Tim Bottaro – Partner – “The Olympus system is the most efficient product I have found in my workplace since I started using a computer.”