Contents

About the Authors vii

Acknowledgments ix

Preface xi

Chapter 1 How Tech Savvy Are Family Lawyers? 1

Chapter 2 Your Commute 23
   I. Voice Recorders 23
   II. Cell Phone Personal Assistants 26
   III. Voice Recognition 28
   IV. Directions 29
   V. Connecting with Others 31
   VI. Finding Parking 32
   VII. Finding Your Car 33
   VIII. Paying for Parking and Other Services 34
   IX. Hands-Free Chatting 35
   X. Minimizing Commuting Costs 36
   XI. Logging Mileage for Clients and Tax Purposes 36

Chapter 3 Working While Out of the Office 39
   I. Keeping Up with Current Events 39
   II. Accessing Your Office Files 41
   III. Attending Conferences and Continuing Legal Education Programs 47
# Contents

IV. Using Your Smartphone  

Chapter 4  In the Office (or Home Office)  

I. Case Management, Time, and Billing  
II. Time Keeping  
III. Paper Management  
IV. Client Remote File Access  
V. Coworker Chitchat  
VI. Calendars  
VII. Scheduling Meetings  
VIII. Privacy  
IX. Office Essentials  
X. Emergency Preparedness  
XI. Contacts  
XII. Office Library  
XIII. Using Dual Monitors  
XIV. E-mail  
XV. CLEs in the Office  
XVI. Banking  
XVII. Atmosphere  
XVIII. Task Lists  
XIX. Getting Paid  
XX. Taking Notes

Chapter 5  Client Meetings  

I. Intake Forms  
II. Video Conferencing  
III. Virtual Phone Numbers  
IV. Conference Calls

Chapter 6  Client-Based Technology  

I. Scheduling Children  
II. Obtaining Information  
III. Creating Budgets  
IV. Making Asset Lists

Chapter 7  Legal Marketing  

I. Website  
II. Social Media  
III. Search Engine Optimization  
IV. Email Marketing  
V. Public Relations  
VI. Content Marketing  
VII. Video Marketing  
VIII. Influencer Marketing  
IX. Analytics

Chapter 8  Legal Practice Management  

I. Time and Billing  
II. Client Communication  
III. Client Management  
IV. Matter Management  
V. Reporting and Analytics  
VI. Case Management Software  
VII. Document Management  
VIII. Practice Management Software  
IX. Invoicing and Billing  
X. Compliance and Ethics  
XI. Employee Management  
XII. Disaster Recovery  
XIII. Business Development  
XIV. Financial Management  
XV. Risk Management

Chapter 9  Legal Technology in the Cloud  

I. Cloud Storage  
II. Cloud Collaboration  
III. Cloud Applications  
IV. Cloud Security  
V. Cloud Computing  
VI. Cloud Forensics  
VII. Cloud Infrastructure  
VIII. Cloud Security  
IX. Cloud Compliance  
X. Cloud Management  
XI. Cloud Analytics  
XII. Cloud Transparency  
XIII. Cloud Integration

Chapter 10  Legal Technology in the Legal Industry  

I. Legal Technology Trends  
II. Legal Technology in the Workplace  
III. Legal Technology in the Courtroom  
IV. Legal Technology in the Law Firm  
V. Legal Technology in the Legal Industry  
VI. Legal Technology in the Legal Profession  
VII. Legal Technology in the Legal Education  
VIII. Legal Technology in the Legal Practice  
IX. Legal Technology in the Legal Research  
X. Legal Technology in the Legal Support

Chapter 11  Legal Technology in the Legal Practice  

I. Legal Technology in the Legal Practice  
II. Legal Technology in the Legal Practice  
III. Legal Technology in the Legal Practice  
IV. Legal Technology in the Legal Practice  
V. Legal Technology in the Legal Practice  
VI. Legal Technology in the Legal Practice  
VII. Legal Technology in the Legal Practice  
VIII. Legal Technology in the Legal Practice  
IX. Legal Technology in the Legal Practice  
X. Legal Technology in the Legal Practice

Chapter 12  Legal Technology in the Legal Practice  

I. Legal Technology in the Legal Practice  
II. Legal Technology in the Legal Practice  
III. Legal Technology in the Legal Practice  
IV. Legal Technology in the Legal Practice  
V. Legal Technology in the Legal Practice  
VI. Legal Technology in the Legal Practice  
VII. Legal Technology in the Legal Practice  
VIII. Legal Technology in the Legal Practice  
IX. Legal Technology in the Legal Practice  
X. Legal Technology in the Legal Practice

Chapter 13  Legal Technology in the Legal Practice  

I. Legal Technology in the Legal Practice  
II. Legal Technology in the Legal Practice  
III. Legal Technology in the Legal Practice  
IV. Legal Technology in the Legal Practice  
V. Legal Technology in the Legal Practice  
VI. Legal Technology in the Legal Practice  
VII. Legal Technology in the Legal Practice  
VIII. Legal Technology in the Legal Practice  
IX. Legal Technology in the Legal Practice  
X. Legal Technology in the Legal Practice

Chapter 14  Legal Technology in the Legal Practice  

I. Legal Technology in the Legal Practice  
II. Legal Technology in the Legal Practice  
III. Legal Technology in the Legal Practice  
IV. Legal Technology in the Legal Practice  
V. Legal Technology in the Legal Practice  
VI. Legal Technology in the Legal Practice  
VII. Legal Technology in the Legal Practice  
VIII. Legal Technology in the Legal Practice  
IX. Legal Technology in the Legal Practice  
X. Legal Technology in the Legal Practice

Chapter 15  Legal Technology in the Legal Practice  

I. Legal Technology in the Legal Practice  
II. Legal Technology in the Legal Practice  
III. Legal Technology in the Legal Practice  
IV. Legal Technology in the Legal Practice  
V. Legal Technology in the Legal Practice  
VI. Legal Technology in the Legal Practice  
VII. Legal Technology in the Legal Practice  
VIII. Legal Technology in the Legal Practice  
IX. Legal Technology in the Legal Practice  
X. Legal Technology in the Legal Practice

Chapter 16  Legal Technology in the Legal Practice  

I. Legal Technology in the Legal Practice  
II. Legal Technology in the Legal Practice  
III. Legal Technology in the Legal Practice  
IV. Legal Technology in the Legal Practice  
V. Legal Technology in the Legal Practice  
VI. Legal Technology in the Legal Practice  
VII. Legal Technology in the Legal Practice  
VIII. Legal Technology in the Legal Practice  
IX. Legal Technology in the Legal Practice  
X. Legal Technology in the Legal Practice

Chapter 17  Legal Technology in the Legal Practice  

I. Legal Technology in the Legal Practice  
II. Legal Technology in the Legal Practice  
III. Legal Technology in the Legal Practice  
IV. Legal Technology in the Legal Practice  
V. Legal Technology in the Legal Practice  
VI. Legal Technology in the Legal Practice  
VII. Legal Technology in the Legal Practice  
VIII. Legal Technology in the Legal Practice  
IX. Legal Technology in the Legal Practice  
X. Legal Technology in the Legal Practice

Chapter 18  Legal Technology in the Legal Practice  

I. Legal Technology in the Legal Practice  
II. Legal Technology in the Legal Practice  
III. Legal Technology in the Legal Practice  
IV. Legal Technology in the Legal Practice  
V. Legal Technology in the Legal Practice  
VI. Legal Technology in the Legal Practice  
VII. Legal Technology in the Legal Practice  
VIII. Legal Technology in the Legal Practice  
IX. Legal Technology in the Legal Practice  
X. Legal Technology in the Legal Practice
## Contents

Chapter 12  Work-Life Balance  155

I. Streamlining Grocery Shopping and Meal Planning  155
II. Find Movies  156
III. Exercise  156
IV. Life Coaching  157
V. Barbecue  158
VI. Sleep Better  158
VII. Increase Brain Power  158
VIII. Shopping Easier  158
IX. Lifestyle  159

Chapter 13  Conclusion  161

Conclusion  161

A Appendix:  163

B Appendix:  169