Affordable Technology for Solo and Small Firm Productivity

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Heidi Alexander

• Deputy Director, Lawyers Concerned for Lawyers
• Specialize in law practice management and technology
• Former practicing attorney
• Author, *Evernote as a Law Practice Tool* (ABA LP Publication)
• Member, ABA TECHSHOW Planning Board
Mary Vandenack

• Founding and Managing Member Vandenack Weaver LLC
• Practicing Attorney – Tax, Business, Trusts & Estates
• Won the 2015 James I. Keane Memorial Award for e-lawyering
• Regular Speaker and Writer on Law Practice Management
• Commentator for Leimberg Services
• Member, ABA TECHSHOW Planning Board
ARE YOU A LOW-TECH LAWYER?
- Tech Skills Lawyers Need to Know -

D. CASEY FLAHERTY
corporate counsel for Kia Motors America
HAS DEVELOPED AN INTRIGUING AUDIT.

Flaherty’s hypothesis is that lawyers, as a group, are deficient in their use of technology. Their knowledge gap directly leads to companies left with bills for...

"OUTRAGEOUS SUMS FOR UNNECESSARY BUSYWORK."

The audit is driven by fear—fear of wasting company money on low value-added work.

FLAHERTY’S AUDIT FINDINGS:
FLAHERTY’S COMPLETION TIME:
30 MINUTES
EXPECTED COMPLETION TIME:
1 HOUR
ACTUAL (MEAN) COMPLETION TIME:
5 HOURS

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2.3 Hours
1.6 Hours
40%
2-4 Hours
A Case Study
Opportunities for the Small Firm in a World of Technology

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Background
Necessities
Essentials

- Scanner ($0 - $1k)
- Backup hardware ($50 - $200) and software ($20 - $100 / yr)
- Two monitors ($40 - $200)
- PDF software ($150 - $500)
- Case management software ($20 - $100 / mo)
- Financial management software ($0 - $30 / mo)
- Legal research tool ($0 - $500 / mo)
- Website ($0 - $10 / yr – 12/mo)
Wish List

VANDENACK WEAVER LLC
Wish List

• Document management ($0-20/mo)
• Document automation ($0-50/mo)
• Text automation ($0–10/mo)
• Scheduling automation ($0-12/mo)
• Marketing automation ($0-10/mo)
• Client portal ($0-$100/mo)
• Video conferencing ($0-$100/mo)
• Electronic signature ($0-50/mo)
• Online payment portal ($0-20/mo)
• Knowledge management ($0-45/mo)
• e-Discovery tools ($$$)
• Data insights ($$$)
• Artificial intelligence ($$$)
Sampling of Productivity Products
Dear Client,

This is a standard response to a question that I often receive in practice. I will save it as a QuickPart for future use.

Heidi
Frontiero v. Richardson, 411 U.S. 677 (1973)

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411 U.S. 677 (1973)

93 S.Ct. 1764, 36 L.Ed.2d 583

Frontiero

v.

Richardson

No. 71-1694

United States Supreme Court


MR. JUSTICE POWELL, joined by THE CHIEF JUSTICE and MR. JUSTICE BLACKMUN, while agreeing that the statutes deprive servicewomen of due process, concluded that, in the light of Reed v. Reed, 404 U.S. 71, and the fact that the Equal Rights Amendment has been submitted to the States for ratification, it is inappropriate to decide at this time whether sex is a suspect classification. Pp. 691-692.

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- or -

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Welcome to our scheduling page. Please select from the consultation formats below and follow the instructions to schedule a call with a practice advisor. For more information about how we can help, visit www.massmap.org.

- **20 Minute Phone Consultation**
  - Use this 20-minute call to discuss any brief questions with a law practice advisor.

- **60 Minute Phone Consultation**
  - Use this 60-minute call to discuss your practice management needs with a law practice advisor.

- **60 Minute In-Person Consultation**
  - Meet with a law practice advisor to discuss your practice management needs.

- **60 Minute Web Consultation**
  - Use this 60-minute video call to discuss your practice management needs with a law practice advisor.

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**20 Minute Phone Consultation**

**09:00am - Friday, March 16, 2018**

Central Time - US & Canada

Use this 20-minute call to discuss any brief questions with a law practice advisor.

**Enter Details**

- **Full Name:** Heidi Alexander
- **Your e-mail address:** heidi.massmap@gmail.com

Please provide the topics you would like to discuss and any information you would like us to know in advance.

**Schedule Event**
Beyond the Tech
Best Practices for Implementation
Thank You & Questions

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Heidi@masslomap.org

Mary Vandenack
mvandenack@vwattys.com
• YOU play the most important part in keeping TECHSHOW exciting. *Please complete the Speaker evaluation before you leave.*

• Reserve the dates!

TECHSHOW 2019: February 27 – March 2, 2019