

FASTEN YOUR SEAT BELTS! 60 LAW OFFICE MANAGEMENT TIPS IN 60 MINUTES

Online Bookmarks

FASTEN YOUR SEAT BELTS! 60 LAW OFFICE MANAGEMENT TIPS IN 60 MINUTES

Passphrases

- ❖ Alphanumeric
- ❖ 12 or more characters – over 17 years to crack
- ❖ 8 characters? Under two hours
- ❖ iamcruisingAlaska2011!

FASTEN YOUR SEAT BELTS! 60 LAW OFFICE MANAGEMENT TIPS IN 60 MINUTES

Darik's Boot and Nuke

Automatically and completely wipe the contents of your computer's hard drive

<http://www.dban.org>

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Fax2Mail **eFax** Easy faxing anywhere.™ **easylink** SERVICES

- ❖ E-Faxing
 - Send and receive emails as faxes
 - Receive faxes to your email
 - Saves on paper and toner since there's no document being printed out
 - Avoids busy signals and the need for extra phone lines
 - Affordable rates



FASTEN YOUR SEAT BELT'S! 60 LAW OFFICE MANAGEMENT TIPS IN 60 MINUTES

Make Outlook easier to Use

TECH HIT Outlook utilities that save you time

SimplyFile EZDetach MessageSave AutoRead EZ2

SimplyFile **EZDetach**

 www.techhit.com 

FASTEN YOUR SEAT BELT'S! 60 LAW OFFICE MANAGEMENT TIPS IN 60 MINUTES



FASTEN YOUR SEAT BELT! 60 LAW OFFICE MANAGEMENT TIPS IN 60 MINUTES

Make your website home page "speak" to your potential clients

- ❖ No gavels, scales of justice or courthouses
- ❖ No pictures of the building
- ❖ No group photos of lawyers





FASTEN YOUR SEAT BELT! 60 LAW OFFICE MANAGEMENT TIPS IN 60 MINUTES



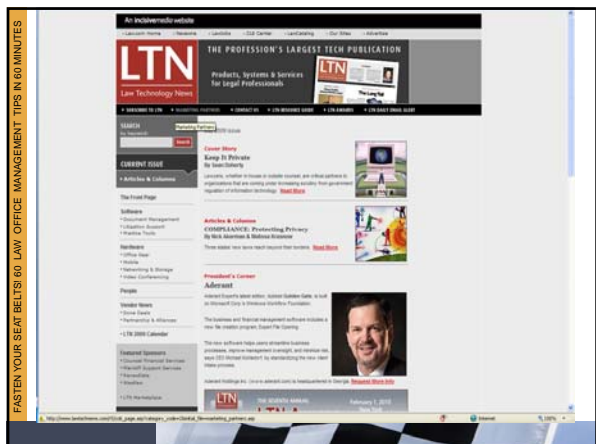
Overnight? Are you kidding?

When it absolutely has to be there now
- Just YouSendIt!

[SIGN UP NOW >>](#)

www.yousendit.com

Send individual files of up to 100MB for free.



FASTEN YOUR SEAT BELTS! 60' LAW OFFICE MANAGEMENT TIPS IN 60 MINUTES

Do not allow e-mail to be a distraction


- ❖ Turn off the automatic pop-up window
- ❖ Disable any sound
- ❖ Minimize the Inbox, even if you have multiple monitors
- ❖ Self-discipline!

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www.dropbox.com

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Remember everything.


Use Evernote to save your ideas, things you see, and things you like. Then find them all on any computer or device you use. For free.

www.evernote.com

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Legal Blogs

- ❖ <http://jimcalloway.typepad.com/>
- ❖ Look at his Obligatory Blog Roll



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Networking and client development opportunities. [LEARN MORE >](#)



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LOOK FOR THIS



Legal Technology Resource Center

Helping Lawyers Solve the Technology Puzzle

Welcome to the Legal Technology Resource Center

The ABA's Legal Technology Resource Center is where legal professionals turn for technology information. The LTRC staff educates the legal profession on technology usage and trends. The LTRC provides a comprehensive collection of technology resources and information. The LTRC strives to remain at the forefront of technology issues facing the legal community.

New @ the LTRC

Check the latest from the ABA Legal Technology Resource Center on a variety of technology topics affecting attorneys today:

- Friday PMA Blog Roundup - 09/24/10
- Librarians across America
- ABA TACHEZ Training: About Google
- Search and Cloud Computing Considerations: Software Longevity and Access to Your Data

Want to read more from ABA Site Index? Visit the ABA Site Index blog or subscribe to the monthly e-newsletter or RSS Feed for regular updates on Law Office Technology and a variety of other legal technology topics.

You can also follow LTRC on Twitter!


Quick Links:

- Training >
- Discounts >
- Hotline >
- Survey >
- Other ABA Technology Resources >

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FASTEN YOUR SEAT BELT! 60 LAW OFFICE MANAGEMENT TIPS IN 60 MINUTES

Mine your conference CD's, Flash Drives and reference files for knowledge.




Copy them to a desktop folder and include the folder in your desktop search tool index.

FASTEN YOUR SEAT BELT! 60 LAW OFFICE MANAGEMENT TIPS IN 60 MINUTES

Electronic Banking


- ❖ Conduct financial transactions with your bank over a secure website
- ❖ Saves a trip to the bank



FASTEN YOUR SEAT BELT! 60 LAW OFFICE MANAGEMENT TIPS IN 60 MINUTES

Don't nickel and dime your client

- ❖ Avoid irritating clients
- ❖ Bill for significant legal work
- ❖ Don't charge every item or expense
 - build these charges into your hourly rate; or
 - assess an overhead charge when you open a case; or
 - do not charge for any expense under a set dollar amount, such as \$10



FASTEN YOUR SEAT BELT'S! 60 LAW OFFICE MANAGEMENT TIPS IN 60 MINUTES

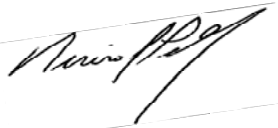
Put non-billable time on your invoice

- ❖ As a no charge
- ❖ Clients love to see no charge entries
- ❖ If you spent the time without charging, get the client loyalty as a benefit



FASTEN YOUR SEAT BELT'S! 60 LAW OFFICE MANAGEMENT TIPS IN 60 MINUTES

Create an electronic copy of your signature



Learn how at: <http://adobe.ly/fes5lg>
<http://bit.ly/cd9reM>
<http://bit.ly/e1CZ4V>

FASTEN YOUR SEAT BELT'S! 60 LAW OFFICE MANAGEMENT TIPS IN 60 MINUTES

Now add a Digital Component and Security




Digitally signed by Nerino J. Petro, Jr., DN: cn=Nerino J. Petro, Jr., o=State Bar of Wisconsin, ou=Practice411 LOM/AP, email=npetro@wisbar.org, c=US Reason: I agree to the terms defined by the placement of my signature on this document Location: Madison, WI Date: 2010.03.08 10:31:16 -06'00'

Learn how at: <http://bit.ly/bUd7ul>
<http://bit.ly/dHLoZf>

FASTEN YOUR SEAT BELT'S! 60' LAW OFFICE MANAGEMENT TIPS IN 60 MINUTES

Work Your Bills



- ❖ Use your bills as a regular status report.
 - Send bills regularly
 - Use the bill as another tool to communicate with your clients
 - Look at the bill with a critical eye - as though you were the customer

Give visitors something to “take away” from your blog, social media sites etc.

Free Consumer Reports on Estate Planning:



The Ten Most Common Mistakes Executors Make...and How to Avoid Them

[Get Report Here...](#)



Enhanced Estate Planning: What You Need to Know About Hiring An Attorney & Creating A Plan That Works


[Get Report Here...](#)

NJP

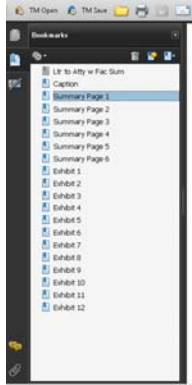
FASTEN YOUR SEAT BELT'S! 60' LAW OFFICE MANAGEMENT TIPS IN 60 MINUTES

Adobe Acrobat Tip #1

- ❖ Do you know the security features of Adobe Acrobat?
 - Password protection for PDF documents
 - Set user controls so that a reader of the document can't revise, save, print or even copy text out of your PDF file



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Adobe Portfolios


- ❖ Available in Adobe 9.0
- ❖ Allows for easy management and sharing of files of many different types
- ❖ Component files in a portfolio can be edited individually and do not need to be converted to PDF format

FASTEN YOUR SEAT BELT'S! 60 LAW OFFICE MANAGEMENT TIPS IN 60 MINUTES

Adobe Acrobat - More than PDFs

- ❖ Text comments on the electronic copy and send directly to your client
- ❖ Assemble document portfolios and send to clients as attachments
- ❖ Create lists of bookmarks in an Agreement
- ❖ Assembly a single PDF from different documents
- ❖ Insert and extract single or multiple pages from a PDF document
- ❖ OCR - Optical Character Recognition
- ❖ Bates Numbering
- ❖ Compare Two PDFs
- ❖ Redaction

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Constant Contact

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How to subpoena Facebook – and is it moot?



Safety for Law Enforcers
There are a number of Facebook best practices for law enforcement officials when it involves the safety of officers. Find them here.


General Information on Law Enforcement and Third-Party Matters

- How does Facebook work with law enforcement?
[Facebook.com/legislation](#) or [facebook.com/legislation](#)
- Where can I learn more about Facebook's Privacy Policy?
[http://www.facebook.com/info.php?category=privacy](#)
- Request a search for an individual.
[http://www.facebook.com/info.php?category=privacy](#)
- How do I report fraudulent activity or support?
[http://www.facebook.com/info.php?category=privacy](#)
- Facebook has a Safety page and a Security page. What is the difference between them?
[http://www.facebook.com/info.php?category=privacy](#)

Information on Civil Subpoenas


- For information on subpoenas related to Facebook and civil subpoenas, contact your attorney or our Support at [http://www.facebook.com/support](#).
- For help to obtain information from Facebook that is not available to a third party, contact our Support at [http://www.facebook.com/support](#).
- How long will it take for Facebook to process the subpoena I submitted?
Facebook requires a minimum of 30 days to process a civil subpoena.
- Does Facebook protect itself or its employees' information?
Facebook is a public company and its information is available to all.
- Does Facebook and/or its users have to respond to subpoenas?

FASTEN YOUR SEAT BELT! 60 LAW OFFICE MANAGEMENT TIPS IN 60 MINUTES



- ❖ www.google.com/voice
- ❖ Transcribes voicemail into text like PhoneTag does
- ❖ Unlike PhoneTag, it is free
- ❖ Can be downloaded as an app for mobile phones
- ❖ Allows for creation of a free cell phone number that includes a customizable name

FASTEN YOUR SEAT BELT! 60 LAW OFFICE MANAGEMENT TIPS IN 60 MINUTES



- ❖ docs.google.com
- ❖ Allows multiple users to simultaneously view and edit a document
- ❖ Free
- ❖ Support for all major document types (Word, Excel, PowerPoint, images)

FASTEN YOUR SEAT BELT! 60 LAW OFFICE MANAGEMENT TIPS IN 60 MINUTES

Return phone calls promptly



FASTEN YOUR SEAT BELT! 60 LAW OFFICE MANAGEMENT TIPS IN 60 MINUTES

Set specific times to make phone calls


- ❖ 9:15-11:00
- ❖ 3:00-5:00
- ❖ Why? Because studies say you're more likely to reach folks
- ❖ Leave no call unreturned for more than 24 hours during business hours



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Dual Monitors

- ❖ Multiple apps on at same time
- ❖ Cut & Paste from one document to another
- ❖ One monitor "portrait," one monitor "landscape"



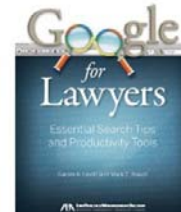
FASTEN YOUR SEAT BELT'S! 60 LAW OFFICE MANAGEMENT TIPS IN 60 MINUTES

Portable Dual Monitor

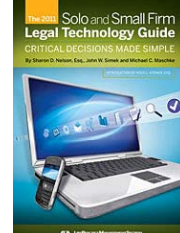


<http://www.mimomonitors.com/>

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- ❖ www.skype.com
- ❖ Free online conference calling
- ❖ Support for video conferencing
- ❖ Can be integrated into phones
- ❖ Support for file and message-sharing
- ❖ Remote deposition

FASTEN YOUR SEAT BELT'S! 60 LAW OFFICE MANAGEMENT TIPS IN 60 MINUTES

Internet Security Suites


- ❖ Kaspersky Internet Suite
- ❖ Trend Micro
- ❖ Total Protection
 - Anti-Virus
 - Phishing
 - Malware Protection
 - Application Access
 - Firewall



FASTEN YOUR SEAT BELT'S! 60 LAW OFFICE MANAGEMENT TIPS IN 60 MINUTES

Poor Man's Screen Capture

- ❖ "Print Screen" button
- ❖ Open MS Word
- ❖ "Paste"



FASTEN YOUR SEAT BELT'S! 60 LAW OFFICE MANAGEMENT TIPS IN 60 MINUTES

Beware of lawyer scams!

- ❖ Business loan scam
 - Setting up new business
 - Certified bank check arrives
 - You deposit and disburse with your trust account check as directed
 - Several days later, you are advised that check is counterfeit
- ❖ If new client is in a hurry, be careful



FASTEN YOUR SEAT BELT'S! 60 LAW OFFICE MANAGEMENT TIPS IN 60 MINUTES

Carbonite, Mozy and i365

- ❖ Off-site Backup
- ❖ Encrypted Transmission
- ❖ Encrypted Storage
- ❖ Affordable



FASTEN YOUR SEAT BELT'S! 60 LAW OFFICE MANAGEMENT TIPS IN 60 MINUTES

BounceBack CMS




- ❖ External USB Drive
- ❖ Operate Computer from USB Drive if Main Drive Fails
- ❖ Can Sync Data every 15 Minutes or Longer
- ❖ Continuous Data Protection
- ❖ Encryption
- ❖ Versioning

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Hire smart – ask open ended questions?


- ❖ What three words best define you?
- ❖ What do you expect to find in this job that you didn't have in your last job?
- ❖ What causes you the most stress at work?
- ❖ How would you define success?
- ❖ What motivates you the most?
- ❖ Where do you want to be in five years?



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SaaS is NOT a Four-Letter Word

- ❖ Can SaaS work for you?
- ❖ What applications are available?
- ❖ How will it integrate with your core functions?
 - MS Outlook (E-mail, Calendar, Address Book)
- ❖ Run the cost comparisons for 3 years or more
 - What is the break even point for you?
- ❖ The "...ities"
 - Security, reliability, confidentiality, stability, functionality
 - Does the SaaS address these issues for you?



FASTEN YOUR SEAT BELT'S! 60 LAW OFFICE MANAGEMENT TIPS IN 60 MINUTES


Free Web Page Sucker

- ❖ Saves entire web page, including live links
- ❖ Mozilla Firefox
 - "File / Save Page As / Web Page, complete"
- ❖ Google Chrome
 - "Save Page As / Web Page Complete"
- ❖ Internet Explorer
 - "Save Page As / Web Page, complete"
- ❖ SnagIt and Acrobat (paid alternatives)



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TechnoLawyer



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Never, ever access your firm network from a public computer



- ❖ Libraries, hotel business centers, cyber cafes, etc.
- ❖ Notoriously poor security
- ❖ Very apt to have spyware to capture passwords, log-in credentials, etc.
- ❖ 7-8 spyware programs per machine

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Mobile Hotspot

- ❖ TrendNet TEW-654TR
- ❖ 802.11 b/g/n
- ❖ 300 Mbps
- ❖ WEP/WPA/WPA2
- ❖ Disable SSID
- ❖ MAC Filtering
- ❖ Teeny Tiny ☺



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Encrypted Flash Drives

- ❖ Flash drives - lots of capacity - easy to lose - easily stolen
- ❖ Most manufacturers offer encrypted products
- ❖ IronKey (www.ironkey.com) – as an example
 - Hardware-based, military grade encryption
 - Waterproof
 - Crushproof
 - Tamperproof (data will self destruct if hack is attempted or incorrect password entered after 10 tries)
 - Interior components encased in epoxy



FASTEN YOUR SEAT BELT! 60 LAW OFFICE MANAGEMENT TIPS IN 60 MINUTES

The screenshot shows the LegalTalkNetwork website interface. At the top, it says 'Friday, September 30, 2010' and 'OUR PODCAST FEED'. Below the header, there are navigation links for Home, Podcasts, Sponsors, RSS and iTunes, About, and Contact. A search bar for podcasts is also present. The main content area features several promotional banners and podcast listings. One prominent banner is for 'KROLL ONTRACK' with a 'Sign up to get our podcasts by email!' button. Below that is an 'E-DISCOVERY CENTER' sponsored by Kroll Ontrack. Other featured podcasts include 'Ethics & E-Discovery' and 'Intelligent Review Technology, Severe Sanctions & Preservation Struggles'.

FASTEN YOUR SEAT BELT! 60 LAW OFFICE MANAGEMENT TIPS IN 60 MINUTES

Take me out to the ballgame!


- ❖ Even in tough times, reward the staff
- ❖ Pizza and beer
- ❖ Ball games
- ❖ Concerts
- ❖ Movies



FASTEN YOUR SEAT BELTS! 60 LAW OFFICE MANAGEMENT TIPS IN 60 MINUTES

Search Tools

- ❖ Google Desktop
- ❖ X1
- ❖ dtSearch
- ❖ Copernic



dtSearch
Instantly Search Terabytes of Text

AbsoluteSoftware
The absolute best way to back, manage & protect your digital world.

COMPUTRACE LO/JACK

LoJack for Laptops Standard

Protect your computer from theft, including Theft Recovery and Data & Device Security

- 1 Year Electronic Download - \$39.99 \$39.99
- 3 Year Electronic Download - \$99.99 \$99.99 (Best Value)

LoJack for Laptops Premium

Protect your computer from theft, including Theft Recovery, Data & Device Security and \$1000 Service Guarantee

- 1 Year Electronic Download - \$49.99 \$53.99
- 3 Year Electronic Download - \$159.99 \$199.99 (Best Value)

Product Features

Computrace® LoJack® for Laptops by Absolute Software is a software-based theft recovery and data security service. In the event of theft, LoJack for Laptops can track, locate, and recover stolen computers while providing you with the ability to protect your personal information against identity theft. Product features include:

Standard Edition	Premium Edition
Thrift Recovery Services	Thrift Recovery Services
Data & Device Security	Data & Device Security
Geo-Fencing	Geo-Fencing
Service Guarantee	Service Guarantee
Starting at \$39.99	Starting at \$99.99

LoJack for Laptops starting at \$39.99

Theft Recovery Team
Absolute has recovered computers in over 50 countries worldwide

ABOVE THE LAW


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THE ESTATE OF MS. SMITH GOES TO WASHINGTON (AGAIN)

By DAVID L. LAY

Anna Nicole Smith, her sordid burned-out long before her legend ever lit. And the great beauty's legend continues to glow, over three years after her untimely death in February 2007, as litigation involving her estate contributes to the development of a rich body of law regarding bankruptcy and probate law — in a tribunal no less distinguished than the Supreme Court of the United States.

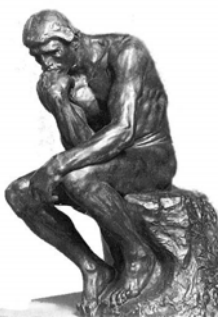
Over at USA Today, Joan Bonaguidi has this report:



DAVID POLK & WARDWELL

How likely is it for lateral associates to see their partners at the firm?

FASTEN YOUR SEAT BELT'S! 60' LAW OFFICE MANAGEMENT TIPS IN 60 MINUTES





Think about the future

- ❖ What do you want your law firm to look like?
- ❖ How will you get there?
- ❖ Brainstorm
- ❖ Make a plan
- ❖ Execute the plan
- ❖ 30 minutes each week, just to think

FASTEN YOUR SEAT BELT'S! 60' LAW OFFICE MANAGEMENT TIPS IN 60 MINUTES

The Most Secure Smartphone – which one is for you?

1. BlackBerry
2. Windows Phone 7
Android
Symbian
WebOS
3. iPhone



FASTEN YOUR SEAT BELT'S! 60' LAW OFFICE MANAGEMENT TIPS IN 60 MINUTES

Spoof Your Caller ID

- ❖ Hide your cell phone number from clients
- ❖ Have your office phone number show to clients when you call them from your cell phone
- ❖ Spoofcard provides this service, 10-17 cents per minute



FASTEN YOUR SEAT BELT! 60 LAW OFFICE MANAGEMENT TIPS IN 60 MINUTES


Turn the doggone cell phone off when with a client or your spouse (or at least on vibrate) – Do NOT check e-mail



The image shows a man and a woman sitting at a table in what appears to be a restaurant or office setting. The man is on the right, wearing a dark suit jacket over a light blue shirt, and is holding a cell phone to his ear. The woman is on the left, wearing a light blue jacket over a white blouse, looking towards the man. There are wine glasses on the table in front of them.

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Get unplugged



The image features a bright orange background. In the center, the word "UNPLUGGED" is written in large, bold, black, distressed-style capital letters. Below the text, there is a silhouette of a tree on the left and two birds flying in the sky on the right. The bottom of the image has a black and white checkered pattern.

FASTEN YOUR SEAT BELT! 60 LAW OFFICE MANAGEMENT TIPS IN 60 MINUTES



The image shows a wooden sign hanging from a chain. The sign is weathered and has the words "GONE FISHING" written on it in bold, black, capital letters. The background is a plain, light color.
