Technology in the Law Office: A Lifecycle Approach

Old Dominion Bar Association
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Presenters:
Clyde Christofferson – Whitham, Curtis, Christofferson & Cook P.C.
Sarah Palmer – American Bar Association
Introduction of Presenters

• Clyde Christofferson
  – In practice for 35+ years
  – Chair: Technology & Practice of Law Committee – Virginia State Bar
  – Litigation technology consultant

• Sarah Palmer
  – M.S. Library Science
  – Small and large firm experience
How many of you...

- Use e-mail?
- Have a website?
- Have support staff?
- Are a solo practitioner?
- Feel you spend too much time looking for files?
Technology Lifecycle

Research and Collaboration

Communication

Organization

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Why A Cycle?

• You can start at any point
  – What is most important to you at this time?
• Can move in any direction
  – Manage technology so it’s not stale or dated
Evaluation Cycle

• Test
  – Try what looks promising

• Evaluate
  – Does it fit into your practice?
  – Expense

• Keep/Discard
  – If it helps your practice, keep it
  – If you don’t use it, lose it

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Upgrade/Maintenance Cycle

• Equipment Lifetime
  – Budget/Evaluate

• Software Upgrades
  – Budget/Evaluate

• New technology developments
  – “Do I have time for this?”
    • training
    • evaluation
Communication

• Word Processing
• E-mail
  – E-mail Encryption
• Website
• E-newsletter
  • Market your business

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Research

- Fastcase
  - Access with bar membership
- VIPNet
  - State agency information
- RSS
  - New version of clipping service
Fastcase

Large Firm Legal Research.
Small Firm Prices.

Firms of all sizes are switching to Fastcase, the next-generation legal research system that offers unlimited access to a comprehensive 50-state and federal case law database. Fastcase offers online access to the entire national law library at a price everyone can afford.

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- Authority check for related authorities.
- 24-hour free trial.

Eye on Legal Research
Librarians Win as U.S. Relents on Secrecy Law

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VIPNet Services

• Residents
• Business
• Government
  – Bill Tracking
  – State Corporation Commission
• Premium
  – DMV
  – Service of Process

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VIPNet
RSS
(using Yahoo!)

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RSS
(using Bloglines)

Designtechnica.com
Designtechnica Main Channel has the 50 of the latest news, reviews forum posts and other articles.

Xantech Adds Programmable Remote
In News
The XTR39 has a color LCD touch screen and can be programmed to control multiple systems in the home.

Yahoo! Updates Toolbar
In News
Online search engine company adds tabbed browsing and delicious support to popular toolbar, among other new features.

Designtechnica Week in Review
In News
Here are the top news stories and articles featured on Designtechnica for the week of March 19th.

Yamaha Sound Projector YSP-1000 Review
In News

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Collaboration

• Wikis
  – Collaborative environment

• Project management
  – Basecamp
  – Microsoft OneNote
Wiki (using Jotspot)

Legal Technology Resource Center Think Tank

Where the Legal Technology Resource Center Shares Information to Better Assist ABA Members

ABAWebSiteVocabandTags
ABAWebRedesign
ForumLtrc - Knowledge Management for LTRC Projects
HelpDesk - Knowledge Base for LTRC Information Request Responses
LTTRC Blog
MarketingLTTRC
Research Topics & Ideas

- LawOfficeTechnology - Volume I
- LitigationAndCourtroomTechnology - Volume II
- WebAndCommunicationTechnology - Volume III
- OnlineResearch - Volume IV
- MobileLawyers - Volume V
LTTRCReports
SuggestionIdeas
SuggestionIdeastable (BETA)
SurveyStuff
YearlyAchievementsFY05-06

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Organization

• First steps
  – How do you work?
  – How does your staff work?
• Folder structure
  – How to name folders and files
• E-mail
  – Folders in Outlook
  – Secondary e-mail address
Practice Management

- Time and Billing
- Scheduling and Docketing
Document Management

- PDFs
  - OCR v. image
- Finding documents
  - Google Desktop
  - Worldox
  - Copernic
- Back up
Law Office Tools

- **Basics**
  - Wordprocessor/Copier/Phone/Fax
  - Internet/E-mail
- **Practice Management**
  - Time & Billing
  - Docketing/Scheduling
- **Enhancements**
  - PDF: scanner; PDF print driver
  - Utilities: screen capture; OCR; spam filter
  - Personal Information Manager (PIM)
Practice Extensions

• Filing
  – from: trip to courthouse; courier
  – to: electronic filing
    • with email exchange of pleadings
  – from paper files to electronic files
    • organizing your computer files

• Research
  – from: trip to library
  – to: on line research
    • Bar membership → FastCase access
    • VIPNet: state agency information
American Bar Association’s Legal Technology Resource Center

- Provide legal technology research for attorneys
  - How can I use technology to help me with my law practice?
- Content on website to explain the why and how of technology
  - www.lawtechnology.org

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Legal Technology Resource Center

- Website
  - www.lawtechnology.org
- Hotline
  - 312-988-5465
- Email
  - ltrc@abanet.org
- URL for presentation
  - www.abanet.org/tech/ltrc/presentations/ODBA.pdf
- PDF list of resources from presentation
  - www.abanet.org/tech/ltrc/presentations/ODBAResources.pdf

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