

Legal Administration and Technology

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Speaking of Technology...

- Log on to www.ramoslawblog.com
- Search for Legal Administration and Technology presentation
- You will be able to follow along or download the material

Basic Law Office Hardware



- Telephones
- Computer/Server
- Copier/Printer
- Scanner
- Fax machine
- Cost recovery equipment

Voice Over Internet Protocol (VoIP)

- Transmits via an existing internet connection
- Allows telecommuters to make and receive calls as if they were sitting at their desk
- Can be a typical desktop phone or a “soft” phone (on computer)

Scanners

- *Can be* the same unit as copier
- Can be set up to send documents straight to users' computers
- If utilizing copier/scanner and cost recovery software you need to be clear on how the system will work to ensure you have all the necessary pieces of the puzzle

Cost Recovery Equipment...What is it?

Can't I just put a piece of paper by the copier?

– No!

Utilizing an electronic cost recovery system that requires users to input a client/matter code in order to use the machine will increase your cost recovery efforts.

Cost Recovery Equipment...What is it?

- These systems consist of a piece of hardware where users enter identification (initials or a number) and then enter the client/matter code
- The software then processes the data and generates a report
- It can track copies, scans, faxes, long distance. Postage can no longer be tracked due to postal regulations.

What do I need?

- What are the current needs of the firm?
- What solutions exist?
- Can I see the solution in action?
- How will it benefit me/my firm?
- Will it integrate with existing software?
- Learning curve?

Will this solution...

- Make me more profitable?
- Reduce turnover?
- Allow for a better work environment?

Some useful websites

- www.ltnresourceguide.com
- www.abanet.org/tech/ltrc/
- www.law.com/tech
- www.alanet.org
- www.nch.com.au/scribe

Case Management / Billing / Contacts

- Needles
- PC Law
- Amicus
- Abacus
- ProLaw
- PracticeMaster
- PerfectLaw

Document Management

- iManage
- Worldox

Cost Recovery

- Equitrac
- eCopy (or MEAP embedded)

Digital Dictation and Speech Recognition

- Dragon Naturally Speaking
- Express Scribe

Fax From Your Desktop

- RightFax
- MyFax
- eFax

Backup Solutions

- Symantec
- Storage Guardian

Other solutions

- iScrub - metadata scrubber
- Adobe Acrobat (tons of “hidden” tools)
- SplitView - simulates having two screens
- IntelliPDF - Adobe plugin - bookmark tools
- “Remove Hidden Data” - Microsoft download
- Postini - web filtering and email solutions



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