

Legal Administration and Technology

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Speaking of Technology...

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- You will be able to follow along or download the material

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Basic Law Office Hardware



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

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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)

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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

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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.

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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.

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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?

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Will this solution...

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

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Some useful websites

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

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Case Management / Billing / Contacts

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

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Document Management

- iManage
- Worldox

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Cost Recovery

- Equitrac
- eCopy (or MEAP embedded)

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Digital Dictation and Speech Recognition

- Dragon Naturally Speaking
- Express Scribe

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Fax From Your Desktop

- RightFax
- MyFax
- eFax

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Backup Solutions

- Symantec
- Storage Guardian

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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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