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Contemporary Law Office ManagementThe 2019 Solo and Small Firm Legal Technology GuideModel Rules of Professional ConductStructured NegotiationsThe Modern Law Firm: How to Thrive in an Era of Rapid Technological ChangeThe LegalTech BookLaw Office Policy & Procedures ManualLaw, Technology and SocietyLaw Office on a LaptopTechnology for Law OfficesAutomating Legal ServicesAssisted Reproductive TechnologyInformation Technology Law and PracticeEU Competition Law and the Information and Communication Technology Network IndustriesThe Client-Centered Law FirmBest Practices in Law Firm Business Development and MarketingTechnology in the Law OfficePractical Law Office ManagementFundamentals of Law Office ManagementInformation Technology LawThe Complete Guide to Designing Your Law OfficeLaw Office Technology ReviewLaw Office TechnologyFixing Law SchoolsThe Small Firm RoadmapEvernote As a Law Practice ToolNew Technologies for Human Rights Law and PracticeLaw and the DeadPaperless in One Hour for LawyersThe Future of Law and eTechnologiesLaw in a Digital WorldThe Game Changing AttorneyThe 2010 Solo and Small Firm Legal Technology GuideDeveloping a Successful Assisted Reproduction Technology Law PracticeSocial Media for LawyersUsing Computers in the Law OfficeWinning Alternatives to the Billable HourThe Silent PartnersUsing Computers in the Law OfficeThe Lean Law Firm

Contemporary Law Office Management

As more people turn to assisted reproduction, the legal issues surrounding it have become increasingly complex. Beyond representing patients or clinics, numerous legal problems are arising from the technology's application. Disputes in divorce are the most common, but this technology impacts the law in other areas, including personal injury, insurance, criminal law, and estate planning. Drawing from multiple legal sources, this book presents complex information in a direct, balanced and fair manner. It includes glossary, sample forms and checklists, and bibliography.

The 2019 Solo and Small Firm Legal Technology Guide

The legal industry has long been risk averse, but when it comes to adapting to the experience-driven world created by companies like Netflix, Uber, and Airbnb, adherence to the old status quo could be the death knell for today's law firms. In The Client-Centered Law Firm, Clio cofounder Jack Newton offers a clear-eyed and timely look at how providing a client-centered experience and running an efficient, profitable law firm aren't opposing ideas. With this approach, they drive each other. Covering the what, why, and how of running a client-centered practice, with examples from law firms leading this revolution as well as practical strategies for implementation, The Client-Centered Law Firm is a rallying call to unlock the

enormous latent demand in the legal market by providing client-centered experiences, improving internal processes, and raising the bottom line.

Model Rules of Professional Conduct

An urgent plea for much needed reforms to legal education The period from 2008 to 2018 was a lost decade for American law schools. Employment results were terrible. Applications and enrollment cratered. Revenue dropped precipitously and several law schools closed. Almost all law schools shrank in terms of students, faculty, and staff. A handful of schools even closed. Despite these dismal results, law school tuition outran inflation and student indebtedness exploded, creating a truly toxic brew of higher costs for worse results. The election of Donald Trump in 2016 and the subsequent role of hero-lawyers in the "resistance" has made law school relevant again and applications have increased. However, despite the strong early returns, we still have no idea whether law schools are out of the woods or not. If the Trump Bump is temporary or does not result in steady enrollment increases, more schools will close. But if it does last, we face another danger. We tend to hope that crises bring about a process of creative destruction, where a downturn causes some businesses to fail and other businesses to adapt. And some of the reforms needed at law schools are obvious: tuition fees need to come down, teaching practices need to change, there should be greater regulations on law schools that fail to deliver on employment and bar passage. Ironically, the opposite has happened for law schools: they suffered a harrowing, near-death experience and the survivors look like they're going to exhale gratefully and then go back to doing exactly what led them into the crisis in the first place. The urgency of this book is to convince law school stakeholders (faculty, students, applicants, graduates, and regulators) not to just return to business as usual if the Trump Bump proves to be permanent. We have come too far, through too much, to just shrug our shoulders and move on.

Structured Negotiations

The Model Rules of Professional Conduct provides an up-to-date resource for information on legal ethics. Federal, state and local courts in all jurisdictions look to the Rules for guidance in solving lawyer malpractice cases, disciplinary actions, disqualification issues, sanctions questions and much more. In this volume, black-letter Rules of Professional Conduct are followed by numbered Comments that explain each Rule's purpose and provide suggestions for its practical application. The Rules will help you identify proper conduct in a variety of given situations, review those instances where discretionary action is possible, and define the nature of the relationship between you and your clients, colleagues and the courts.

The Modern Law Firm: How to Thrive in an Era of Rapid Technological Change

The LegalTech Book

Let's be honest, traditional small firm law practice is not working very well. Too many small firm lawyers struggle to make ends meet, get clients, meet clients' expectations, or they wrestle with mental health issues or substance abuse. Meanwhile, there is a huge gap between those who need legal help and those who can get it. But it doesn't have to be that way. We can build better firms, be more effective with our clients, enjoy better health and a greater sense of fulfillment, and make a bigger impact on our communities. With the client-centric law firm management model in The Small Firm Roadmap, you'll see that getting started is easier than you think. The team from Lawyerist.com-Aaron Street, Sam Glover, Stephanie Everett, and Marshall Lichty-will help you gain clarity around your career and firm goals and identify successful strategies for starting, managing, and growing a thriving future-oriented law firm. If you're ready to do great work that supports a great life, this book is for you.

Law Office Policy & Procedures Manual

This book presents groundbreaking discussions on e-residency, cryptocurrencies, scams, smart contracts, 3D printing, software agents, digital evidence and e-governance at the intersection of law, legal policies and modern technologies. The reader benefits from cutting-edge analyses that offer ideas and solutions to some of the most pressing issues caused by e-technologies. This collection is a useful tool for law and IT practitioners and an inspiring source for interdisciplinary research. Besides serving as a practical guideline, this book also reflects theoretical dimensions of future perspectives, as new technologies are not meant to change common values but to accommodate them.

Law, Technology and Society

Information Technology Law is the ideal companion for a course of study on IT law and the ways in which it is evolving in response to rapid technological and social change. The third edition of this ground-breaking textbook develops its unique examination of the legal processes and their relationship to the modern "information society". Charting the development of the rapid digitization of society and its impact on established legal principles, Murray examines thechallenges faced with enthusiasm and clarity. Following a clearly-defined part structure, the text begins by defining the information society and discussing how it may be regulated, before moving on to explore issues of internet governance, privacy and surveillance, intellectual property and rights,and commerce within the digital sphere. Comprehensive and engaging, Information Technology Law takes an original and thought-provoking approach to examining this fast-moving area of law in context. Online Resource Centre: The third edition is supported by a range of online resources, including:* Additional chapters on the Digital Sphere and Virtual Environments* Audio podcasts suitable for revision* Updates to the law post-publication* A

flashcard glossary of key terms and concepts* Outline answers to end of chapter questions* A link to the author's blog, The IT Lawyer* Web links

Law Office on a Laptop

Best Practices in Law Firm Business Development and Marketing is a unique resource for law firm leaders, practicing attorneys, legal marketers, consultants, and educators who want to uncover the best marketing practices in the legal profession. Find out how the most successful law firm leaders are creating and developing firm cultures to encourage business development, and how smaller firms and single practitioners are executing on marketing plans to make an impact.This book uncovers the best practices in the wide arena of legal marketing and covers topics including: the most successful ways to create long-term relationships with clientshow personalities, leadership, and collaboration contribute to a firm's culture and brandwhat characteristics management should look for when hiring a CMOhow compensation, firm culture, training, and coaching can support and incentivize business developmentsteps to take to build an individual reputation and brand, including the use of press, speaking engagements, and social mediathe essential approach to support women lawyers with business development -- including ideas on networking, mentorship versus sponsorship, and authenticity in marketing how new technologies are being applied to deliver better service, attract clients, and generate businessthe important role of legal operations, the procurement professional, and legal process outsourcingpractical methods for evaluating AI solutions to business needs such as billing, e-discovery, and technology-assisted reviewCulled from scores of interviews with law firm leaders, chief marketing officers, and legal innovation visionaries, Best Practices provides actionable advice and real-world thinking. Each chapter is filled with information that can be scaled to apply to a single-person law practice as well as a large international law firm. In addition, the book features special "Think Pieces" from some of the nation's leading experts in legal marketing.

Technology for Law Offices

Automating Legal Services

Focusing on technological advances that are changing the practice of law, this practical, hands-on text covers day-to-day law office management topics, including client relations and communication skills; legal fees, timekeeping, and billing; client trust funds and law office accounting; calendaring, docket control, and case management; legal marketing; and file and law library management. The Fourth Edition is accompanied by Clio's Boutique Plan cloud-based software (with in-depth tutorials) which allows students to master skills in time and billing, accounting case management, and document

management. Other highlights of the new edition include new ethics-related case reviews, up-to-date forms, charts, and checklists that illustrate important concepts relating to paralegals in the law office, and hands-on exercises. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Assisted Reproductive Technology

The legal community is notorious for generating paper--and lots of it. But lawyers can save time and money by transitioning to a paperless office. Paperless in One Hour for Lawyers will show even the most committed paper devotees how to run their law offices digitally.

Information Technology Law and Practice

This practical book details the economic and client service advantages of alternative law firm billing methods, the various billing methods currently available and how to select and implement the right alernative billing method for law firms of all sizes.

EU Competition Law and the Information and Communication Technology Network Industries

This publication will provide legal professionals with guidance on how to set up, use, and collaborate with Evernote.

The Client-Centered Law Firm

What is a Mobile Law Practice? It is being is available when your clients need you. It is structuring your practice to have the flexibility to go to your clients, to work from your home office or to move to different offices. When you set up your Law Office on a Laptop, you have control over your hours, your overhead, and your life.Attorneys Catherine Hodder and Kelly C. Sturmthal have created a step-by-step interactive resource manual for starting up and running a successful mobile law practice. With sample forms and letters, helpful links, website information and checklists, this book has mapped out everything an attorney needs to set up their law practice with special considerations for the attorneys on the go. * Considerations For Your Practice* Setting up Forms and Procedures* Evaluating Systems and Software* Marketing Yourself and Getting Clients* State-by-State Guide for Law Practice Management* Goals + Opportunities Checklist* Top 10 Tips for a Successful Solo Law PracticeWith Law Office on a Laptop, you will have a concrete plan of action to start or enhance your own law practice.

Best Practices in Law Firm Business Development and Marketing

This annual guide is the only one of its kind written to help solo and small firm lawyers find the best technology for their dollar. It includes the most current information and recommendations on computers, servers, networking equipment, legal software, printers, security products, smartphones, and anything else a law office might need. It's written in clear, easily understandable language to make implementation easier if you choose to do it yourself, or you can use it in conjunction with your IT consultant. Either way, you'll learn how to make technology work for you.

Technology in the Law Office

This is the only book of its kind to help solo and small firm lawyers find the best value for their dollars in legal tech. The book gives a vendor-neutral overview and recommendations for computers, servers, networking equipment, software, printers, security products, smartphones, tablets, and more.

Practical Law Office Management

The governance of the dead in the eighteenth and nineteenth centuries gave rise to a new arrangement of thanato-politics in the West. Legal, medical and bureaucratic institutions developed innovative technologies for managing the dead, maximising their efficacy and exploiting their vitality. Law and the Dead writes a history of their institutional life in the nineteenth and twentieth centuries. With a particular focus on the technologies of the death investigation process, including place-making, the forensic gaze, bureaucratic manuals, record-keeping and radiography, this book examines how the dead came to be incorporated into legal institutions in the modern era. Drawing on the writings of philosophers, historians and legal theorists, it offers tools for thinking through how the dead dwell in law, how their lives persist through the conduct of office, and how coroners assume responsibility for taking care of the dead. This historical and interdisciplinary book offers a provocative challenge to conventional thinking about the sequestration of the dead in the nineteenth and twentieth centuries. It asks the reader to think through and with legal institutions when writing a history of the dead, and to trace the important role assumed by coroners in the governance of the dead. This book will be of interest to scholars working in law, history, sociology and criminology.

Fundamentals of Law Office Management

This manual helps medium and large law firms increase productivity by providing a model manual for law office policies and procedures. The book, an updated and expanded version of the previous (fourth) edition, is divided into seventeen sections,

covering such topics as law office organization, management, and administration, support personnel, office polices, personnel policies and benefits, office security and emergency procedures, financial management, file systems, technology, and communications systems. The book contains numerous sample forms and documents, as well as extensive bibliographies. A CD containing the entire text of the manual is included, allowing customization of the manual for particular user needs.

Information Technology Law

Many lawyers view social media as a passing fad, but lawyers who dismiss social media do so at their peril. This cutting-edge guide shows lawyers how to use a practical, goal-centric approach to social media. By enabling lawyers to identify the social media platforms and tools that fit their practice, lawyers can implement them easily, efficiently, and ethically. Written by two lawyers, this book is designed with both the novice and advanced user in mind.

The Complete Guide to Designing Your Law Office

Competition policies have long been based on a scholarly tradition focused on static models and static analysis of industrial organisation. However, recent developments in industrial organisation literature have led to significant advances, moving beyond traditional static models and a preoccupation with price competition, to consider the organisation of industries in a dynamic context. This is especially important in the field of information and communication technology (ICT) network industries where competition centres on network effects, innovation and intellectual property rights, and where the key driver of consumer benefit is technological progress. Consequently, when an antitrust intervention is contemplated, a number of considerations that arise out of the specific nature of the ICT sector have to be taken into account to ensure improved consumer welfare. This book considers the adequacy of existing EU competition policy in the area of the ICT industries in the light of the findings of modern economic theory. Particular attention is given to the implications of these dynamic markets for the competitive assessment and treatment of the most common competitive harms in this area, such as non-price predatory practices, tying and bundling, co-operative standard setting, platform joint ventures and co-operative R&D.

Law Office Technology Review

Practical and engaging introduction to Law Office Management for paralegals. Features: Comprehensive overview of the basics of law office management in today's legal environment. Features real-world examples of law office management issues faced in the law office today. Includes helpful vocabulary, constructive discussion starters, and useful case excerpts

underscoring core concepts. All of these help instructor's engage students with the material. Discussion questions and case studies are provided at the end of each chapter to reinforce the material. Each chapter includes review checklists and additional resources to help students master the concepts. Students are taught the ethical requirements of the legal business but are also challenged to understand their real-world underpinnings. New to the Second Edition: Updated to reflect changes in the legal profession as clients demand economically viable solutions and technology increasingly allows lawyers to provide them Coverage of The Patient Protection and Affordable Care Act in Chapter 5. Coverage of sustainability in facility management in Chapter 6 More focus on developing demonstrable skills useful in law office management, in the legal field, and beyond Greater emphasis on client relationship management and legal project management by all members of the legal team Career preparation tips in every chapter Chapter outcomes added to the beginning of every chapter Coverage of texts and instant messaging in Chapter 7 New section on Marketing the Law Firm in Chapter 8 Enhanced discussion of social media and its usefulness in law firm marketing

Law Office Technology

USING COMPUTERS IN THE LAW OFFICE, 6th Edition is the ideal book to provide readers with comprehensive, up-to-date information on the use of technology by paralegals in all types of legal organizations. It describes basic computer concepts as well as more complex skills and software programs, with coverage and assignments for Word, Excel, Adobe Acrobat, AbacusLaw, CaseMap, HotDocs, Discover FY, Tabs3, TimeMap, TrialDirector, and more. Using Computers in the Law Office covers important topics such as an updated discussion of electronic discovery, Internet legal/factual research, legal timekeeping and billing, litigation support software, and case management and docket control software. A variety of other topics are covered including WestLaw Next, Google Scholar, mobile computing, document management, security, ethics, the electronic courthouse and many other trends in legal computing. Each topic is presented in a clear and organized manner that includes many examples of how the software is actually used on-the-job. Detailed Hands-on Exercises ensure that readers will gain practical knowledge of these tools by giving them the opportunity to apply what is presented in the book and to practice using computers to complete legal work. NEW Discover FY demo replaces Summation iBlaze demo. Discover FY is an e-discovery/litigation support tool provided and supported by ILS Technologies. The ILS Technologies Discover FY demonstration version is a full working version of the program. This program demonstration version will not time out. Access the Premium Website to download the new demo. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Fixing Law Schools

The Small Firm Roadmap

"The world's fourth industrial revolution-automation through the growth of robotics, artificial intelligence, blockchain, and virtual ecommerce-will disrupt the legal industry. By being open to this change, lawyers can eliminate repetitive, inefficient processes so they can increase the speed, quality, and scale of their legal services. In addition to bolstering the business of law for both big and small firms, this automation will increase access to justice for those who need it most. This book sets out different models and details what firms, lawyers and society, can gain from automated legal services"--

Evernote As a Law Practice Tool

Outlining the range of technologies currently available to lawyers, legal office managers and legal support staff, this guide aims to familiarize the reader with the full spectrum of choices. The technology is explained at a broad conceptual level in clear terms with discussion of cost benefit analysis where appropriate. Hong Kong examples are used throughout the book but it should also be useful for lawyers elsewhere.

New Technologies for Human Rights Law and Practice

Law Office Technology examines the continuing and vital impact of technology in the operation of a successful law firm. Paralegal students come to understand when, where, why and how to employ legal technology. Typical hardware and software, especially the most useful software for a modern practice, are covered in detail. This important survey reviews key office management software used in critical functions such as billing, as well as the legal software employed in election data discovery and research. By integrating legal knowledge with practical, hands-on skills, paralegals grasp the foundations of legal technology and gain a feel for real-life applications in a law office. To keep current, online updates to the material appears on the Website that accompanies the text, providing updated material on software from the Web and other sources, as well as refreshed assignments and teaching materials. Features: Addresses technology's continuing impact on the operation of a successful legal practice Considers when, where, why and how to employ legal technology Covers the basics of computer technology typical hardware and software found in a modern legal practice useful computer software for a modern law office Discusses office management software in critical functions such as billing Reviews legal software involved in electronic data discovery and legal research Integrates legal knowledge with practical, hands-on skills specifically for paralegals Includes information to help students keep current online updates at the Website accompanying the book up-to-the-minute material from the Web and publications on software, assignments and teaching materials

Law and the Dead

This book considers the implications of the regulatory burden being borne increasingly by technological management rather than by rules of law. If crime is controlled, if human health and safety are secured, if the environment is protected, not by rules but by measures of technological management—designed into products, processes, places and so on—what should we make of this transformation? In an era of smart regulatory technologies, how should we understand the 'regulatory environment', and the 'complexion' of its regulatory signals? How does technological management sit with the Rule of Law and with the traditional ideals of legality, legal coherence, and respect for liberty, human rights and human dignity? What is the future for the rules of criminal law, torts and contract law—are they likely to be rendered redundant? How are human informational interests to be specified and protected? Can traditional rules of law survive not only the emergent use of technological management but also a risk management mentality that pervades the collective engagement with new technologies? Even if technological management is effective, is it acceptable? Are we ready for rule by technology? Undertaking a radical examination of the disruptive effects of technology on the law and the legal mind-set, Roger Brownsword calls for a triple act of re-imagination: first, re-imagining legal rules as one element of a larger regulatory environment of which technological management is also a part; secondly, re-imagining the Rule of Law as a constraint on the arbitrary exercise of power (whether exercised through rules or through technological measures); and, thirdly, re-imagining the future of traditional rules of criminal law, tort law, and contract law.

Paperless in One Hour for Lawyers

"[This book] is the first book published by the ABA to employ the graphic novel to teach business lessons. Follow the engaging story of lawyer Carson Wright, who suddenll finds himself responsible for saving a small law firm, as his mentor Guy Chapman imparts the lean techniques that transformed his factory from the brink of bankruptcy to new heights of profitability."--Back cover.

The Future of Law and eTechnologies

FUNDAMENTALS OF LAW OFFICE MANAGEMENT, Fifth Edition delivers the skills and knowledge you need to keep a law office running smoothly. In addition to an overview of the legal industry and the many roles paralegals play, the book takes an in-depth look at how legal environments differ from other businesses, including the ethical issues you may face. Discussions on law-specific office functions, such as managing the client funds account, timekeeping, docketing, and maintaining a law library help you understand the scope of a legal practice, while chapters on technology, client relations, and billing reveal the business side. Practical and skills-focused, FUNDAMENTALS OF LAW OFFICE MANAGEMENT, Fifth Editiont provides ample, in-text learning features, such as key words, ethics alerts, side bars, tech tips, and the latest Web references, along with supplemental, online tools for hands-on practice. Important Notice: Media content referenced within the product

description or the product text may not be available in the ebook version.

Law in a Digital World

The world of law is a world of information. Rules, judgments, decisions, interpretations, and agreements all involve using and communicating information. Today, we are experiencing a significant transition, from letters fixed on paper to information stored electronically. The digital era, where information is created, stored, and communicated electronically, is quickly approaching, if not already here. The future of law will no longer be found in impressive buildings and leather-bound books, but in small pieces of silicon, in streams of light, and in millions of miles of wires and cable. It will be a world of new relationships and greater possibilities for individual and group communication, an environment where the value of information increases as it is shared. In Law in a Digital world, M. Ethan Katsh explores how these new technologies will alter one of our most central institutions. He considers the different ways in which people will not only electronically read and write, but also interact with our vast storehouses of legal knowledge and information. He envisions how sounds and pictures will play into the largely imageless print world of law, and looks at the future importance of graphic and nontextual communication. He explores how the flexible, personalized organization of data will transform the way we gather information, and whether information can or cannot be contained, raising questions of copyright and privacy. What happens to the law when information is more plentiful and accessible? What happens to those people who suddenly have access to information never before available? Does the use of information in a new form change the institution, the user, and those who come in contact with the user? And, what role does the lawyer play in all of this? For citizens, for lawyers, for all those who will be part of the digital world rushing toward us, Katsh answers these questions while considering the implications of this new era.

The Game Changing Attorney

These days, even if you're an outstanding lawyer, you're getting lost in the shuffle. The legal landscape is saturated with over 1.3 million attorneys. In The Game Changing Attorney, marketing expert Michael Mogill teaches actionable strategies to help you break through the noise, gain your ideal client's attention, and land the best cases.

The 2010 Solo and Small Firm Legal Technology Guide

Developing a Successful Assisted Reproduction Technology Law Practice

Social Media for Lawyers

Written by prominent thought leaders in the global fintech and legal space, The LegalTech Book aggregates diverse expertise into a single, informative volume. Key industry developments are explained in detail, and critical insights from cutting-edge practitioners offer first-hand information and lessons learned. Coverage includes: · The current status of LegalTech, why now is the time for it to boom, the drivers behind it, and how it relates to FinTech, RegTech, InsurTech, WealthTech and PayTech · Applications of AI, machine learning and deep learning in the practice of law; e-discovery and due diligence; AI as a legal predictor · LegalTech making the law accessible to all; online courts, online dispute resolution · The Uberization of the law; hiring and firing through apps · Lawbots; social media meets legal advice · To what extent does LegalTech make lawyers redundant or more efficient? · Cryptocurrencies, distributed ledger technology and the law · The Internet of Things, data privacy, automated contracts · Cybersecurity and data · Technology vs. the law; driverless cars and liability, legal rights of robots, ownership rights over works created by technology · Legislators as innovators · Practical LegalTech solutions helping Legal departments in corporations and legal firms alike to get better legal work done at lower cost

Using Computers in the Law Office

Provides a roadmap for understanding the relationship between technology and human rights law and practice. This title is also available as Open Access.

Winning Alternatives to the Billable Hour

Not all law firms will survive the tumult headed their way.Over the past three decades, the legal industry has been turned upside down. Increasingly rapid advances in technology have radically changed everything about the way law firms operate-from attracting and retaining clients, to researching relevant case law, collaborating with colleagues, and filing documents. With competition coming not just from other traditional law firms but also from online legal services, it's more important than ever to differentiate your firm in a crowded marketplace. Yet the majority of firms continue down the path of "business as usual" despite the whirlwind of change roaring outside their windows.Will your firm be blindsided by the threats at hand and pay the price in lost business, lost talent, and lost revenue? Or will you face these threats head-on and learn how to turn them to your advantage so you can not just survive, but thrive?If you'd prefer the latter, this book is your comprehensive, actionable roadmap for navigating this new landscape. Let's dive in!

The Silent Partners

Focusing on how computers can make paralegals and legal professionals more productive on the job, this updated Seventh Edition of the #1 book on the market offers comprehensive treatment of computer concepts, including coverage of both basic software programs like Word, Excel, and PowerPoint, to more advanced applications using AbacusLaw, CaseMap, Clio, DiscoverFY, HotDocs, Tabs3, TimeMap, and TrialDirector. Real-life examples, pertinent tutorials, ethical considerations, and up-to-date coverage of the most popular software used in all types of legal organizations help students develop key knowledge and skills. Each topic is presented in a clear and organized manner and includes examples of how the software is actually used on the job. The detailed Hands-on Exercises include Basic, Intermediate, and Advaned assignments to allow for a variety of skill levels. These extensive exercises allow students to apply their knowledge and practice using computers to complete realistic legal work.This edition reflects the ever-changing rules and decisions affecting the legal process (gathering evidence, managing files, filing with courts, working on electronic copyright issues, presenting exhibits, billing, etc.) and covers the most up-to-date technology available to help paralegals comply to new rules and better handle complex records and files. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Using Computers in the Law Office

This comprehensive new resource provides all the information needed to plan or remodel a law firm's office space. Helpful checklists, schedules, forms, and letters are included on the accompanying CD-ROM.

The Lean Law Firm

Approriate for courses on Computers and the Law Technology in the Law Office provides thorough coverage of the use and management of technology in the legal workplace. This text builds a foundation in technology concepts and applications needed by paralegals and attorneys as well as information technologists working in the legal environment. Students develop a hands-on understanding of real workplace software using the most popular commercially available legal programs including AbacusLaw, Tabs3, SmartDrawLegal, LexisNexis CaseMap and TimeMap, and Sanction II. Members of the legal team are introduced to the roles each plays in the use of technology and develop the technical vocabulary needed to collaborate effectively on-the-job. A continuing theme throughout the text is to empower student success by teaching students how to independently learn to use new software features and programs.

ROMANCE ACTION & ADVENTURE MYSTERY & THRILLER BIOGRAPHIES & HISTORY CHILDREN'S YOUNG ADULT FANTASY HISTORICAL FICTION HORROR LITERARY FICTION NON-FICTION SCIENCE FICTION