

# Affordable, Secure, and Easy Real World Technology Solutions for Lawyers



# The Case for Case Management

- All-in-one matter management
  - Opening, linking, closing matters
- Sync with Contacts and Calendars
  - Dates and deadlines reminders
- Supervise others
- Dashboards and reporting
- Conflicts of interest
- Automated time and billing



# Consider Client Portals

- Clients now expect
  - Access to their documents 24x7
  - Access to WIP before the bill arrives
  - Notification of all key milestones
  - Live feeds of all significant case activity
  - Threaded discussions
- Secure client communications
- All matter files and communications in one place



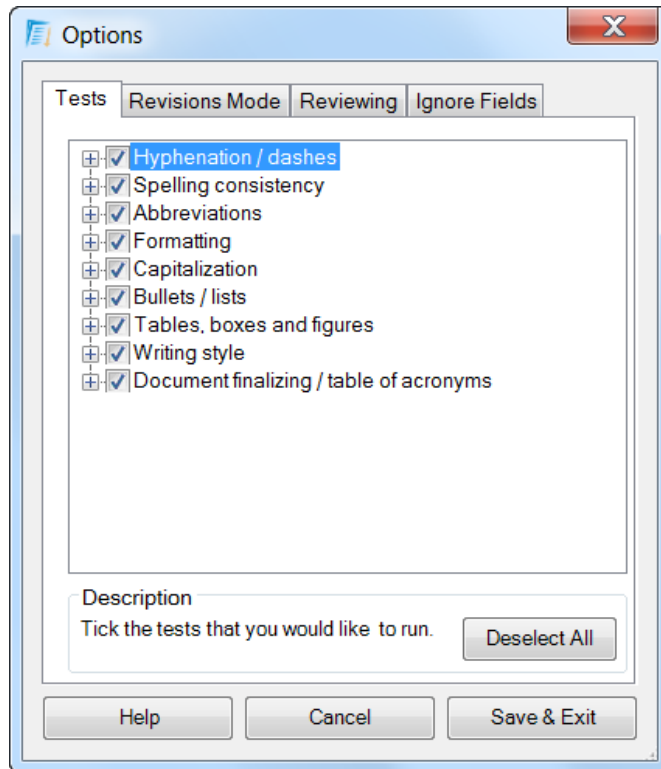
# Helping Hands

- Remote / Virtual Assistants
  - Legal Specific
  - General / Personal
- Remote / Virtual Answering Service
- Bookkeeper
- Technology & Practice Management Help

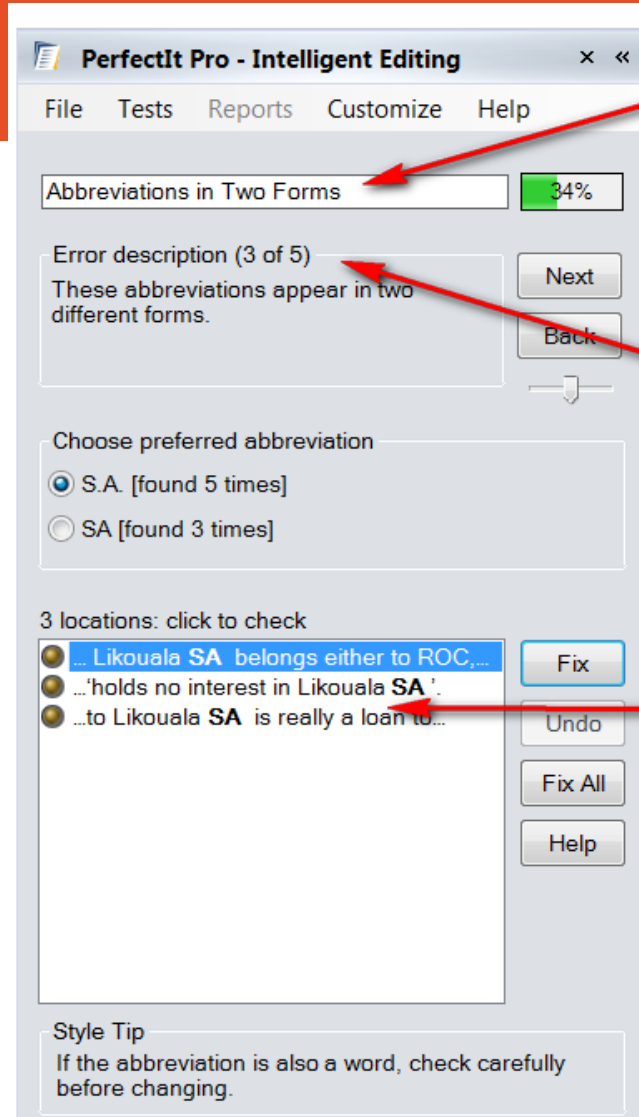




Proofreading Software for Professionals



\$90/year



This bar shows the name of the current test

The error descriptions shows how many errors have been found

The location list shows all places where that error may appear

# WORD RAKE.

EDIT FOR CLARITY AND BREVITY IN MICROSOFT WORD

"The defects in this motion are purely legal in nature, but in some cases an understanding of the legal issues becomes clearer when supplemented by judicially noticeable fac

"The defects ~~in this motion~~ are purely legal ~~in~~  
~~nature~~, but ~~in some cases an~~ <sup>sometimes</sup> understanding ~~of~~ the legal issues  
becomes clearer when supplemented by judicially noticeable  
facts."

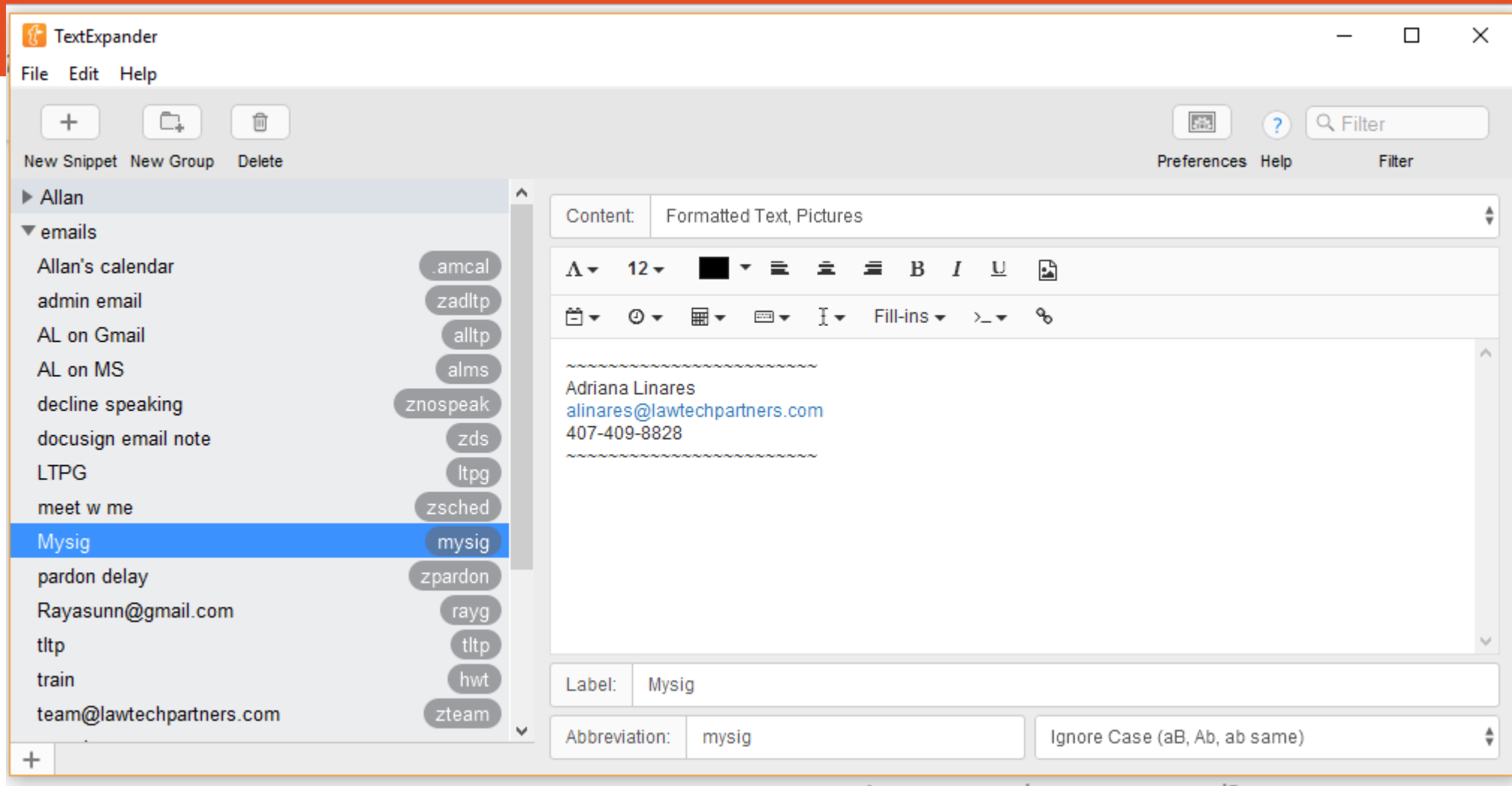
— IN RE: OIL SPILL by the OIL RIG "DEEPWATER HORIZON"  
February 28, 2011 - Motion to Dismiss

- Helps you quickly remove unnecessary words and phrases to quickly and easily make your writing clear and concise
- Created by lawyer, NY Times bestselling author, and ABA writing expert, Gary Kinder.
- Starts at \$129-199/year – Word for Mac and Windows and Outlook for Windows

# Text Expansion

- Keyboard shortcuts for a word, phrase, or sentence
- Save time, reduce typing, avoid a repetitive-stress injury
- Reduce errors
- tylf = *Thank you very much for your time, we look forward to hearing from you.*

# TextExpander.com

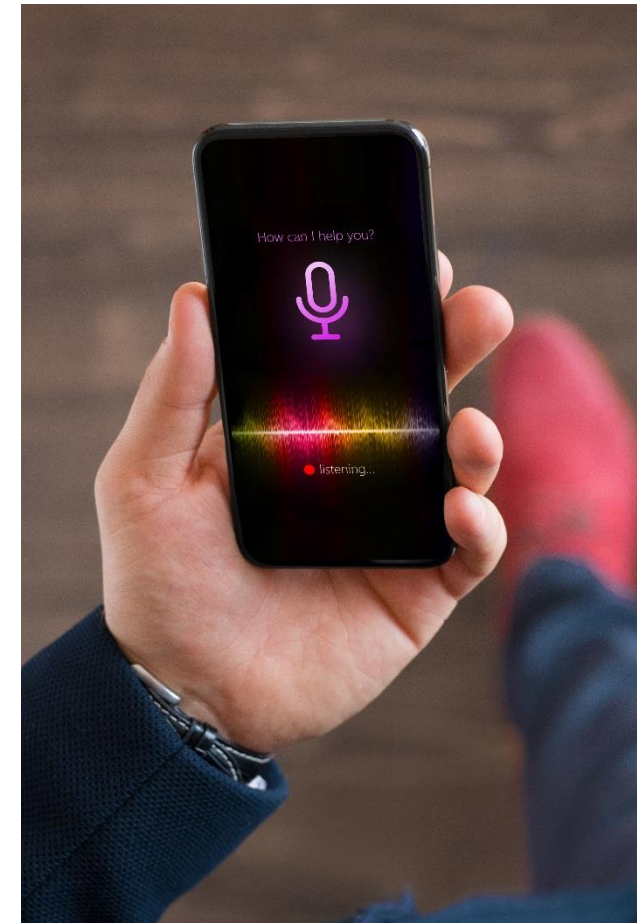




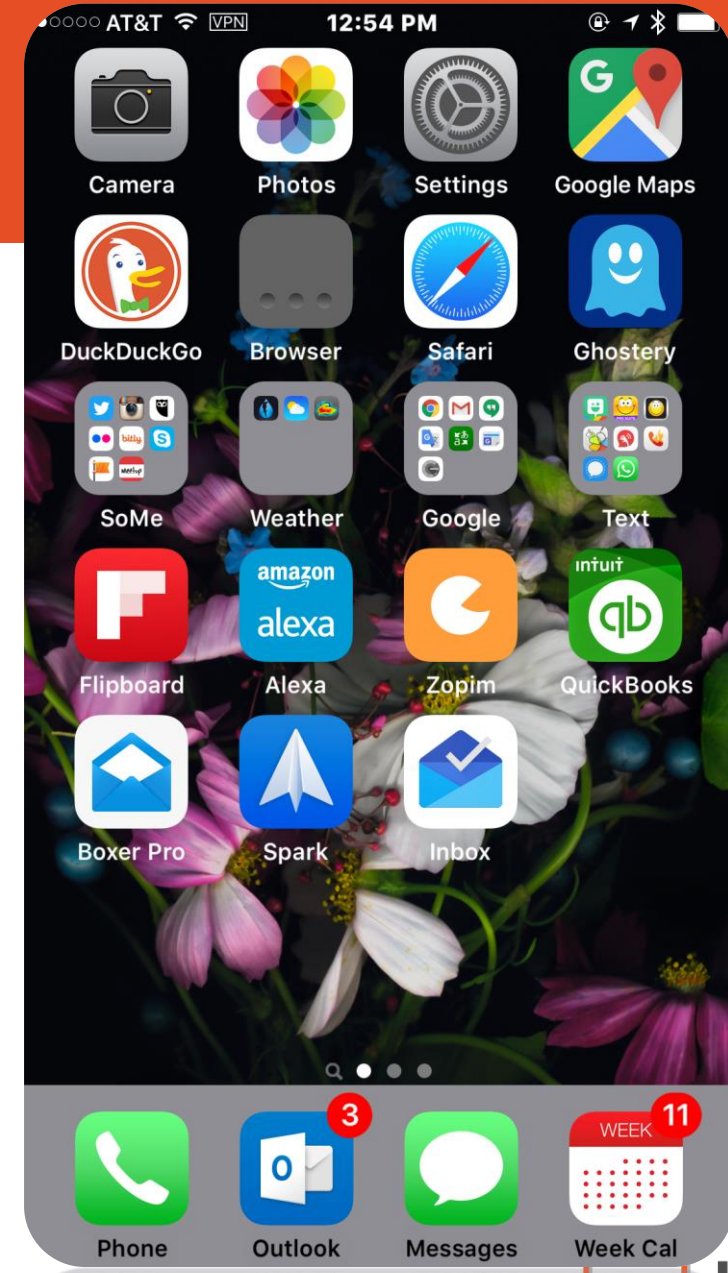
# Get Fast and Accurate Help Calculating a Date

Look no further than your nearest smart device for the fastest way to calculate a date, figure a statute of limitations or get a countdown.

*Hey Google! Siri! Alexa! What is 45 days before February 19, 2022? How many days until Mardi Gras?*



# Multiple Mobile Browsers



# Managing Email on the Go



*alinares@lawtechpartners.com*  
Outlook: A-list Clients and Colleagues



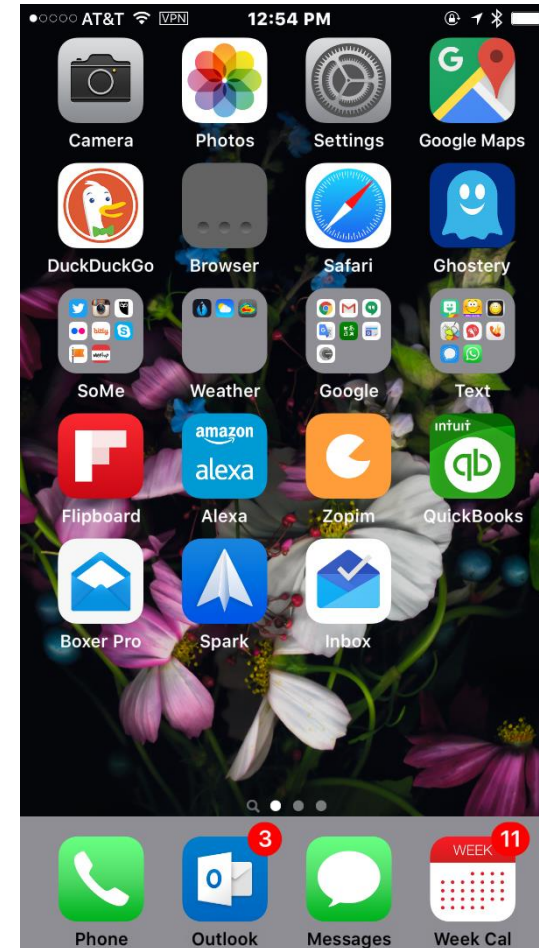
*training@lawtechpartners.com*  
Spike: Business related, leads, committees, important groups and orgs



*lawtechpartners@gmail.com*  
Spark: Newsletters, social media updates notices requests



*rayasunn@gmail.com*  
Inbox by Gmail: Friends, family, travel plans, bills, shopping



# 987-65-4321

- Protect your email like it's your Social Security Number
- Use multiple email addresses with specific purposes
  - Work email – strictly business
  - Professional interest email – newsletters, groups, organizations, social media for business
  - Personal – personal emails, hobbies, websites, clubs and orgs



# Password Managers

- The best protection against hackers is to have different passwords for each website.
- DON'T use any of the 25 most common passwords, because these are the ones that hackers have scripts to check for first.
- Learn to use a password manager
- Major time saver for filling out forms

## **SplashData's Worst Passwords of 2021**

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**123456**  
**123456789**  
**picture1**  
**password**  
**123456789**  
**12345678**  
**12345**  
**111111**  
**1234567**  
**senha**  
**qwerty**

# Consider PassPHRASES

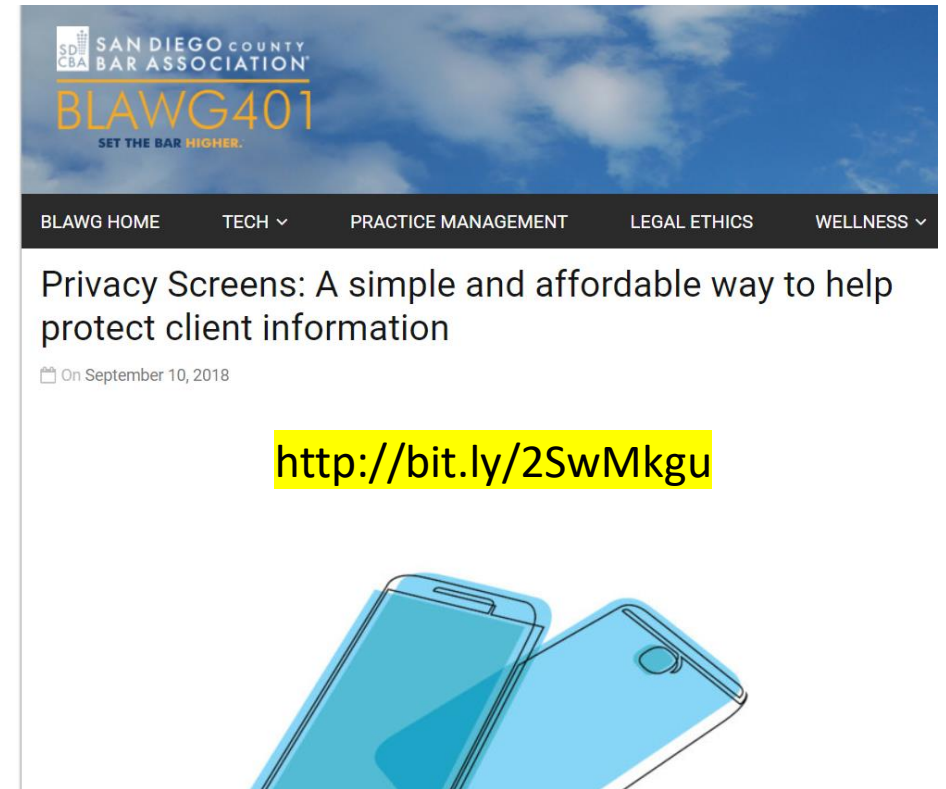
- Passwords are easier to cracked than passphrases
- A passphrase is harder to crack
- Major operating systems and applications support passphrases
- A passphrase satisfies complex password setting rules
- Passphrases are easy to remember



*Oh! When the Saints come marching in 2022!*

# Privacy Screens

- Prevent “shoulder surfing”
- Invest in a privacy screen for your laptop (even for your phone or iPad)
- Available for cellphones, tablets, laptops and even desktop monitors



# Look for Tools and Tech That...

- Increases security
- Facilitates communications
- Reduces repetitive tasks
- Enhance mobility
- Has personalization options
- ARE EASY TO USE





# Thank you!

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Adriana Linares is a legal technology consultant with her company, LawTech Partners. Using her practical and personal approach she helps legal professionals use technology to maximize skills and investments through training and consulting. She served as Chair of ABA TECHSHOW 2017; works as a technology consultant to the Florida Bar Board of Governors Technology Committee and serves as the Technology and Practice Management Advisor of the San Diego County Bar Association. Listen as she disarms successful lawyers and industry experts with her wit and humor and gets them to divulge their pearls of wisdom on monthly episodes of the New Solo podcast. To learn about hiring Adriana to help you with your law practice, visit lawtechpartners.com.

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