

# 20 Tips for the Tech Savvy Lawyer

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The Baker Law Group





# A Quick Note About Me

- Opened Practice directly out of Law School in 2006
- Focus on Plaintiff's Personal Injury / Criminal Defense
- Paperless Office since 2007
- Utilize Time Matters as Practice Management Software
- Apple / Windows hybrid setup
- OCD - Anti Clutter and Paper





A red t-shirt is shown against a dark background. The word "iDad" is printed in large, white, sans-serif font across the chest. The "i" is lowercase, while "Dad" is uppercase. The t-shirt has a ribbed collar and sleeves.

iDad

Certified Technology Nerd

Yes I Wait in Lines at Apple for New Releases



# Tonight's Agenda

- Brief Introduction of Technology Then and Now
- Modifications of Expectations
- Advantages of Utilizing Technology in a Paperless Environment
- Security Concerns
- Mobile / Cloud Access
- 20 Tips for the Tech Savvy Lawyer
- Questions





WE HAVE COME A LONG WAY!!





# Solutions for Technology Laggards



**TECHNOLOGY**

Some folks just can't seem to let go of the "good old days"





# Now and Then





*I fear the day that technology  
will surpass our human interaction.  
The world will have a generation of idiots.  
- Albert Einstein*



# Modification of Expectations

Proceed with Caution



# Modification of Expectations

- Immediate Response Required
- Faster, faster, faster...
- Smaller, smaller, smaller....wait no bigger, bigger bigger (New iPad)
- Find me/you anywhere with location services



**Michael Scott: Everyone always wants new things.  
Everybody likes new inventions, new technology.  
People will never be replaced by machines. In the end,  
life and business are about human connections. And  
computers are about trying to murder you in a lake.  
And to me the choice is easy.**

[https://m.youtube.com/watch?  
v=BlakZtDmMgo](https://m.youtube.com/watch?v=BlakZtDmMgo)



# Advantages of Using Technology in a Paper Environment

- Efficiency
- Less Mess / Organization
- "Where is that...?" - Advance Search Capacities
- More Secure
- Pay less in Rent / Storage
- Off Site Access



# My Favorite Reason

## MORE FREE TIME!!!!





# Security Concerns

- PASSWORDS - Show of hands
- Files No Longer in Plain View
- Encryption
- Loss Prevention - Less office hunts (Where did that go??)
- See Cloud Article



# Mobile / Cloud Access

- A perfect combination
- iCloud - An all device solution
- Access / Edit from anywhere
- Integration into Case Management Software
- Sharing Features



20 Tips for the Tech Savvy  
Lawyer

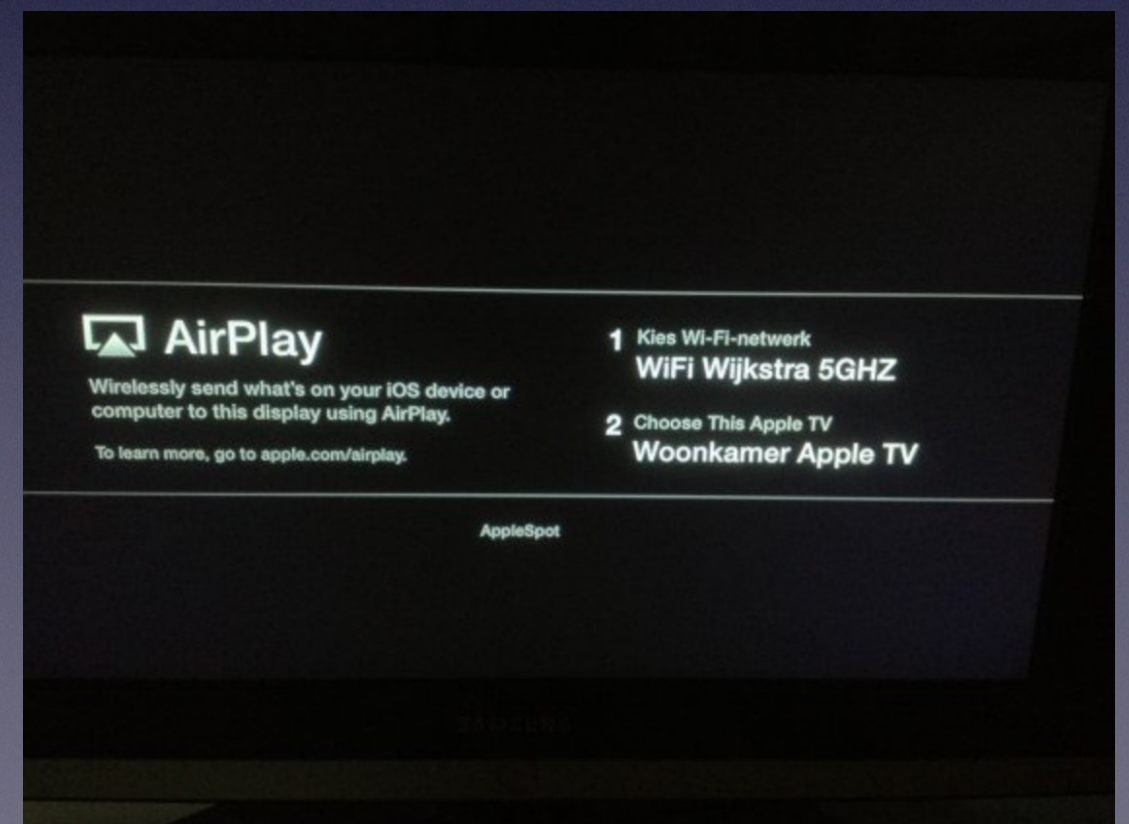
**TOP 20**

**COUNTDOWN**



# 20 - Apple TV Conference Room Display

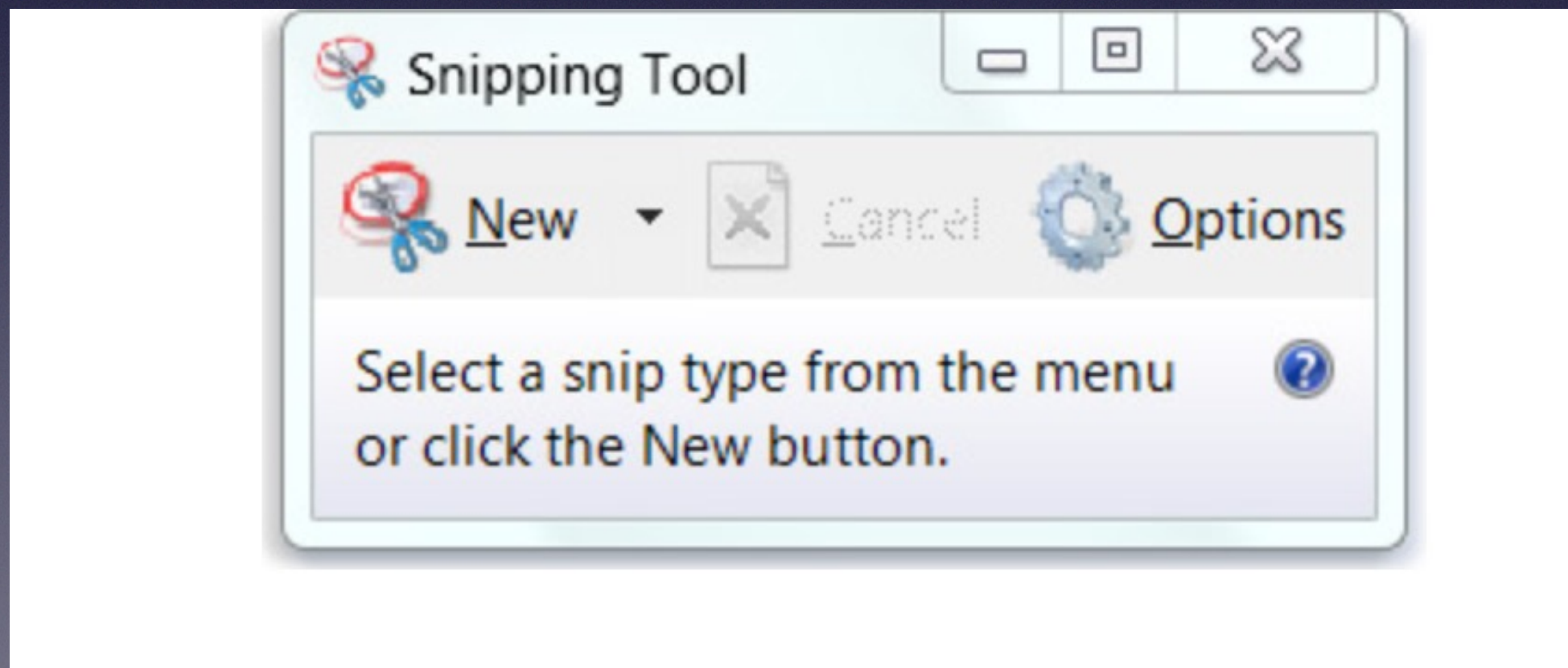
- Let's Start Here - Projecting this Presentation
- Airplay
- Conference Room Display / Professional Look





# 19 - Snipping Tool for Windows

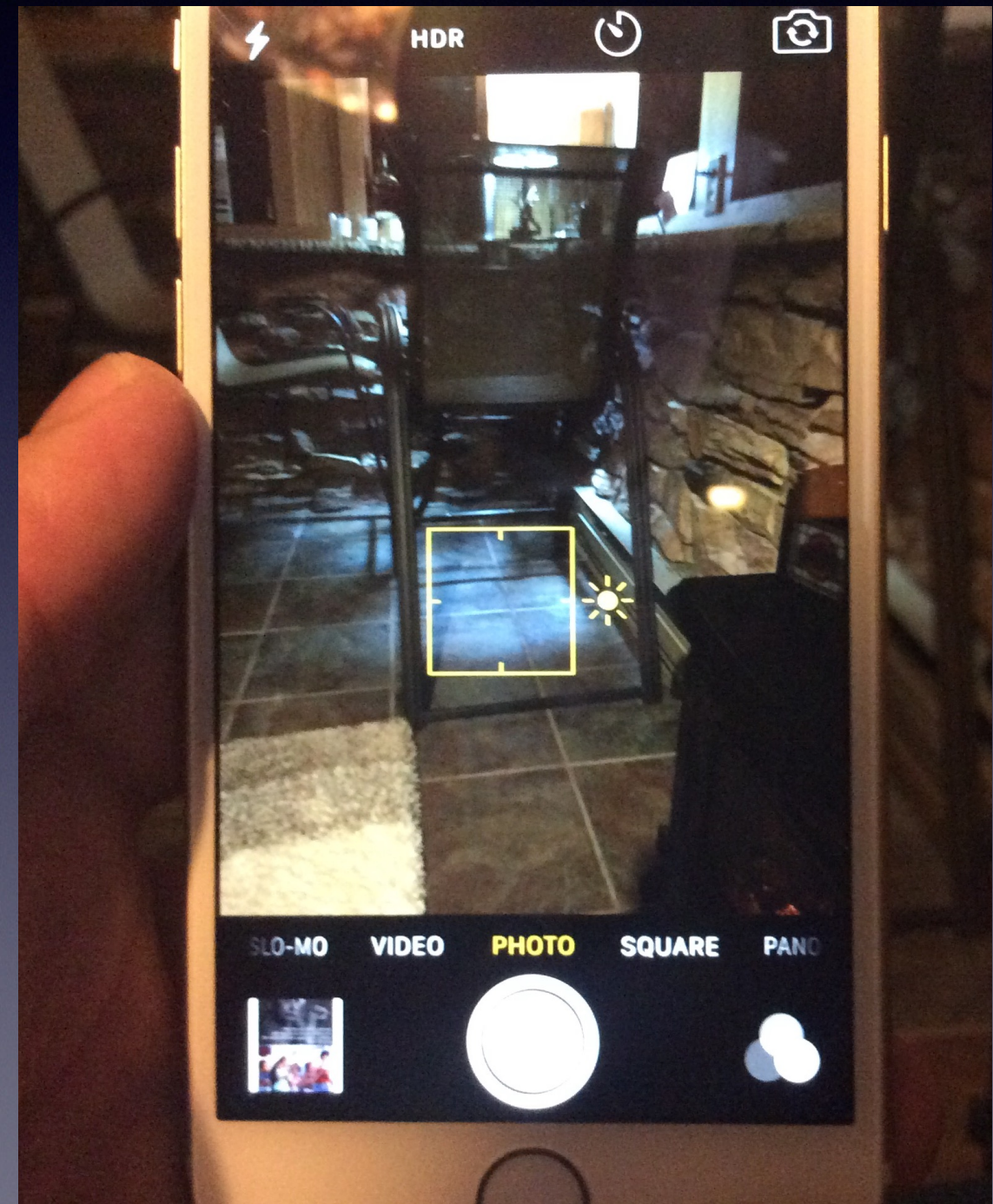
- Easy to Use
- Great for Preparing Demands / Adding Photos to Correspondence





# 18 - iPhone Camera Overexposure/ Underexposure Trick

- Light behind focal point (darkens photo) / Can't focus on image
- Tap on image and wait for square box to lighten focal point





# 17- Dropbox / Root Folder and Practice Management Integration

- Best of both worlds
- Create a real-time cloud for your office that interacts with Case Management Doc Management System





# 16 - Apple TV - Mirroring

- Mirror Ipad Screen
- Great for Firm Meetings
- Practical Application - RDP App to Display Office Desktop Computer





# 15 - Dropbox / Data Recovery from Triggering Event

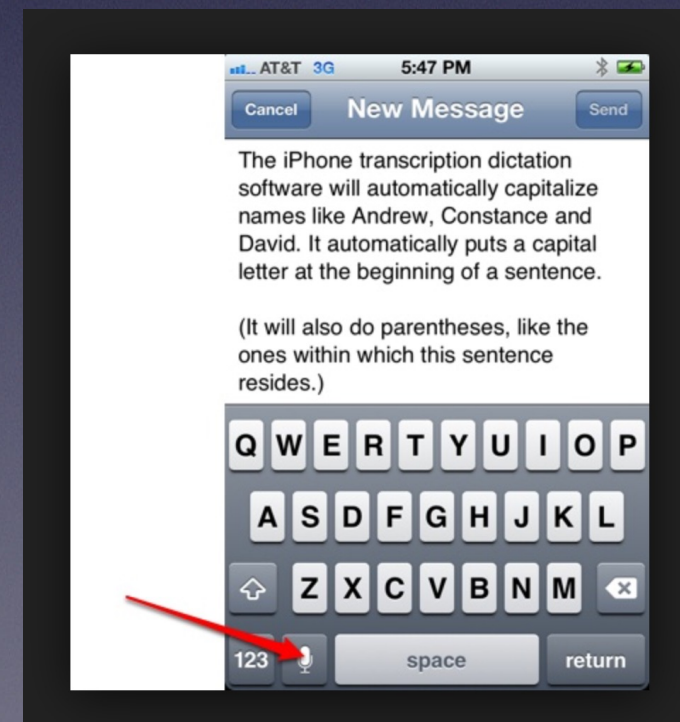
- Restore Prior to Infection
- Triggering Event
- Crypto Virus
- Tech Support / Quick Turnaround





# 14 - iPhone Dictation

- Increase Efficiency
- More Robust Record Keeping
- No More Recorders!
- Incorporate into Notes





# 13 - Ethics / Technology and Fee Agreements

- Do your clients know where you store their data?
- Have they consented to your technology use?
- How are you protecting yourself?
- What will you tell the Bar Association?

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13. **Technology Policy.** The Baker Law Group utilizes technology to its fullest extent to maintain a cost effective practice for its clients. Updates to existing technology are implemented regularly as they become available. By signing this agreement, Client is authorizing The Baker Law Group to use the resources outlined below with the understanding that we have implemented security standards which comply with, or exceed, the reasonable standards generally accepted within the profession. Client further agrees that they have had an opportunity to review the information below, inquire regarding the same and in so doing, have given consent to the The Baker Law Group's use of the technology listed below or implemented in the future throughout the course of Client's representation.

- **Dropbox (Cloud Services)** - In an effort to reduce paper requirements and promote a green initiative, and conduct more efficient operations, The Baker Law Group stores and maintains client files on servers owned and operated by Dropbox. Dropbox securely stores files with Secure Sockets Layers (SSL) and AES-256 bit encryption. Cloud storage allows quick access to client files remotely as well as in the office. Further, it provides a secondary backup of client data. For more information on Dropbox file storage security, please see the following link:

<https://www.dropbox.com/help/category/Security%20and%20Privacy>.

- **WatchDox File Sharing Program** - The WatchDox platform enables The Baker Law Group to securely sync, share and



# 12 - Scanner Pro

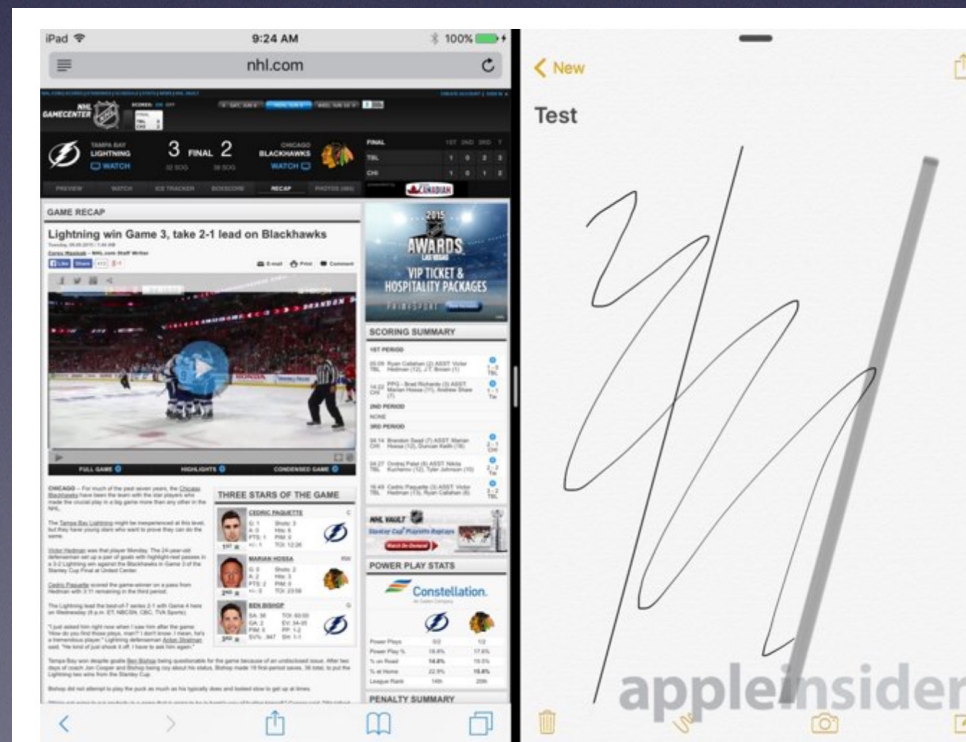
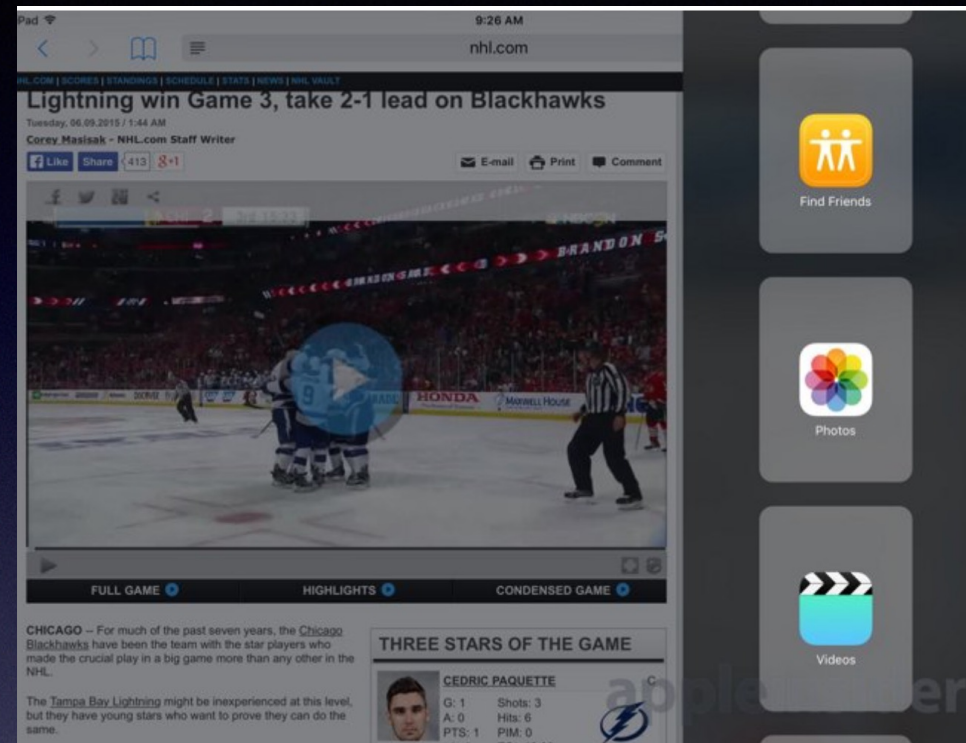
- Best Scanning App in App Store
- Auto Upload to Dropbox
- New Page Recognition Software
- Court tested / Court Approved





# 11 - iOS 9 - iPad Split Screen

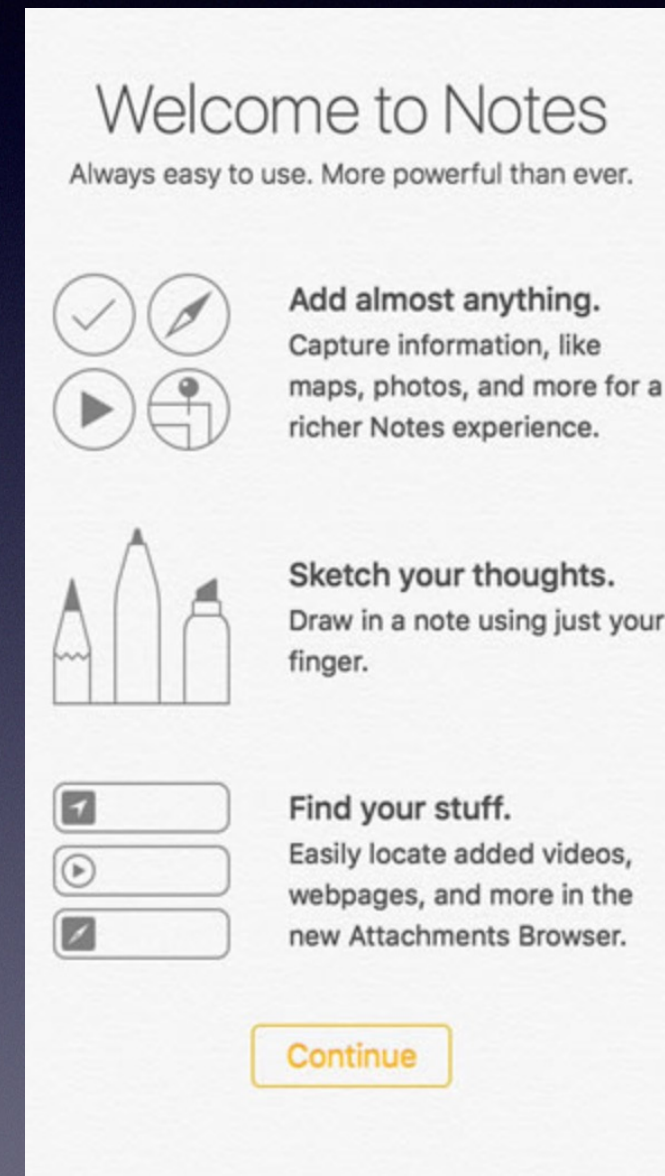
- Slide Over
- Split Screen / Only Available for iPad2/Pro
- Multitasking





# 10 - iOS 9 - Notes

- Better Than Ever!!!
- Add Photos
- Sketch / Draw
- Intake and Investigation





# 9 - RingCentral / Cloud Phone and Fax

- Inexpensive
- Fax from anywhere and any device
- Receive Fax directly to email / upload to Cloud
- Medical Records - Retain Electronic Copy and Transmission Confirmation



What is a phone system in the cloud?

See how the leader in cloud communications creates an innovative business phone system.

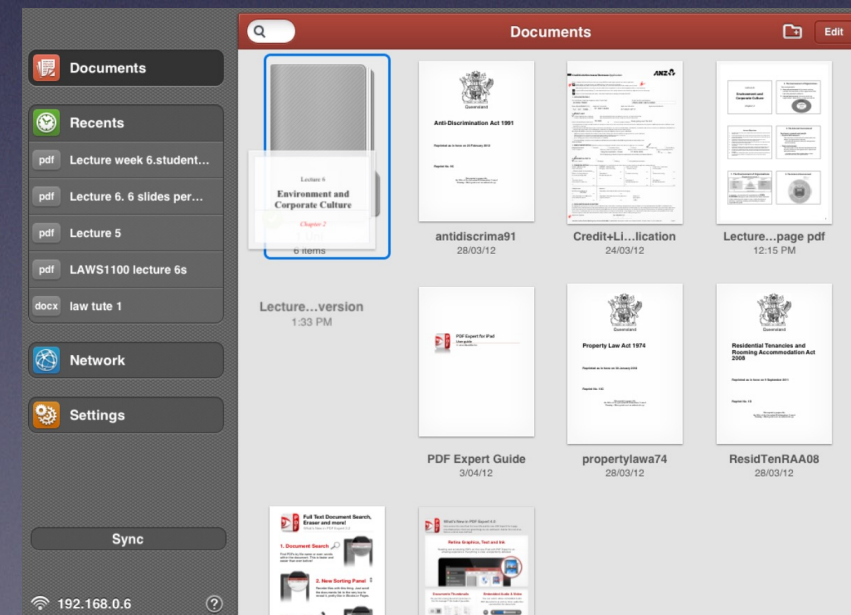


Benefits of going cloud



# 8 - PDF Expert

- Best Editing App By Far
- Integrates with Cloud Services
- Intuitive
- Robust Folder Structure





# 7 - Google Earth

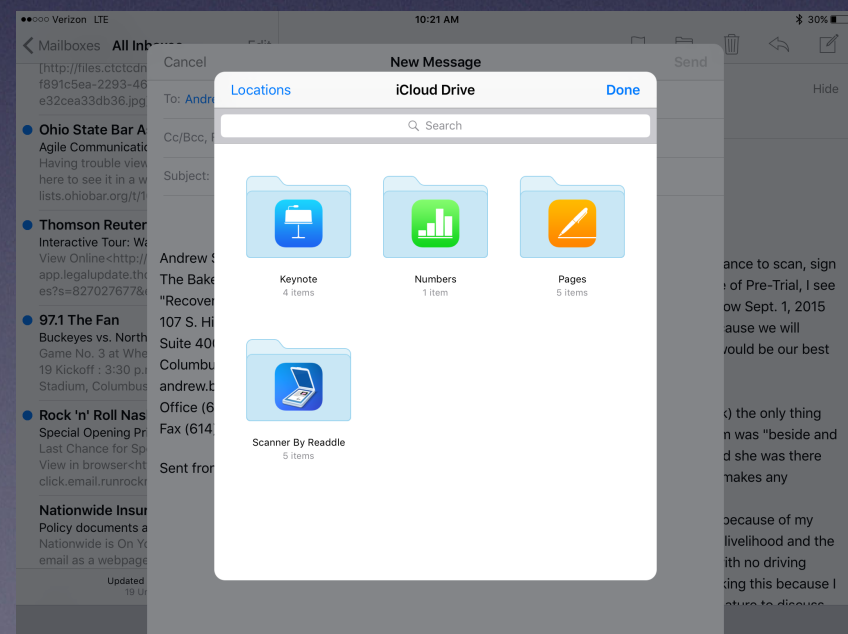
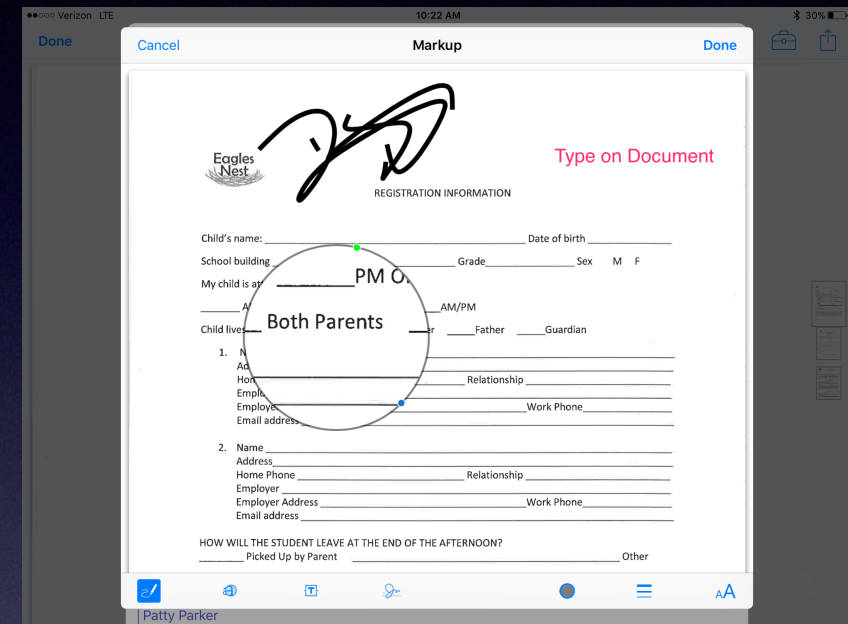
- Asset Check
- Screen Shot for File
- Time Travel
- Street View





# 6 - IOS9 - Attachments and Signatures

- Finally attach emails
- Markup attachments before sending
- Sign Attachments from App





# 5 - iWatch - Practically, Do you need it?

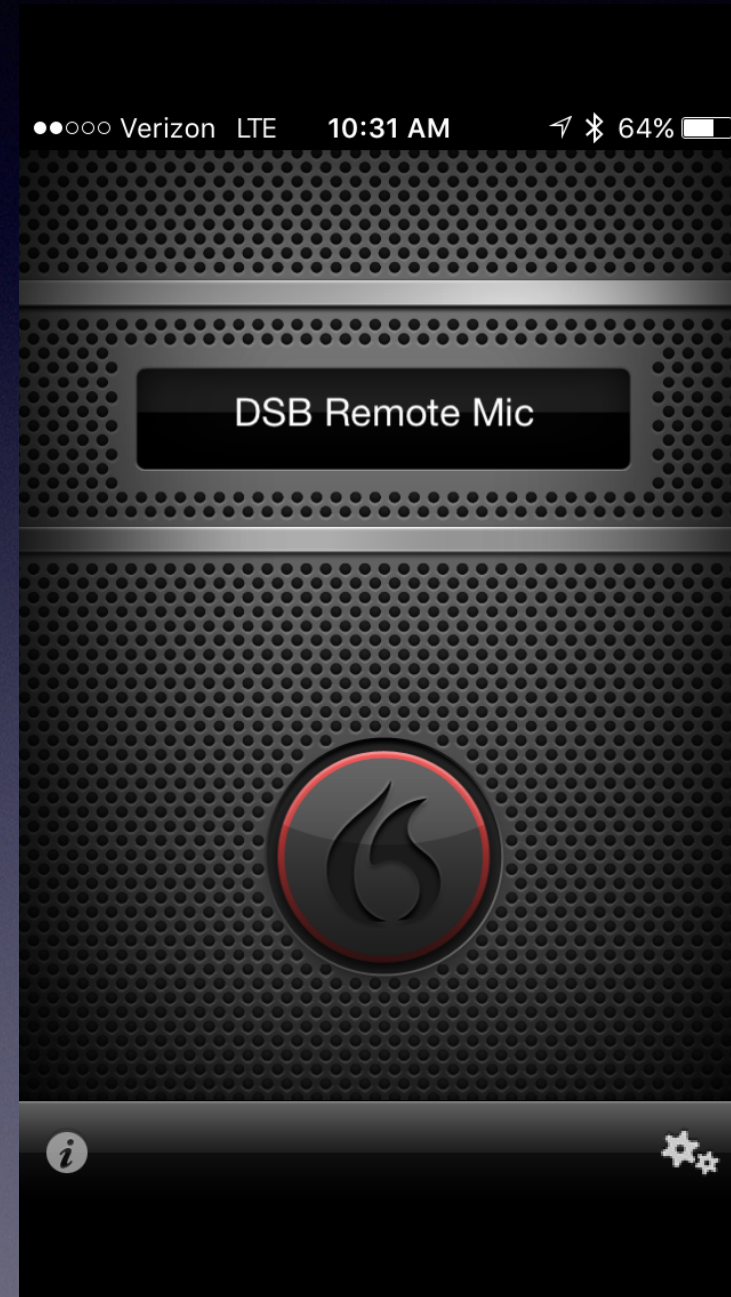
- Check Messages in Meeting
- Conduct Keynote Presentations
- Fitness / Step Count / Stand Up
- Pay for Your Coffee
- No More Selfies





# 4 - Dragon Dictation Microphone

- Use Apple and Android Mic Technology
- Flawless...Most of the Time
- Dictate Within Range of PC But Around Office
- No More Headsets or Desk Mic
- Requires Dragon Dictation Software





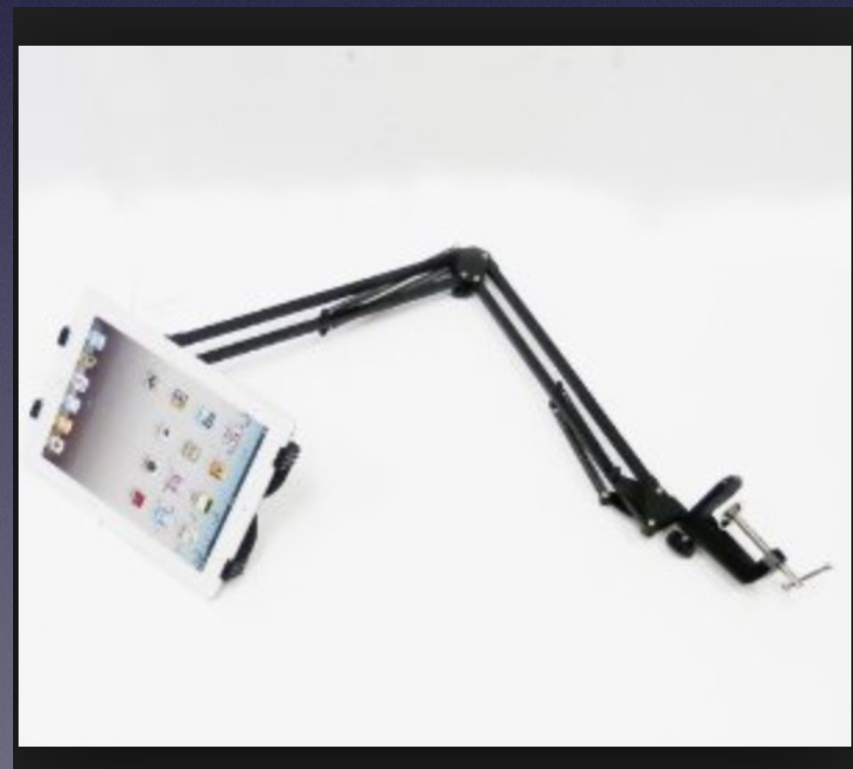
# 3 - Screenshots

- Now Separate Folder in iOS 9 - Easy to Locate and Save
- Invaluable to Investigation
- Screenshot Anything with Any Device
- Practical Uses



# 2 - Apple TV - Mirroring with FaceTime

- Great Remote Meeting / Conference Tool - Inexpensive
- Hardware and Software Setup
- Requires Television and Apple TV
- Requires Strong WiFi Connection
- One of My Favorite Tricks
- Demo





# One More - Battery Saving Techniques

- Substantially Increase Charge Time - Airplane Mode
- Close Open Apps
- FaceBook - Battery Killer
- Save Your Eyes - Darken Screen



# A Few More

- Send VM via Email or Text
- Google Glass
- Fitbit (wearables)



# Q&A - All Technology Subjects





THANK YOU!!