

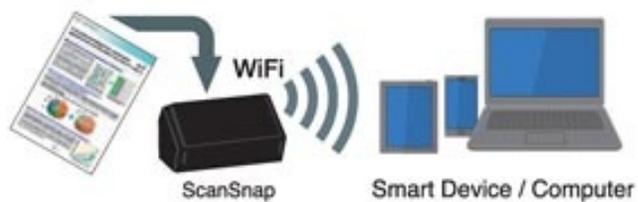
WHEN DUMB LAWYERS HAPPEN TO SMART PHONES

Or TECH TIPS I LEARNED ALONG THE WAY – FOR CHEAP

1. Not the Lincoln Lawyer, more like “The Dollar Tree Lawyer”.
1. Handling the office remotely, without the help of some I.T. Department.
 - a. GoToMyPC.com <http://www.gotomypc.com/remote-access/> works on Desktop, Laptop, IOS and Android, Tablets. Free Trial and get hooked. What you see is a real-time image of your computer’s screen. Instantly work with your files, programs and network – from anywhere, as if you were at your desk . They have good tutorial videos on set up, etc. Easy to transfer files, drop-drag one computer to the next.
 - b. LOGMEIN.com Used to be FREE, but there are still free trial periods. Remote Access from mobile devised to your computer. Same folks that do JoinMe.com, that is invaluable for reviewing docs with juvenile clients that can’t come to the office.
2. Documents. “Paperless for the Moneyless” (well, on Court Appointed incomes...).
 - a. Picking a starting point for Paperless. For the parts of the country not yet on electronic filing, you need to go to less paper anyway. Urge COUNSEL, COURT and CLERK to resist the urge to give you paper copies. Orders may reflect that the Clerk shall send by electronic means (scan, email, fax), without necessity of paper copies. Start in the Courtroom with passing documents prior to hearing without paper.
 - b. MY FAVORITE SCANNER: Snapscan by Fujitsu.
 1. For years I have used the S1500 – Faithful servant. 20+ 2 sided pages scans a minute (or 40 pages). Great auto feeder, rarely jams, comes a la carte or bundled with the Adobe Acrobat PDF software (searchable) and Scansnap Manager. Worth getting the bundle. I loved it so much, I own 3 of them.



2. I just purchased the Scansnap X i500 immediately prior to this presentation. It touts that users can now scan wirelessly to a PC or Mac as well as iOS or Android mobile devices. That means it works well in small office environment where a couple users and one scanner, it just needs to share the same wifi as the other devices. I'll have the review come seminar time. In shopping, I've noticed prices have gone way up (oh yeah dad, and gas is more than \$2 a gallon). Amazon is good source. http://www.amazon.com/Fujitsu-ScanSnap-iX500-Scanner-PA03656-B005/dp/B00ATZ9QMO/ref=sr_1_1?s=electronics&ie=UTF8&qid=1403730121&sr=1-1&keywords=fujitsu+scansnap+s1500



3. DROPBOX . . . Dropbox is a FREE service that lets you bring your photos, docs, and videos anywhere and share them easily. <https://www.dropbox.com/features>

WARNING: Know that DropBox may not comply with ethics opinions regarding oversight storage of legal documents, that's a separate seminar. As a WV lawyer paid \$45 an hour for GAL representation, the price may agree with what your legislators have deemed your services to children are worth.

a. You can save, share, unscrew-up your screw-ups for up to 30 days! You can organize files in the manner that works best with your practice. You can give secretaries (or even clients) their own private folder they can access without privileges to any of your other files.

b. IT IS FREE, at least up to 16 GB. You start off with 2 GB, then add as you share the program. You can also purchase GB. IF you don't put pics and vids on DB, you'd be surprised the amount of documents it holds.

c. Tons of training vids out there, but it is truly easy enough that even a lawyer can learn in 5 minutes, just set up a system that you can stick with. <http://www.grovo.com/store-your-files-on-dropbox/introduction-to-dropbox>

d. Example of Bob's Filing System: Each area of Law has a file Drawer, each client has a file folder, and each folder has sub-folders for Pleadings, Correspondence, Treatment Reports, MDT Reports, etc. Key to Speed: Create Templates!

4. BACK UP, BACK UP, BACK UP, BACK UP, BACK UP, but I digress.

a. My evening Cabernet Sauvignon selection was from Chile, sipping as I finished editing my GAL report for court in the morning on my laptop. The long stemmed wine glass offered a very fine nose of cedar, cassis, ripe blackberries and violets, then turned dramatic and refined in the mouth, with the finish a full minute of sweet fruits and spices. Marvelous tannins, so plush and elegant, so powerful yet. Then it happened . . . I got very religious, very very fast.

b. Carbonite, Mozy, Dropbox, and tons more. After you pick one – check regularly to make sure it is actually backing up. Restore times are often slow. <http://www.carbonite.com/> offers free 2 month trial. Automatically backs up all day or according to set schedules.

5. THE URGE TO MERGE - - - The cure to pulling up form documents and searching and replacing the names of past clients with new ones.

- a. Replacing variables with "XXX" for search and replace purposes
- b. Actually using the merge technology that is there in your Word or Word Perfect word processing programs already.
 1. Good Videos out there for Word, Word Perfect etc. at About.com and on YouTube: Word Perfect instructions: <http://wordprocessing.about.com/od/wordperfect/tp/How-To-Create-A-Word-Perfect-Mail-Merge.htm>
 2. Microsoft Word mail merge instructions: <http://wordprocessing.about.com/od/usingmailmerge/ss/How-To-Create-A-Microsoft-2010-Word-Mail-Merge.htm> or <http://support.microsoft.com/kb/294683>

6. CASE MANAGEMENT SOFTWARE.

- a. Do you even need it?
- b. Features you desire for your practice: Monitoring Cases, Billing, Calendaring, Email Management, Document Management.
- c. To Own or not to Own (or rent to own?) SAAS
- d. To "Cloud" or not to "Cloud?" To Sync or Swim?
- e. My experience with ABACUS.com (I am migrating to Cloud Based Case Management as a solo as this goes to press --- will be reporting on whether I can function). What it does for me in the Courtroom on appointed cases.

1. CLOUD BASES SERVICES: The cloud-based law practice management platform Clio has raised its monthly subscription price by 47 percent, from \$49 per attorney to \$72 per attorney. For users who pay annually, the monthly price is now \$65. Also, Clio has eliminated its lower subscription price for support staff. Previously, attorneys could add support staff for \$24 a month. Now, support staff pay the same \$72 or \$65 per month that attorneys pay. So clio would be about \$144 monthly for me.
2. HoudiniEsq: \$64 a month per user for the cloud version. (A solo attorney can use the on-premise version for free.)
3. LexisNexis Firm Manager: \$44.99 a month for the first user then \$29.99 a month for every additional user.
- f. 4. MyCase: \$39 a month per attorney and \$29 a month for paralegals and staff.
- g. 5. Rocket Matter: \$59.99 a month for the first user, then \$49.99 a month for second user or legal assistant.
- h. 6. Thomson Reuters Firm Central: \$35 a month per user. The optional time-and-billing component is an extra \$25 a month per user.

7. CALENDARING: Google, Outlook, Yahoo.

- a. Share with staff & Backup.
- b. Rights to edit, versus right to view.
- c. Outlook sharing of calendar events and sharing in ics format.

8. LIGHTS - CAMERA – VIDEO

a. Skype – Skype is a software that allows you to instant message and make voice and video calls to fellow Skype users on the Internet for free. You can even get a phone number and make calls to phones around the world for a fairly affordable rate. Understand why you should never pay for premium Skype again and how we use it for MDTs in Logan. FREE and easy.

1. Limit SKYPE contacts to biz.
2. Usage in the Courtroom – See the Abuse Neglect and Juvenile Rules of Procedure. It's in there!
3. Privacy – avoid the “Trevon Martin” disaster by defense counsel.
4. Setting up your computer for Skype: <http://www.gcflearnfree.org/skype/2> and other Skype training vids.

b. Polycom Software – (NOT FREE) your Key to talking to facilities without the expensive hardware. Polycom PVX software extends the Polycom video conferencing (like your courtroom uses) to your desktop. It is suitable for solos or small firms that do not need centralized IT management or provisioning, and the crazy cost techzillas command. I use it to talk to detention centers, courtrooms and facilities that “don't do no free Skype” due to security concerns. A quick primer on dynamic vs. static IP for the unaware.... Why the court can't call you? Should cost under \$150 and uses your computer (verses getting the hardware at 5 to 10K)

c. So you want the Polycom conferencing for FREE? Do you have an old computer with Windows XP? Don't ditch it yet. Here's a secret to get it to talk to Polycoms in state facilities with a program hidden on the software. It worked so well (and so free) that MS got rid of it when Windows 7 appeared.

d. JOINME.com – FREE (don't go “Pro”) – fantastic way to review documents with clients and prep for hearings from a distance.

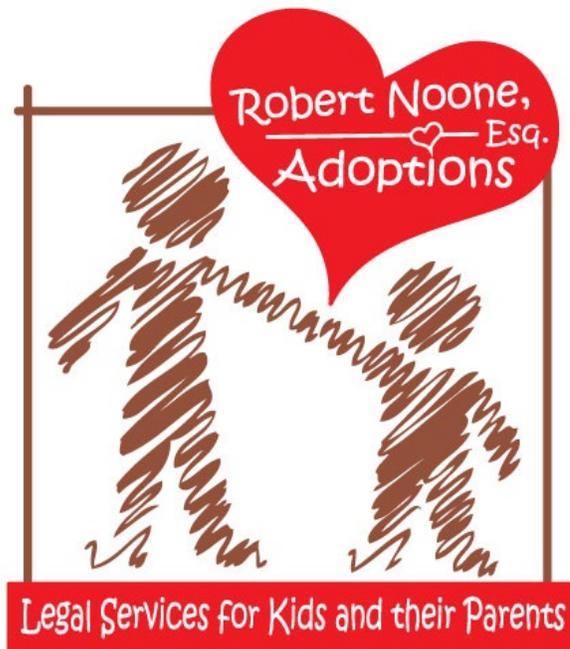
e. GOTOMEETING.com – How I prep Clients like they are at a seminar. Not free, but the free trial may impress you. Includes audio/phone conferencing. I use it in my practice.

f. Anymeeting.com - Free, but you have ads on the side. For under \$20 a month, the ads are GONE and you get much of what GoToMeeting does for 40 a month. You can do presentations one on one, or up to 200. Includes video conferencing. Webinars, surveys during the meeting, etc.

9. ELECTRONIC FAX. www.MyFax.com
 - a. Why you don't ditch that old fax just yet. . . "redundancy" is a good word.
 - b. MyFax or E-Fax can assist in the paperless or Less-paper office. No separate fax phone line, so it pays for itself repeatedly. Most services have a 30 free trial, then \$9.99 a month for 500 pages, send/receive.
 - c. Keeps a record of your received/sent faxes that you can recall on line. Maintains "quick send" contact lists.
 - d. Multiple users. Send from the document on your computer with no need to print before sending.
10. GOOGLE MAP and satellite view as a GAL prior to Home Visit. Tips that save gas before letting a child go to an unknown home and neighborhood.
11. Using Windows Movie Maker as a GAL to support your placement recommendations. Using Private setting on Youtube to disseminate to counsel.
12. Speeding up Emails with "Quick Notes" - Inserting frequently used text for most common events:
 - a. *"You have a hearing on XXX date, we will meet at my office to prepare on XXX.*
 - b. *These attached documents are provided for your file, no other copies will be sent. . . .*
 - c. *Please contact my office when you receive this email and ask for Gayle. . .*
13. Screenshots for those "Facebook Mommy Moments" you want to capture as a GAL for Court.
14. Making IPAD Slideshows of your young clients to let play prior to hearing . . . makes them human to court and counsel.
15. My Appointed Clients don't pay me - - - why do I need a web site?
www.wix.com

16. SPEED ROUND - Parting Shots.

- a. QR Codes (like below) and how to use them in Court.
- b. Free Webinars from Children’s Organizations – great for lunch hour.
- c. Check out OJJDP and CWLA, get on their list for free webinars
- d. Coaching Clients about “Cleansing” Facebook prior to court/probation.



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Feel free to call with any questions! Bob