USING TECHNOLOGY TO ADVANCE YOUR PRACTICE
Philip J. Leppla, Esq. & Miranda R. Leppla, Esq., Dayton, OH

Technological advances and mobile/tablet legal apps cannot, and will not, ever replace the traditional requirements of the legal professional—dedication, hard work, persuasive writing, sweating the details, professionalism, ethics, or zealous representation of our clients, to name a few. Abraham Lincoln is correct that "a lawyer's time and advice are his [or her] stock in trade", and the tools available today can amplify our ability to provide clients with the best advice, as efficiently and effectively as possible.

To represent a client as effectively as possible, it is wise to utilize all tools at your disposal, including using Internet research (Google, social media, etc.), legal research platforms, apps, and practice management software. Though technology will *never* be a substitute for understanding the practice of law, effective use of the available technological advances can elevate your practice, through better organization and efficiency, and enhance research capabilities.

Below is a list of some of the tools that we recommend to enhance your practice.

Apps for Mobile Devices/Tablets

1. **LogMeIn** (Free) – Access your desktop and office server from anywhere you have Internet capabilities.

2. **Dropbox** (Free basic version; Professional version $8.25/month; Business version $12.50/month) – Cloud-based app safely and securely stores files, and allows syncing with your desktop. Files are then accessible from anywhere with Internet access and are simple to share with clients and colleagues.

3. **Box** (Free app, pricing varies if using for a group) – Similar to Dropbox, Box permits you to view, edit and share your files securely in the cloud. Great for collaboration.

4. **JotNot Pro** ($4.99) – Turn a photo of a document into PDF. Essentially like having a scanner in your pocket.

5. **iJury** ($19.99) – Designed to assist in organizing voir dire. Much quicker than using a pen and paper, can be easily shared with your colleagues, and can store jury information in one place.

6. **iJuror** ($14.99) – Designed to assist during voir dire to track jurors seating charts, alternates, peremptory challenges, and challenges for cause.

7. **TranscriptPad** ($89.99) – App used to read, review, search, and annotate legal transcripts, such as deposition transcripts, more efficiently.

8. **TrialPad** ($129.99) – Organize and access your evidence for trial more quickly and efficiently. The better organized and prepared you are, the more you can focus on your presentation, cross-examinations, and the arguments and evidence presented by opposing counsel.

9. **TrialDirector** (Free) – Evidence management and presentation tool for trial. You can create case folders, add exhibits, interact with your evidence using annotation and presentation tools, etc.

10. **Timeline 3D** ($9.99) – Designed for creation of a 3D timeline presentation. This is a great way to present images and can provide a powerful, interactive historical list of events.

11. **Evernote** (Free) – Excellent app for taking notes, creating to-do lists, and document storage, all of which can be synced between different devices, including your phone, tablet and computer.

12. **Form Tools PDF** ($4.99) – Allows you to upload form documents, such as fee agreements, contracts, etc., which can then be signed on the tablet and saved or emailed for safekeeping.

13. **Notability** ($5.99) – Very useful app for taking notes and annotating documents. It is easy to import documents, such as a deposition transcript, and mark-up, highlight, search, etc. The edited or annotated document can then easily be shared with your colleagues.

14. **Westlaw Case Notebook Portable E-Transcript** (Free) – Similar to Notability, it can be used to review and annotate E-transcripts, anytime, anywhere. It also makes searching transcripts quick and easy.

15. **Keynote** ($9.99) – Apple's presentation app which is similar to PowerPoint. It is perfect for opening and closing arguments.

Case Management Software

1. **MyCase** – This is the case management software that our firm uses. It is relatively inexpensive, streamlined, and user friendly. The cloud-based case management software includes convenient features that allow for the organization of cases and matters, contact information, task list management, document storage, legal billing, timing keeping, calendaring, and payments. It also easily integrates with QuickBooks. www.mycase.com

2. **Clio** – Similar to MyCase, Clio includes features such as document management, billing, time-tracking, task manager, integration with Dropbox, Box, Outlook, and QuickBooks, etc. It is slightly more expensive than MyCase. www.goclio.com

3. 3. **Other similar options** – Rocket Matter, CasePacer, Amicus Cloud, and many others.