Sanity Software: The Case for Practice Management Software
Managing the Paperless Law Practice

March 28 | Cleveland
The Ritz-Carlton, 1515 W. 3rd St., 44113

March 28 | Columbus
Ohio State Bar Association, 1700 Lake Shore Dr., 43204

Attend this seminar and learn how practice management software can organize your practice, increase your revenue, and share information with many of your existing programs. Simply put, paperless practice management is essential to practicing law in today’s digital world. In this seminar, we will examine a handful of competing practice management programs (traditional and cloud) and illustrate how these programs manage critical law firm functions.

For more information, visit: ohiobar.org/cle

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8:00  Registration

8:30  Framing the Technology Conundrum in 2013

8:45  Core Problems Solved by Practice Management Software
• Tracking matters and projects
• Managing tasks
• Managing people on a case
• Duplicate contacts
• Logging telephone calls
• Entering time for billing
• Managing client and staff notes on cases
• Managing deadlines and critical dates
• Calendar sharing and syncing
• Document creation/automation
• Email and document management
• Sharing information with clients
• Mobility

10:00  Break

10:15  Document and Email Management—Staying Paperless
• Forced versus voluntary compliance
• Searching
• Document version control
• Building a digital law firm library
• Email management

11:15  30 Practice Management Technology Tips in 30 Minutes

11:45  Program concludes

FEATURED SPEAKER

Paul J. Unger, Esq.
Paul J. Unger is a 1994 graduate of Capital University Law School. He is an attorney and founding member of Affinity Consulting Group. Prior to forming Affinity Consulting, Unger was vice president of a Columbus-based technology consulting firm. He spent five years at Clark, Perdue, Roberts & Scott Co., L.P.A., limiting his practice to civil litigation.

Unger now specializes in trial presentation and litigation technology consulting, document and case management software, paperless office strategies and legal-specific software training for law firms and legal departments throughout the Midwest. He serves as chair of the American Bar Association’s Legal Technology Resource Center. Unger served as the 2011 chair of ABA TECHSHOW, and is an adjunct professor for Capital University Law School’s paralegal program. He is a frequent lecturer for CLE programs throughout the United States and is the author or co-author of numerous articles and books, including *PowerPoint for Legal Professionals, Adobe Acrobat for Law Firms* and *Microsoft Word for Legal Professionals*, all manuals designed to maximize law firm efficiency.

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