

**“The Massive Legal Tech &
Practice Management Brain Dump”
(Tips, Tricks and Apps to make to
“technologize” your legal practice and legal life)
&
SABA Tech Section Launch CLE
(1.25 hrs)**

**San Antonio Bar Association
Technology Section
January 30, 2015**

Moderator: J. Larry Noll

Panelists and Board Members:

mark i unger

www.unger-law.com

dave evans

www.langleyanack.com

nathan roach

www.ramattorneys.com

chris mckinney

www.themckinneylawfirm.com

The Tips, Tricks & Apps

1. **David:** Un-Wiring Your Presentation – Apple TV (or Google Chrome or Amazon Fire)
2. **Nathan:** AppleTV remote presentation
3. **Chris:** [Go Paperless and Wireless - Fujitsu ScanSnap ix500](#);
<http://www.engadget.com/products/fujitsu/scansnap/ix500/>
4. **Mark:** Buffer for Multi Social Media Posts (www.bufferapp.com) (free and paid)
5. **David:** Air Parrot 2 – Mirror or Stream Your Laptop w/out wires
6. **Nathan:** 4k screens/devices
7. **Chris:** Mobile PDF Management: **PDF Expert**
<https://readdle.com/products/pdfexpert5> and **PDFPen for iPad**
<http://smilesoftware.com/PDFpen/iOS>
8. **Mark:** **Save Links in your Address book for Hi Value Target Sites** (Free) (ie like Bookmarking but cross referenced to your add book for cross referencing); see also 1 Password for copying and pasting pw's);
9. **David:** Reflector – Mirror your iPad/iPhone/iPod to any computer
10. **Nathan:** Airdrop (mac)
11. **Chris:** iPads make excellent deposition review tools. - [TranscriptPad](#)
<http://www.litsoftware.com/products/transcriptpad/>
12. **Mark:** TimeBridge, Uber conference, When Is Good, and free conference calling.com
 1. TimeBridge <http://www.timebridge.com><http://www.timebridge.com>
 2. When Is Good <http://whenisgood.net><http://whenisgood.net>
 3. Uber Conference
<https://www.uberconference.com><https://www.uberconference.com>
 4. Free Conference Calling <http://www.freeconferencecalling.com>
13. **David:** Slingshot – Share screens, documents and video streams from anywhere
14. **Nathan:** Handoff (ios)
15. **Chris:** The Babel Fish has arrived. - [iTranslate](#) <http://www.itranslateapp.com/>
16. **Mark:** Scanning Apps to capture and email Agreements, Orders, etc. to clients from Court
 - a. DOCUMENTS
 - i. Genius Scan (Free) <https://itunes.apple.com/us/app/genius-scan-pdf-scanner/id377672876?mt=8>
 - ii. *Scanner Pro (\$2.99) <https://itunes.apple.com/us/app/scanner-pro-by-readdle/id333710667?mt=8>
 - b. OCR/Optical Character Recognition
 - i. Text Grabber & Translator (\$1.99) iOS AND Android
<http://www.abbyy.com/textgrabber/>
 - ii. Bonus Add: Abby Business Card Reader (Apple/Windows/Android/SalesForce)
<http://www.abbyy.com/products/bcr/>
 - iii. World Card Lite

1. iOS: <https://itunes.apple.com/us/app/worldcard-mobile-lite-business/id369872974?mt=8>
 2. Android: <https://play.google.com/store/apps/details?id=com.penpower.bcr.worldcard.lite&hl=en>
17. **David**: Timeglider – Create multi-media timelines
 18. **Nathan**: Mailbox (desktop+mobile)
 19. **Chris**: Your firm NEEDS CRM: [Highrise CRM](https://highrisehq.com/) <https://www.zoho.com/crm/?src=zoho>
 20. **Mark**: Day One Journal and/or iPhone /iCal tracking of all events (workflow) <https://itunes.apple.com/us/app/day-one-journal-notes-diary/id421706526?mt=8>
 21. **David**: Google Voice – free, intelligent voicemail service/storage to one number ... for life
 22. **Nathan**: Close.io (getting clients)
 23. **Chris**: Easy web form creation. - [Formstack](http://formstack.com) <http://formstack.com>
 24. **Mark**: Ways to get Texts from Client to You for Evidence Prep (other than eMail)
 - a. AirDrop: apple to apple device / transfer of photo or doc <http://support.apple.com/en-us/HT204144>
 - b. Dropbox: <https://www.dropbox.com/en/help/498>
 - c. Phototransfer: <https://itunes.apple.com/us/app/photo-transfer-app/id509182449?mt=12>
 - d. Verification of Photo Authenticity www.izitru.com
 25. **David**: Google Voice – de-activate *4 Recording
 26. **Nathan**: Clio (managing clients)
 27. **Chris**: Microsoft is starting to get it:
 - a. [MS Word](https://products.office.com/en-us/mobile/office-ipad) for PC, Mac, iPad, iPhone & Android <https://products.office.com/en-us/mobile/office-ipad>
 - b. [Outlook for iPhone](http://www.theverge.com/2015/1/29/7937841/best-gmail-app-iphone-outlook) <http://www.theverge.com/2015/1/29/7937841/best-gmail-app-iphone-outlook>
 - c. [OneNote](http://www.onenote.com/) for everything. <http://www.onenote.com/>
 28. **Mark**: *Time and Date calculators.* <http://www.timeanddate.com>
 29. **David**: CutePDF – free PDF printer
 30. **Nathan**: Promoter.io / NPS (keeping clients)
 31. **Chris**: The new laptop is on your keyring. - [Intel Compute Stick](http://www.engadget.com/2015/01/07/intel-compute-stick/) <http://www.engadget.com/2015/01/07/intel-compute-stick/>
 32. **Mark**: e-Billing & Getting Paid: “no wire hangers/ no paper bills/ no checks”

Workflow

 - a. Reduce time by upwards of 90% (estimated cost of \$25 or 10% , \$225 if you bill at \$250/hr or more, given your rate)
 - b. PDF All Bills and Send via email or Post to your client's Cloud Based Practice Management Portal with standard language
 - c. See LawPay (<https://lawpay.com>) for merchant account and custom pay portal
 33. **David**: Lawyerist.com – tech tip trove
 34. **Nathan**: Coinbase (getting paid)

35. **Chris**: Death to email. - [Slack](#)
<http://www.theverge.com/2014/8/12/5991005/slack-is-killing-email-yes-really>
36. **Mark**: eDeposit of Checks (most banks now have app that allows edeposit using the camera; Time Savings from trip to bank; **Workflow**)
37. **David**: Mailbox App – swipe-ability to declutter/organize your inbox
38. **Nathan**: Markdown (simple writing- go figure)
39. **Chris**: Serious security made easy. - [1Password](#) <https://agilebits.com/onepassword>
40. **Mark**: Dragon dictation or Siri or built-in iMac/MacBook by double tap of function key
 - a. Dictation is the new 40. Apple, iPhone, iPad and Droid
 - b. Dragon Dictate: <http://www.nuance.com/for-individuals/mobile-applications/dragon-dictation/index.htm>
 - c. Dragon for iPhone <https://itunes.apple.com/us/app/dragon-dictation/id341446764?mt=8>
 - d. Dragon for Android:
<https://play.google.com/store/apps/details?id=com.nuance.balerion&hl=en>
 - e. Macbook/ iMac Built in Dictation: <http://support.apple.com/en-us/HT5449>
 - i. Command Function Button (fn) x 2 = start talking
41. **David**: Contact Capture – v-card converter
42. **Nathan**: Better SnapTool (how you keep all this stuff straight)
43. **Chris**: Never type anything twice. - [TextExpander](#) for Mac <http://smilesoftware.com/TextExpander/index.html> and [PhraseExpress](#) for PC <http://www.phraseexpander.com/>
44. **Mark**: 4 Ways to Calculate Child Support on iPad/ iPhone
 - a. iPad: Texas Child Support calculator
 - b. iPad: Procalc (free) <http://www.prodoc.com/pda-install/index.asp>
 - c. iPad: Math Ink /Siri to Wolfram Alpha **workflow w/ math ink app in app store: currently not available, but keep an eye out for next gen via wolfram alpha technology**
 - d. OAG Website for Child Support Calculation (free; question based)
<https://www.texasattorneygeneral.gov/cs/calculator/>
 - e. Free Texas Child Support Calculator
<http://www.divorcehq.com/calculators/texas-child-support-calculator.shtml>
45. **David**: PDF PROvider – app converts any document to PDF
46. **Nathan**: _____
47. **Chris**: The easy way to achieve supernerd status. - [Workflow for iPad & iPhone](#)
<http://www.imore.com/workflow-automation-and-task-simplification-ios>
48. **Mark**: iThoughts Mind Mapping (\$9.99) <https://itunes.apple.com/us/app/ithoughts-mindmap/id866786833?mt=8>
49. **David**: PDF Scanner – app scanner for even double sided books
50. **Nathan**: Bonus Tip
51. **Chris**: Client collaboration doesn't mean sending Word documents back and forth. - [Basecamp](#) <https://basecamp.com/>
52. **Mark**: Collaboration Tools & Practice Management Systems & Doc Sharing:
 - a. PMS: basecamp, clio, rocketmatter, mycase, lexis, thomson reuters

- i. <https://basecamp.com>
 - ii. www.goclio.com
 - iii. www.rocketmatter.com
 - iv. www.mycase.com
- b. Google Docs/ Practice Mgt Systems
- 53. **David**: 14. PDF Forms – app to process/sign PDFs
- 54. **Nathan**: Google Image Matching
- 55. **Chris**: Create and control your own data cloud. - [Transporter](http://www.filetransporter.com/)
<http://www.filetransporter.com/>
- 56. **Mark**: 4 Sites to Remember for Apps/ Tablets (Apple and Droid)
 - a. Every Legal App for iPhone/iPad (Lawyerist)
<https://bit.ly/AlliPadLegalApps2014>
 - b. Index of Everything for Legal iPad/iPhone
<https://bit.ly/IndexAlliPad2014>
 - c. Every Legal App for Android (Lawyerist)
<https://bit.ly/AllDroidLegalApps2014>
 - d. Best Legal Apps for Android
<https://bit.ly/BestDroidLegalApps2014>
- 57. **David**: v-Card Converter / Contact Capture
- 58. **Nathan**: ROSS
- 59. **Chris**: Remember when radio was good? Yeah me neither. Podcasts come into their own.
- [Overcast for iPhone](https://overcast.fm/) <https://overcast.fm/>
- 60. **Mark**: www.izitru.com verification of photo authenticity site