

Frustrated about making technology decisions?

This course has **lawyers talking to lawyers** about what works, what doesn't, what you should be concerned about, and why.

7:45 **Registration**

8:25 **Welcoming Remarks and Program Introductions**

Jason Scott Coomer, *Austin*
Law Office of Jason Coomer
Course Director

8:30 **The Essential Technology Knowledge, Skills and Abilities Attorneys Must Have to Survive (and Thrive)** 1 hr (.25 ethics)

Attorneys using technology to practice law is inexorably beginning to separate those attorneys who will survive (and thrive) from those who are doomed to struggle because they just don't get it (or think they do).

This topic will examine why proper implementation of technology is so much more than just automating an attorney's existing practices and procedures with the latest and greatest software/hardware. Do you wear as a badge of honor that you know very little about technology because it's not lawyerly? Learn why this is a mistake of gigantic proportions.

Discover how to take advantage of practice and matter management technology to cost effectively meet the increasing demands of clients for better, faster, and cheaper without any decrease in quality.

Buying technology just to accumulate raw data offers no competitive edge to the advocate who doesn't also learn how computer assisted analytical techniques can convert that data into incredibly usable information. Hear how can technology be used to unlock dramatic new revelations and insights about underlying facts that previously could not have been known?

You were not present during the first technological revolution in practicing law: moveable type. You are, however, smack dab in the middle of the second technological revolution affecting the practice of law: the microchip. For legal practitioners, the time has come to digitize or decline.

Patrick D. Mahoney, *Houston*
Mahoney & Associates

Jason Scott Coomer, *Austin*
Law Office of Jason Coomer

9:30 **The Attorney's Practical Guide to Remote Access: What Is It, Why Do I Need It and How Do I Use It** .75 hr (.25 ethics)

Thanks to technological advances, almost everything attorneys used to do from a corner office can now be done from the corner bar. Consequently, your firm or clients expect to be able to reach you anywhere, anytime.

What is the effect on practicing law when the physical attributes of an office space and the fixed tangible assets of practice are no longer necessary to be physically proximate? What are the options to remotely practice law when your performance has much more value than your attendance? Learn about the costs, headaches, and practical implementation of data accessing and sharing; how and

what you need to do to take your office with you; how to protect it when remote; do you need a VPN (and what the heck is it?); securing your office system; transferring documents; how to securely bring/access work from home; what lawyers need to know about security/ethics; encryption; firewalls; wireless networking and open ports.

Russell T. Abney, *Corpus Christi*
Watts Law Firm

"We are well past the point when technical proficiency is considered unsuitable to the professional status of lawyers." *

10:15 **Break**

10:30 **Tips, Tricks and Traps of Using Technology to More Effectively Persuade Fact Finders (and we don't just mean PowerPoint . . .)** .75 hr (.25 ethics)

If you don't think that presentation technology can be the difference between winning or losing a case, think again. The good news is that computer assisted trial presentation technology hardware and software are now easily within the financial reach of all practitioners.

What used to be "film at eleven" is now "digital video 24/7", and the increasing prominence of media evidence and the weight jurors bestow upon it will continue to shift the scales of courtroom advocacy towards trial counsel who are multimedia literate.

Don't hire a graphic designer to create that killer presentation—after all, aren't you the one who really knows the case and how you want it presented? Get guidance on how to do it yourself and use these graphic and design tools to your advantage. Discover how to create presentations that survive objections from opposing counsel and the bench.

* from "The Challenge of Technology in the New Practice of Law" by Samuel A. Guiberson, *Ohio Northern University Law Review*, Vol. XXV, No. 4, 1999

to Stay Competitive in the Practice of Law

LIVE Dallas Friday, August 27, 2004 Cityplace Conference Center

Cosponsored by the Computer and Technology Section of the State Bar of Texas

Do you know the logistical pitfalls and traps that await you (what if there's only one electrical outlet and it doesn't work)? What should be in your on-site presentation technology first-aid kit?

Lawyers misunderstand digital media when they assume that its success is derived just from being digital. In fact, the art of making an argument with a digital vocabulary requires trial lawyers to learn a new language, one with its own rules and artistry. Learn when is it appropriate to use technology?

Craig D. Ball, *Montgomery*
Craig D. Ball, P.C.

Far more information is retained by a computer than most people realize. Learn which tools and techniques attorneys need to know about to preserve, examine and extract data. See how to reduce the risk of losing something important, rendering what you find inadmissible, or even causing spoliation of evidence.

This topic focuses on hardware and software issues impacting the cost, complexity and scope of e-discovery, rather than the burgeoning case law.

Craig D. Ball, *Montgomery*
Craig D. Ball, P.C.

11:15 **Researching Outside the Box: Using the Web to Stay Competitive in the Digital World of Information** .5 hr

Whether you realize it or not, attorneys are in the information business and the World Wide Web is nothing but information. A marriage made in heaven? Not quite. For the most part, that information is scattered and chaotic; oftentimes it is incredibly hard to find exactly what you're looking for.

For generations, lawyers have been trained to expect to find all the information they need within the boundaries of legal precedent, statutes, legal publications and periodicals. While every client's case is still rooted in the particulars of the client's situation, even the most routine situation can benefit from a lawyer's recognition that conventional sources of legal research pale in comparison to the bounty of useful information to be culled from the universe of info-bytes now online.

There's so much more out there for attorneys than just using Google. What can you find for free? What do you have to pay for (and what's worth it)?

In this information nouveau riche world, there is no limit to what resourceful research and creative thinking can bring within the advocate's reach. Learn to extend your information reach by attending this topic.

Howard L. Nations, *Houston*
Law Office of Howard L. Nations

11:45 **Box Lunch Served**

12:00 **The Fundamentals of Computer Forensics** 1 hr
Ninety-five percent of the world's information is generated and stored in digital form. More than half of business documents created today never become paper records. How do you know what to ask for in discovery and what do you do with it when you get? How can you be sure that you got all that you asked for?

1:00 **Break**

1:15 **Because Hardware's Only The Half of It: Why Attorneys Must Personally Learn To Effectively Use Adobe Acrobat Software and Word/Word Perfect** .75 hr

The legal profession is awash in paper. Learn how attorneys are increasing productivity, decreasing costs, and improving client services by transitioning from paper to electronic workflows with Adobe® Acrobat® software and other products and services based on Adobe Portable Document Format (PDF) files. The U.S. Federal Judiciary has chosen PDF as its standard for electronic filing of case documents. Hear about this reliable, easy-to-use electronic format for sharing, reviewing, filing, and archiving documents across diverse applications, business processes, and platforms.

The Microsoft Word vs. Corel WordPerfect word processing war rages on, particularly in the legal field. Your clients and the rest of the world use word processing programs and expect to you to be proficient. No longer is it a badge of honor to say "Of course I don't know how to use a word processor, I'm a lawyer, not a typing clerk." In the pencil-and-legal pad era of law practice, that made sense. Today, however, Microsoft Word *is* your pencil-and-legal pad. Attorneys who fail to learn how to use Word to create and manipulate documents not only reduce the firm's productivity and responsiveness but also badly hurt its overhead, increasing costs to the point where either profits or competitiveness slowly and painfully wither away.

Marilyn Bradford, *Dallas*
National Training Leader
Jenkins & Gilchrist

Edward Chin
Attorney, U.S. District Court
Eastern District

"Buying technology to accumulate information offers no competitive edge to the advocate who doesn't also learn how to maneuver through it." *

2:00 **Better, Faster, Cheaper: How Digital Information Management Is Profoundly and Forever Transforming the Practice of Law - PART ONE** .75 hr (.25 ethics)

You may have heard the saying “Information is power.” With respect to practicing law, however, information is not power. If it were, then law libraries would be the center of power. True power is in knowing what information means and what to do with it. To gather information with computers is useless unless you can manipulate the information to discern what matters from what doesn’t.

We would like to think that integrating technology into the practice of law is about getting suitable hardware and software to automate the process and procedures we’ve used in the past to create and manage work product. However, this approach dooms a firm to slowly losing its ability to keep and attract clients.

Lawyering is a knowledge-based activity. In fact, lawyers are really in the information business. As such, the strategic advantage in using technology occurs because it allows attorneys to discover and understand information in fundamentally diverse ways. Technology cannot think for us; instead, it gives us more time to think for our clients. Nor is it about gaining an advantage by gathering new and different underlying facts. It’s about attorneys taking the same set of facts as before and discovering powerful new insights and revelations about them. Attend this topic to learn how relatively easy it is for technology to do the processing, manipulation, and presentation of information so you can do what you do best: think like a lawyer.

Mark L. Greenwald, *San Antonio*
Tinsman & Houser
Moderator

Ron Chichester, *Houston*
Baker & Botts

Al Harrison, *Houston*
Harrison Law Office

Robert Ray, *Tyler*
Law Office of Robert A. Ray

2:45 **Break**

3:00 **Better, Faster, Cheaper: How Digital Information Management Is Profoundly and Forever Transforming the Practice of Law - PART TWO** .75 hr (.25 ethics)

Mark L. Greenwald, *San Antonio*
Tinsman & Houser
Moderator

Russell T. Abney, *Corpus Christi*
Watts Law Firm

Patrick D. Mahoney, *Houston*
Mahoney & Associates

3:45 **eFiling: Ready or Not, It’s Here!** .5 hr

Don’t miss this concise explanation of what Texas attorneys need to know about the new online eFiling system. What’s in it for the courts, attorneys and court clerks? You’ll discover what “eFiling” is, how it works and why it was needed. Learn which Texas counties have

already adopted it and are using it right now.

What’s the timetable for the other counties? What is TexasOnline.com and what are attorneys supposed to do there? What do practitioners need to know about the eFiling Rules (including new provisions approved in June 2004)? How are Local Rules affected? What kind of documents may not be filed via eFiling and does it integrate with existing document and case management systems?

You’ll also hear answers to these burning FAQs: When are the time and date stamp applied to electronic filings? What fees are associated with eFiling? What payment methods are accepted? How do I know my filing was submitted? Can verified pleadings be efiled?

Mark I. Unger, *San Antonio*
JAE, Inc.

4:15 **Avoiding Malpractice at the Speed of Light** .75 hr (.75 ethics)

Technology is now an essential tool for providing legal services and communication via email, chat rooms, instant messaging and blogs/blawgs. However, given that attorneys are strictly obligated to maintain client confidences and other ethical responsibilities, it can also be a instant weapon of incredible devastation at the mere key stroke or mouse click.

Learn how inadvertent use of technology can jeopardize client confidentiality, exposing the client and the attorney to liability. Hear about the issues surrounding attorney work-product in email. To what extent are attorneys required to use encryption and digital signatures? Are there any protective steps that attorneys are required to employ (and what should I be using whether or not it’s required)?

What are the expectations of legal malpractice insurance carriers and the Bar with respect to how attorneys are supposed to practice law in light of technology’s dangers?

Thomas H. Watkins, *Austin*
Brown McCarroll
Moderator

David H. Harper, *Dallas*
Haynes & Boone

Additional speaker to be announced

5:00 **What’s New @ TexasBar.com and TexasBarCLE.com** (VIDEO) .25 hr

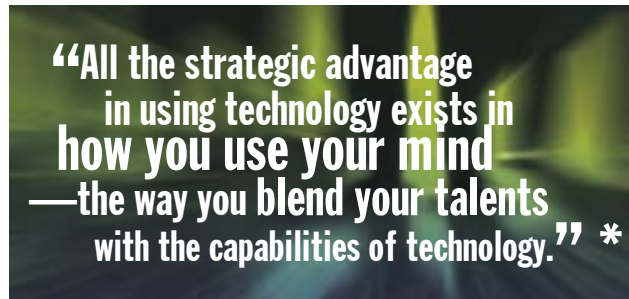
Free legal research, an expanded member directory, new online CLE benefits and more! Watch this short video highlighting exciting new enhancements to the State Bar’s main two web sites.

5:15 **Adjourn**

MCLE CREDIT: 7.75 HOURS (2 hrs ethics)

MCLE COURSE NO: 000067566

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Registration Information

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by registering no later than August 17. Early registrations help us ensure that sufficient course books, seating, and refreshments will be available. Registrations are accepted on a space-available basis. Course materials and seating will be reserved for pre-registrants until the start of the first presentation. No confirmation will be sent; pick up your name tag and program materials at the program.

Computer and Technology Section Members can save up to \$45 on the Registration Fee

because the Section cosponsors this course with TexasBarCLE. Save \$25 by being a member of this Section, or agreeing to become one no later than August 27 (the date of the course). Save an additional \$20 by registering early; see the registration form. To join the Section, please contact the State Bar's Sections Coordinator, Kathy Casarez, at 800-204-2222, x1425. Please do not send payment for section membership with your registration fee.

Qualifying Judges may attend complimentary, provided (1) the course is directly related to the jurisdiction of their tribunal, (2) they are full-time judges or judges retired under the judicial retirement system and (3) space is available after admission of all paid registrants. Judges must actually attend to receive course materials. This non-transferable privilege does not extend to receivers, trustees, court staff, or persons serving part-time in any judicial capacity.

If You Register But Cannot Attend and would like a refund, mail or fax (512/463-7387) your refund request so that it is received by us **at least** one business day before the program. Registrants who do not attend will automatically be sent the written materials.

Persons With Disabilities who need special accommodations to attend should contact the State Bar as soon as possible at 1-800-204-2222 x2097. Cityplace Conference Center offers assisted parking to drivers of handicap-designated vehicles. For arrangements, please call the above number in advance of your arrival.

For Directions to Cityplace Conference Center, 2711 N. Haskell, visit www.4200CityPlace.com

Reserve Your Hotel Room Early!

There are a limited number of special reduced rate hotel rooms for registrants available at the Melrose Hotel, 3015 Oak Lawn Ave. Phone 800-635-7673. For directions: www.MelroseHotelDallas.com. Inform the hotel at the time of your reservation that you will be attending this State Bar of Texas course. Act now—the reserved block of rooms may fill up before the **Cut-Off Date of AUGUST 5, 2004.**

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Registration Form

Four ways to register

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Register early and save \$20!

The registration fee goes up a week before the course, so register early! By doing so, you help us ensure that sufficient course books, seating and refreshments are available—and you save \$20.

1 BarTech04

5515

Dallas LIVE August 27 INCLUDES BOX LUNCH Early registration deadline: August 20

On or before August 20 After August 20

<input type="checkbox"/> \$160	<input type="checkbox"/> \$180	Regular Registrant
<input type="checkbox"/> \$135	<input type="checkbox"/> \$155	State Bar Computer & Technology Section Member
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I can't attend; just send course materials to above address.

(Please include a street address, not a P.O. Box.)

BarTech04 Course Materials \$80 per set + Quantity: _____

NOTE: Online versions (PDFs) of the course materials will be available approximately 4-6 weeks after the course. Check the OnLine Library at www.TexasBarCLE.com

+Plus \$10.00 postage/handling per order for books and 7.25% tax (8.25% for Austin address) on total. Book orders filled approximately 4-6 weeks after live program. You will be billed unless you authorized a credit card charge below.

3 Select a payment method:

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