60 Tech Tips for Attorneys: Increase Efficiency & Decrease Costs in 2020...Ethically

by Damon Duncan
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Why This Matters to You!

- In 2014, the North Carolina State Bar required you to become technologically competent (Rule 1.1).

- In 2018 the NC State Bar proposed that 1 hour of the 12 annual CLE hours must be technology related. Was adopted and went into effect January 1, 2019. (27 NCAC 1D, Section .1500)

- Technology can help you do what you do better.
Our Goals Today

1. Spend Less
2. Make More
3. Quicker, Safer & Ethically
What I Won’t Do

• Talk about “ivory tower” or theory of technology tips

• Ask you to hold your questions until the end. You should interrupt me!

• Discuss specific prices
Don’t Let Technology Stress You!
It Can Be Hard For Everyone (Generation Z)!

Ok, so go ahead and lift up the box.
Update Your Software
1Password / LastPass

- I use this at least 5 times per day
- Remember one (hard) password for 1Password and it will remember all other passwords
- Auto fill for credit cards and other commonly requested text fields
3 Backup Locations

1. Your computer
2. External hard drive
3. Cloud
Western Digital 4TB Black My Passport Portable External Hard Drive USB 3.0

- Footprint of a drink coaster
- Plug and play
- Great way to backup computer
Western Digital 4TB Black My Passport Portable External Hard Drive USB 3.0

= 2,912,708 floppy disks
Western Digital 4TB Black My Passport Portable External Hard Drive USB 3.0 = 125,000 reams of paper
Time Machine (Mac) / BackBlaze (Win)

• Plug your computer into an external hard drive and it automatically backs it up

• Keep multiple versions (dates) of your computer

• If something goes wrong, go back to the time before it went wrong
CrashPlan

• Can get unlimited backup space for as little as $10 per month

• Automatically backs up new files or files that have changed

• Extremely secure. Uses the same encryption as online banking
Do Not Disturb on Phone to Block Spam

- You can set your phone to “do not disturb” and only allow calls from your contacts list
- All other calls go directly to voicemail
- Avoid spam calls
Change Default Admin Credentials & Hide Your Wi-Fi Network

• Get rid of username: “admin” and password: “admin”

• Hide your network SSID so it cannot be easily found by passersby

• Takes less than 10 minutes, low hanging security fruit
Protect Your Webcam and Audio Port
Listen Live on AirPods

• Be careful what you say

• iPhone left and can be heard using AirPods

• Purpose was originally for hearing impaired

• Settings > Control Center > Customize Controls > + Hearing
“Undo Send” in Gmail

• Gmail settings adjustment

• Change the duration before an email is sent to 30 seconds

• Gives you time to catch a mistake (forgot attachment) before it is sent out
Gmail’s “Canned Responses” / Templates

• Stop typing out the same email over and over again

• Pre-draft an answer to: Can I sign a reaffirmation agreement on my house?

• Add the template email in three clicks: “Compose > More Options > Select Canned Response”
Screentime Genie by Stanford University

• Pick areas of "screentime" that are giving you trouble.

• Email, YouTube, watching TV, etc.

• They then recommend specific apps that can help you manage or minimize your screentime.
MyFitnessPal

• Help change your unhealthy eating habits

• Can easily scan barcodes to put foods in

• Set weight loss goals and it will tell you the calories to each per day
SleepWatch / Sleep as Android

- Track and monitor sleep through your smartwatch
- Measures sleeping heart rate and heart rate variability
- Can detect snoring and wake you through vibration
Calculator on iPhone Shortcuts

- Swipe left or right and it will delete the most recent number
- Long press and it will copy the number
- Turn to landscape and it will become a scientific calculator
AccuWeather

• My favorite weather app

• Tells you, very accurately, how many minutes until it will start raining

• Easily see a radar of incoming weather

• Can see 15-day forecast
Zolve

- Shazam“esque” for electronics, appliances and tools

- Take a picture of the barcode and you get user manual, how to videos, manufacturer contact info

- Push notifications of recalls or safety updates
Aweber

• Aweber is an email marketing and auto response program

• We use it to put clients in a post filing email campaign to remind them:
  - Of their financial management course
  - To make their plan payment (Chapter 13)
  - To show up to the creditors’ meeting (with ID & SS card)
  - Directions to the creditors’ meeting
Email to Text

- AT&T: number@txt.att.net (SMS), number@mms.att.net (MMS)

- Verizon: number@vtext.com (SMS), number@vzwpix.com (MMS)

- Sprint: number@messaging.sprintpcs.com (SMS), number@pm.sprint.com (MMS)

- Google: “Email to Text NCBA” for full list
Harvard Law’s Caselaw Access Project

• All U.S. case law between 2013 and 2018 has been scanned and is available

• 6.7 million unique cases with 40 million pages scanned

• Became available October 29, 2018.
RECAP for PACER

• Firefox and Google Chrome extension.

• Makes PACER documents free.

• Stores in RECAP Archive each docket or PDF purchased and makes available to you and other RECAP users.
Casetext (CARA AI) or Ross Intelligence

• Both allow you to upload documents and A.I. researches cases

• Copy and paste sections of an authority and it will automatically cite correctly.

• According to Deloitte, 100,000 legal roles will be automated by 2036 due to A.I.
ThisPersonDoesNotExist.com
“Deepfake” is Coming
Control / Command + Shift + T

- How many times have you closed out of a tab accidentally?
- Control/Command + Shift + T will restore your most recently closed tab
- Do it again and it will restore the tab before that
Apptoto

• Takes phone numbers and email addresses from your calendar

• Automatically call / email / text clients to remind them of their appointment

• Client can confirm or cancel appointments without ever talking to you
Grammarly

• Check spelling and grammar on the fly

• Anything typed into your internet browser is automatically checked (you can disable on sensitive info)

• Start with free. If you like it go to premium for about $12 per month
Tweetbot

• Easy to read and efficient Twitter feed

• Create curated timelines with lists (Greensboro attorneys, Carolina Panthers, Mixed Martial Arts)

• Have multiple users or profiles on one screen
Reddit’s “Life Pro Tips” Page

• “Tips that improve your life in one way or another.”

• When you run out of black ink use dark grey (#010101)

• Use a prepaid debit card (VISA gift card) to sign up for free trials
Lexicata
Skypanel Light Diffuser

• Bring some faux vitamin D into your office

• Diffuser for your fluorescent lights

• Cherry blossom, hot air balloons or palm tree?
Miroco Light Therapy Lamp

- Portable lamp/light
- Can be used to provide more light for the room
- UV Free Light that acts as a sunlight replacement, cure those Winter blues
iPhone Magnifier

Settings > General > Accessibility > Magnifier
PhoneSoap

• According to Deloitte, Americans check their phones an average of 47 times per day

• Scientists at the University of Arizona have found phones carry 10 times more bacteria than most toilet seats

• 25,000 germs per square inch, dirtier than soles of shoes
Henry Desk Vacuum

- Tidy up that dirty desk
- Mini Shop-Vac for your desk
- 3 AA batteries
Thankster

• Easily send mass thank you, birthday, holiday or custom cards

• Pick or create a card, type the content of cards, create a handwriting style, have them mailed out

• Approximately $2.00 per card
Fujitsu ScanSnap iX500

• Workhorse of a scanner
• Cost $420
• Works with PCs and Macs
• 25 pages per minute
• Scans duplex & different sizes
• 4.5/5.0 stars on Amazon (1,500+ reviews)
• Instant messaging platform to communicate with your team and/or others

• “The email killer”

• Can provide a client portal

• 4.5/5.0 stars on Google Play Store (34,557 reviews)
Anker PowerCore 26800 Portable Charger

- Don’t get stuck without power
- Charge multiple devices at one time
- Can recharge your cell phone up to six times and a tablet twice
Hold iPhone Spacebar to Move Cursor

When you are using the keyboard on an iPhone or iPad you can press and hold the and move the cursor around more easily and precisely.
Dual Monitors

• Low hanging fruit of productivity

• Studies show it could increase productivity up to 50%

• Allows you to decrease the need for paper printouts
AmazonBasics Premium Dual Monitor Stand

• Take those dual monitors and make them mobile

• Swing monitor around so client can see information as you go through it

• Open up desk space
DuetDisplay

- Add a display with a tablet or smartphone
- Can be used with Mac or PC
- Great for on the road dual monitor
Jolly Roger Telephone Co.

- An audio recording has a phone “conversation” with telemarketers

- Telemarketers will add you to their do not call list.

- Just look up Jolly Roger Telephone Co. on you YouTube and...enjoy!
Share links to recorded MP3s instead of long emails

- Stop writing short novels to clients via email
- Record to GarageBand or Audacity
- Convert to MP3
- Compress if necessary
- Provide better feedback and don’t worry about lost tone
Pocket

• Save webpages, favorite online articles, videos, recipes, etc. in one place.

• Makes information available even when not connected to the internet (Court or airplane)

• Great search function
Chick-fil-A App

• No more waiting in the drive through line around the building

• Can upload gift cards or credit card so meal is automatically paid for

• Dine in or out (bring it to your car)
Flush App

• App to find the nearest, and cleanest toilet

• Shows whether you need a key

• Specifies handicap accessible bathrooms
Wirecutter.com

• Modern day “Consumer Reports”

• Thousands of reviews of products

• Best LED desk lamp? Best office chair? Best all-in-one printer?
Keepa for Amazon

Amazon is constantly changing prices. Never pay too much again!
LegalPad
Canva

- Cloud based design software
- Drag and drop, template based designing
- Create presentation slides, newsletters, business cards and more
VaultPress

• Backup program for WordPress websites

• Makes a real time backup of your site so if you lose your site it can be restored

• Similar to backing up data on computer
Speak Screen on iOS

- Settings > General > Accessibility > Speech > “Speak Screen”

- Settings > Accessibility > Vision > Select to Speak > Turn On
Triplt

• App that acts as your personal assistant for travel

• Forward your flight, hotel, etc. confirmations to Triplt, they handle the rest

• Provides real time notifications about delays, better seats opening up, etc.
YouTube

• Second most visited website on the internet

• Use it to embed videos for your website

• Video library of “how to’s”
Thank You!

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Presentation:
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