

# ► Contents

## 1 Hardware and Software 1

Objectives 1

Introduction 1

### **Hardware 2**

Personal Computers 2

1. Components 2

a. Common features 2

b. Common accessories 2

2. CPU 2

3. Storage 3

4. Printers 4

Portable Computing 5

### **Software 5**

Essential Software 5

Preloaded Software 6

Licensed Software 6

Pirated Software 7

Free Software 7

1. Advantages and Disadvantages 7

2. Examples 9

a. Microsoft OS Platform 9

b. Mac OS Platform 9

Conclusion 10

Terms 10

Hypotheticals 11

# Office Productivity Software 13

Objectives 13

Introduction 13

## **Common Features of Software 14**

Bars and Ribbons and Pulldowns 14

Suites 14

## **Microsoft Office Suite 14**

Word 2007 14

1. Office Button 14

2. Tabs 17

a. Home tab 17

i. Clipboard 17

ii. Font 19

iii. Paragraph 19

iv. Styles 20

v. Editing 22

b. Insert tab 23

i. Pages 24

ii. Tables 24

iii. Illustrations 25

iv. Links 26

v. Header and footer 27

vi. Text 27

vii. Symbols 28

c. Page layout tab 29

i. Themes 30

ii. Page setup 31

iii. Page background 34

iv. Paragraph 34

v. Arrange 35

d. References tab 36

i. Table of Contents 37

ii. Footnotes 37

iii. Citations and bibliography 38

iv. Captions 40

v. Index 40

- vi. Table of Authorities 41
    - a. *Mark Citation* 42
    - b. *Insert Table of Authorities* 42
  - e. Mailings tab 43
    - i. Create 45
    - ii. Mail merge 45
  - f. Review tab 46
    - i. Proofing 47
    - ii. Comments 48
    - iii. Tracking changes 48
    - iv. Changes 49
    - v. Compare 50
      - a. *Compare and combine* 50
      - b. *Using compare* 50
    - vi. Protect document 52
  - g. View tab 53
    - i. Document views 55
    - ii. Show/Hide 55
    - iii. Zoom 56
    - iv. Window 57
    - v. Macros 57
- Excel 58
- 1. Features 58
    - a. Grids, cells, and sheets 58
    - b. Function box 60
  - 2. Tabs 61
    - a. Home tab 61
      - i. Alignment 61
        - a. *Positioning material in a cell* 61
        - b. *Formatting of a cell* 62
        - c. *Combining cells* 62
      - ii. Styles 63
        - a. *Conditional formatting* 64
        - b. *Format as table* 64
        - c. *Cell styles* 65
      - iii. Cells 66
      - iv. Editing 66
    - b. Insert tab 67
      - i. Content 67

- ii. Charts 67
- c. Page layout tab 68
- d. Formulas tab 69
  - i. Function Library 71
  - ii. Defined Names 72
  - iii. Formula Auditing 72
  - iv. Calculation 73
- e. Data tab 74
  - i. Get External Data 76
  - ii. Connections 76
  - iii. Sort & Filter 77
  - iv. Data Tools 78
  - v. Outline 79
- f. Review tab 79

PowerPoint 80

- 1. Home Tab 81
  - a. Slides 83
  - b. Drawing 84
- 2. Insert Tab 87
- 3. Design Tab 89
- 4. Animations Tab 90
- 5. Slide Show Tab 92
- 6. Review Tab 94
- 7. View Tab 94

**Openoffice.Org 95**

- Writer 96
- Base 101
- Calc 101
- Math 102
- Impress 102
- Draw 103

**Google Docs 103**

- Software in the Cloud 103
- Features 104
  - 1. Access 104
  - 2. The First Screen 104
  - 3. Search 105

|                     |     |
|---------------------|-----|
| 4. Link             | 105 |
| 5. Toolbar and Tabs | 106 |
| Conclusion          | 106 |
| Terms               | 107 |
| Hypotheticals       | 107 |

## **3** Practice-Specific Software 113

Objectives 113

Introduction 113

### **Bankruptcy 114**

In General 114

1. Terms 114
2. Type of Petition 114
3. Software 114
4. Electronic Filing 115

Content 115

1. Familiar Tabs 115
2. Pages Tab 115
  - a. Voluntary petition link 116
    - i. Page 1 116
    - ii. Page 2 118
    - iii. Page 3 119
    - iv. Exhibits A through D 119
  - b. Schedules 122
  - c. Statements 123
    - i. Means test 124
  - d. Creditor matrix 125
  - e. Other helpful information 126

### **Software for Managing a Corporation 126**

What Is a Corporation? 126

Software 127

1. Type 127
2. Features 127
  - a. Tabs 127

- b. Toolbar 128
  - c. Sidebar menu 129
- Essential Corporate Documents 133

## **Divorce—Financials 137**

- Introduction 137
- Software 137
  - 1. Type 137
  - 2. Features 137
    - a. Tabs 138
    - b. Menu 139
- Critical Information 139
  - 1. Case Information 139
  - 2. Assets and Liabilities 140
    - a. Income 140
    - b. Additional assets and liabilities 141
  - 3. Tax Information 143
    - a. Federal 143
    - b. State 144
    - c. Reports 145

## **Real Estate 147**

- Real Estate Concepts 147
  - 1. Overview 147
  - 2. Property 147
    - a. Ownership and possession 147
    - b. Deeds and title searches 147
    - c. Mortgages 147
      - i. Definition 147
      - ii. Second mortgage 148
      - iii. Liens 148
    - d. Closing 148
      - i. Definition 148
      - ii. Closing documents 148
- Software 148
  - 1. Easy HUD Real Estate Software 148
  - 2. Features 149
    - a. Tabs: top row 149

- i. Familiar headings 149
  - ii. Tools tab 149
- b. Tabs: bottom row 150
  - i. HUD-1 pages 150
  - ii. HUD page 1 tab 150
  - iii. HUD page 2 tab 154
  - iv. HUD page 3 tab 156
  - v. Ledger tab 157
  - vi. Form 1099-S tab 158
  - vii. Case data tab 159
  - viii. Real estate documents tab 160
  - ix. Tasked/linked documents tab 161

## **Trusts 162**

Introduction 162

Software 162

Features 163

1. Buttons 163
2. Tabs 163
  - a. File tab 164
  - b. View tab 164
  - c. Tools tab 167
  - d. Help tab 168

## **Wills 168**

The Nature of a Will 168

Software 169

Estate Planning 169

1. Gathering Data 170
2. Children 170

Useful Documents 171

1. Power of Attorney 172
2. Durable Power of Attorney 172
3. Medical Power of Attorney 174
4. Living Will 175

Conclusion 175

Terms 176

Hypotheticals 178



# Practice Management and Case Management Software 189

Objectives 189

Introduction 189

## **Critical Software Concepts 190**

The Database 190

Practice Management Software Versus Case Management Software 190

## **The Nature of Practice Management Software 190**

Front Office and Back Office 191

1. Front Office Functions 191

a. Contact management 191

b. Communications management 192

c. Time management 193

i. Statutes of limitation 194

ii. Tracking 195

iii. Docketing 195

iv. Rules 195

v. Continuing legal education 195

vi. Commitments 195

vii. Coordinating 195

d. Avoiding conflicts of interest 196

e. Document management 197

i. Index 197

ii. Templates 197

f. Contract management 197

g. Report management 198

h. Remote access 198

2. Back Office Operations 198

a. Accounting and billing 199

i. Client's funds accounts 199

ii. Billing 199

b. Ledger 199

Types of Practice Management Software 201

1. AbacusLaw 201

2. Amicus Attorney 203

3. Needles 206



4. Tabs3 208
  - a. Tabs3—Main Task Folder 209
  - b. Tabs3—PracticeMaster 210
  - c. Tabs3—Financial software 211
5. Lexis-Nexis Practice Management Software 212
  - a. PCLaw 212
  - b. TimeMatters 215
  - c. Juris 217
6. Clio 217
7. ProLaw 218
  - a. Front office 218
  - b. Back office 219

### **Case Management Software 219**

- Rules of Discovery 220
- Types of Discovery 220
- Exemptions from Discovery 220
- Depositions 221
  1. Nature of the Process 221
  2. Software 221
  3. Examples of Software 223
    - a. DepoSmart 223
    - b. LiveNote 223
- Electronically Stored Information 224
  1. Avoiding a Manual Review of Requested Information 224
  2. Processing Data 224
  3. E-mail 225
  4. Litigation Holds 225
  5. Metadata 225
    - a. Documents 225
    - b. Deduplication 225
- Defensible Discovery Strategy 226
  1. Preparing a Defensible Discovery Strategy 226
  2. Inadvertent Disclosure and “Clawback” 226
  3. The Electronic Data Reference Model 226
- Reviewing ESI 228
- ESI Review Software 228
  1. iCONNECT nXT 228
  2. Intella 228

|                                     |     |
|-------------------------------------|-----|
| 3. Lexis-Nexis ediscovery Solutions | 230 |
| 4. Masterfile                       | 232 |
| 5. Case Logistix                    | 234 |
| Examples of ESI Review Services     | 235 |
| 1. Categorix                        | 236 |
| 2. Daegis ediscovery                | 236 |
| Conclusion                          | 238 |
| Terms                               | 238 |
| Hypotheticals                       | 239 |

## 5 Internet-Based Legal Research 241

Objectives 241

Introduction 241

### **Researching the Law 242**

The Nature of Law 242

1. Sources of Law 242
2. Common Law 243
3. Statutes 243
4. Regulations 244
5. U.S. Supreme Court Rulings 244

Database Versus Search Engine 244

1. Database 244
2. Search Engine 245
3. Public Databases 245
  - a. Agencies 245
  - b. PACER 246
  - c. Non-profit databases 246

### **Lexis-Nexis 246**

Conducting Legal Research Using the “McDonald’s Cup of Coffee” Case 247

1. My Lexis Tab 248
2. Search Tab 251
  - a. By Source 251
    - i. Option 1—Search 251

- ii. Option 2—Look for a Source 251
    - a. **Legal tab** 252
      - 1) *Cases—U.S.* 252
      - 2) *Area of Law—By Topic* 252
      - 3) *Secondary Legal* 255
    - b. **New Mexico tab** 255
    - b. By Topic or Headnote 256
    - c. By Guided Search Form 258
    - d. By Dot Command 259
    - e. Summary 260
  - 3. Research Tasks Tab 260
  - 4. Get a Document Tab 261
  - 5. Shepard's Tab 262
  - 6. Alerts Tab 262
  - 7. Total Litigator Tab 263
  - 8. Transactional Advisor Tab 263
  - 9. Counsel Selector Tab 264
  - Innovations 264
    - 1. Lexis for Microsoft Office 265
    - 2. LexisAdvance for Solos 266
    - 3. LexisONE 266
- Westlaw 267**
- Conducting Legal Research Using Westlaw 267
- 1. Search 267
    - a. Basic Search tab 267
    - b. Advanced Search tab 268
      - i. Using multiple search terms and Boolean connectors 268
      - ii. Select database(s) 269
        - a. *Encyclopedias and law reviews; AmJur2d* 270
        - b. *American Law Reports (A.L.R.)* 270
        - c. *Journals and law reviews* 271
        - d. *Cases* 271
          - 1) *Searching* 271
          - 2) *Search in Results* 272
        - e. *Statutes and Regulations; United States Code Annotated (USCA)* 274
          - 1) *Popular Name Table* 274
          - 2) *50 State Surveys* 275

|   |     |
|---|-----|
| 3) <i>Survey Builder</i>                        | 275 |
| 4) <i>Survey Authority</i>                      | 277 |
| 2. Shortcuts                                    | 277 |
| a. Search These Sources                         | 278 |
| i. Content List link                            | 278 |
| ii. Black's Law Dictionary link                 | 279 |
| b. Find   | 279 |
| i. Using the Find box                           | 279 |
| ii. The Full History link                       | 281 |
| iii. The Direct History (Graphical View) link   | 282 |
| iv. The KeyCite Alert link                      | 282 |
| c. Key search                                   | 282 |
| 3. Research Trail Link                          | 283 |
| 4. KeyCite                                      | 284 |
| WestlawNext                                     | 284 |
| 1. A Different Interface with Familiar Features | 284 |
| 2. Sharing                                      | 285 |
| 3. Features                                     | 285 |
| <b>Loislaw 287</b>                              |     |
| Links   | 287 |
| Research Resources                              | 288 |
| 1. Primary Law                                  | 288 |
| 2. Secondary Law                                | 290 |
| Loislaw Widget                                  | 291 |
| Public Records                                  | 294 |
| <b>Fastcase 295</b>                             |     |
| Graphic Representation of Results               | 296 |
| 1. How Frequently a Case Is Cited               | 296 |
| 2. By Court Level                               | 298 |
| a. Forecite                                     | 298 |
| b. AuthorityCheck                               | 299 |
| c. App  | 299 |
| d. Report of Current Opinions (RECOP)           | 300 |
| <b>Casemaker 300</b>                            |     |
| <b>Google Scholar 303</b>                       |     |
| Conclusion                                      | 307 |
| Terms   | 307 |
| Hypotheticals                                   | 308 |



# Telecommunications and Data Management 311

Objectives 311

Introduction 311

## **Telecommunications 312**

Networks 312

1. Intranet 312
  - a. Local Area Network (LAN) 312
  - b. Wireless Local Area Network (WLAN) 313
    - i. Router 314
    - ii. Wi-Fi 314
  - c. Wireless Personal Area Network (WPAN) 315
  - d. Virtual Private Network (VPN) 315
  - e. Firewalls 315
2. Internet 316
  - a. The home page 316
  - b. Web pages 316
    - i. HTTP and HTTPS 317
3. Security 318
  - a. Security certificate 318
  - b. Encryption 318
  - c. Cookies 318
  - d. Pop-up blockers 318
4. Voice Over Internet Protocol (VOIP) 319
5. Videoconferencing 319

E-mail 320

1. Risks 320
2. Confidentiality 320
  - a. Ethical obligations 320
  - b. Statutes and obligations 321
  - c. Encryption 321

Smartphones 321

1. Operating Systems (OS) 321
2. Applications (Apps) 322
3. Common Features 322
4. Battery Life 323

5. Cellular Wireless Standards: 3G and 4G 324

6. Firewalls 324

**Data Management 324**

1. Passwords 324

a. Complexity 324

b. Updates 324

2. Retention 325

3. VOIP and Voice Mail 325

4. Disposal of Equipment 325

5. Remote Access 325

Conclusion 326

Terms 326

References 326

Hypotheticals 327

**Glossary 329**

**Index 343**