

Technology in the Office and on the Go



Practice Management Resource Center

helping members build and strengthen their law practices

online seminars

NEW!

Seminars/Workshops
Tips & Tools Seminar
 May 3, 2011 [\[More\]](#)

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Free Webcast
[Lawyers Targeted For Fraud](#). Don't be a Victim!

TAON Alert
[Lawyers With Trust Accounts are Impacted by the TAON Rule](#)

Links to Resources
[What's What on the Web](#)
 PDF

[ABA Blawg Directory](#)

[ABA Law Practice Management Section](#)

[Lawyering on the Go](#)

PMRC's Recommended
 "Green Resources" for
 Your Law Firm PDF

[SBM Law Practice Management Section](#)

[SCAO Forms](#)

helpline

library

resources

ed center

customized training &
 consulting program

PMRC Tip of the Week [Tip Archive](#)

Settings Changes to Quickly Mute Android Phones —4/26/11

If you use an Android phone, here are two settings changes to quickly mute incoming calls. Both of these settings are found in Settings > Sound > Smart Sensor Settings. The first setting, Double Tap to Silence, allows you to tap the screen twice in quick succession to silence the ring tone on an incoming call. The option to answer the call remains visible but there is no accompanying sound. The second setting, Smart Profile: Face Down, allows you to silence an incoming call by simply turning the phone face down. The Face Down setting only works while the phone is ringing. If your phone is face down prior to receiving a call, the phone will still ring.



To reach a practice management advisor, call the PMRC Helpline at (800) 341-9715 or e-mail your questions to pmrcHelpline@mail.michbar.org.

The PMRC Tip of the Week is a service of the Practice Management Resource Center. It is not intended as legal advice, nor is it an ethics opinion.

Helpline (800) 341-9715

Do you have a question about the retention of old files, the development of a conflict of interest checking system, or the purchase of digital equipment? Call the PMRC Helpline to receive informal advice and information regarding practice management resources and emerging technology. To reach a practice management advisor, call the PMRC Helpline at (800) 341-9715 or e-mail your questions to pmrcHelpline@mail.michbar.org. [More](#)

Lending Library

The Lending Library contains a variety of law practice management publications for loan to SBM members at a nominal fee. Sample topics include: How to Start and Build a Law Practice, Winning Alternatives to the Billable Hour, Management Tools for Lawyers, a Survival Guide for the Solo and Small Firm Lawyer, Advice for Litigators, Marketing on the Internet, Virtual Law Practice, and much more. [View Book Titles](#)



[2007 Economic Survey](#)

[Opening an Office](#)

[Trust Accounts](#)

[Conflict Waiver](#)

Moving Your Office

• [Checklist](#)

• [Timeline](#)

[Collecting Your Fee](#)

Retainer Agreements

• [Contingent Fee](#)

• [Hourly](#)

• [Flat Fee](#)

• [Criminal](#)

[Conduct a Meeting](#)

[Disengagement Letter](#)

[Law Office Marketing](#)

[View All Resources](#)

Looking for a
videographer, website
designer, or other
service provider? [View
all Professional Services
and Products advertisers](#)

Resources

Use our Resources page to find a wealth of information to assist with the day-to-day management of your law practice, including forms, checklists, "how to" kits, articles, and links to other essential resources. [Find Resources](#)

Topic areas include:

- Calendaring and docket control
- Career transitioning
- Client relations and communications
- Disaster preparedness and recovery
- Financial management
- Insurance
- Management and employee relations
- Marketing
- Record retention

Educational Center

The Educational Center, located in the State Bar building, is equipped with 12 computer stations, to allow members and their staff to attend seminars and training sessions facilitated by our experienced practice management advisors. Members may also utilize this onsite facility to "test drive" software applications on an informal basis. Reservations may be made by calling the PMRC Helpline at (800) 341-9715. [Use the Ed Center](#)

Customized Training & Consulting Program

The PMRC launched its Customized Training and Consulting Program in June 2009, which is designed to offer the following services:

- Practice management consultations, which include an onsite review of management practices, an onsite progress evaluation (upon request), and the preparation of a Practice Management Consultation Report
- Customized training in software applications such as Time Matters and Adobe Acrobat, with sessions, which may be held at your law firm, at the State Bar building, or delivered through desktop sharing via the Web.

For pricing and scheduling information, contact our practice management advisors:

Diane Ebersole
(517) 346-6411
debersole@mail.michbar.org

JoAnn Hathaway
(517) 346-6381
jhathaway@mail.michbar.org



Sign up for a weekly Email from the PMRC offering newsworthy updates on the latest in practice management for law firms.

From the SBM homepage (<http://www.michbar.org>)

SBM STATE BAR OF MICHIGAN

[home](#) [member area](#) [contact us](#) [Google](#) [SBM](#)

GO

Entire Site

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[What's New in Practice Management . . .](#)

A free e-mail offering tips and tools from the Practice Management Resource Center.

Subscribe to PMRC e-mails

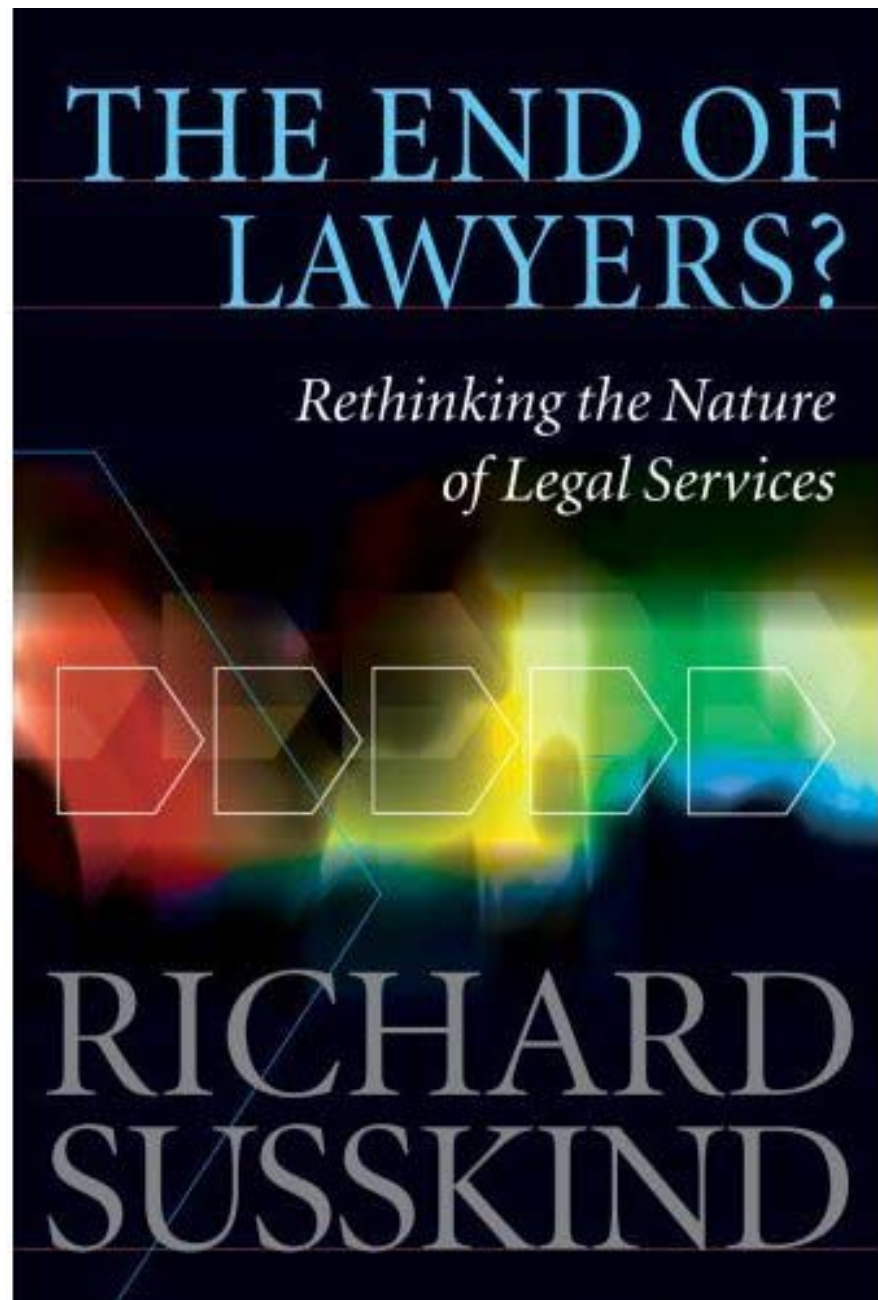
Name:

e-mail:

Subscribe



Expand your thinking.



“The End of Lawyers?”

Lawyers need to work -

- More quickly
- More cheaply
- More efficiently

OR

To a higher quality

- Using different methods of working



Incorporate the Thinking Learn the Technology

ABA Model Rule of Professional Conduct 1.1

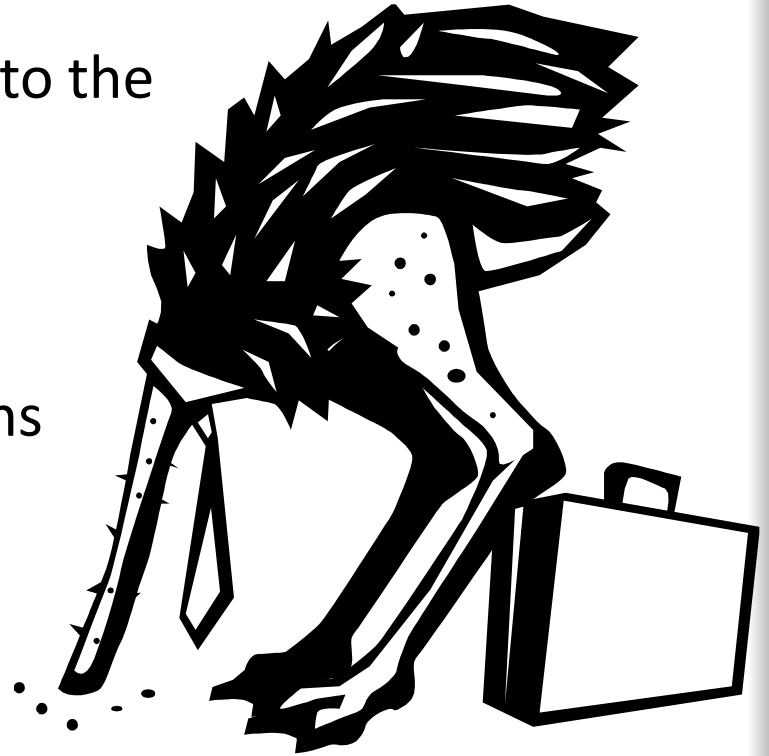
- Lawyers need to know what technology is necessary and how to use it
- Lawyers who lack the necessary technical competence should consult with others who have the skills



Incorporate the Thinking Learn the Technology

ABA Model Rule of Professional Conduct 1.6

- Duty of confidentiality which extends to the lawyers use of technology
 - Secure your PCs
 - Secure your mobile devices
 - Carefully research SaaS applications



Secure Your Computers



Secure Your Mobile Devices



Implement a Redundant Back Up Plan

- **Backup – Redundant Backup – Backup!**
- Local - Remote
- Automated
- Backup servers & applications
- Backup mobile devices
- Do test restores!

It doesn't have to be complicated!
It isn't optional!







SaaS –Software as a Service

Before you subscribe.....

- READ the details of license agreement
- Determine data ownership – provider or you?
- Who has access to the data?
- Know how to retrieve data if you decide to end service?
- Review provider's security and confidentiality policies
- Is data backed up by third party provider?
- Can you download data on regular basis for backup?



Don't Ignore Metadata



Don't Use Illegal Software

The potential liability for each copyright violation is \$150,000!

Average out-of-court settlement is \$80,000

IF YOU

- Buy academic versions of software to use in your office

- Buy a single license and install multiple times

- Find software that is free for personal use and you use it on your business computer

The Business Software Alliance (BSA) may

- Show up with a U.S. Marshall and immediate exparte authority to inspect your computers.

- There is no sympathy if you are in violation of the copyright law when inspected

- The potential liability for each copyright violation is \$150,000!

- Average out-of-court settlement is \$80,000

Solution

- Conduct annual software audits

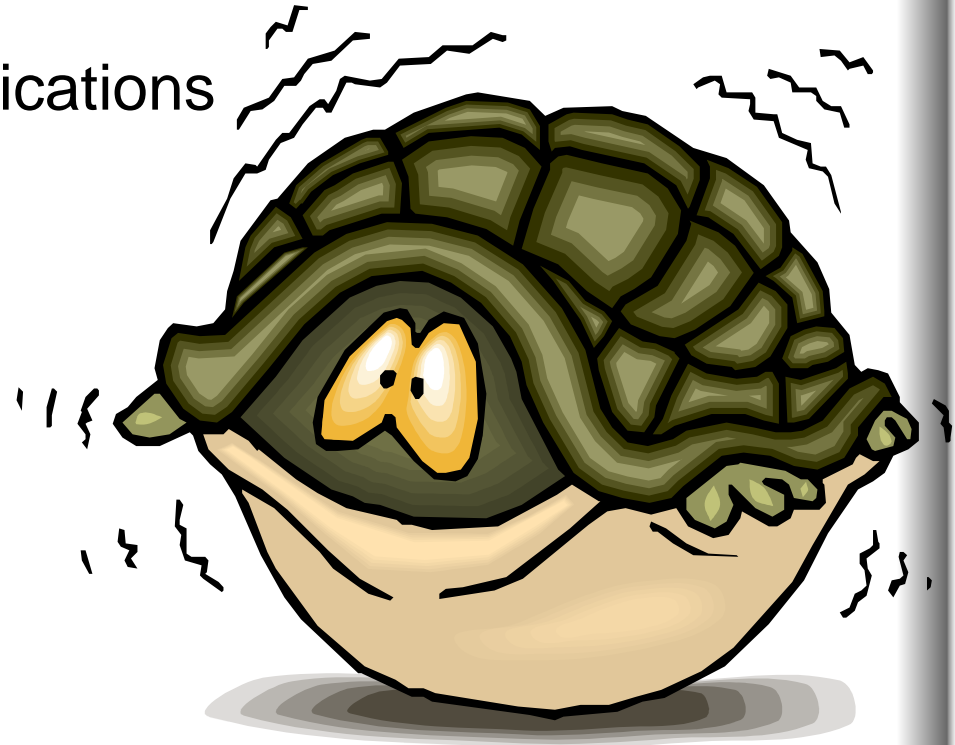
- Keep all licenses in a central location

- Back up your licenses, electronically or on paper



Learn About PDF Creation

- Create using specialized applications
Adobe Acrobat or Nuance PDF Converter
- Create from your word processor application
Word or WordPerfect
- Create from web based applications
Cute PDF, PrimoPDF



WWW.YOURWEBSITE.COM

- Does your firm have a website?
- Are you looking for new clients?
- Website - validation that your firm exists
- Be sure you own your domain name
- Learn about SEO (Search Engine Optimization)
- Have your email address @ your domain name
- Three ways to create a website

Contract with independent designer

Use FindLaw, Justia, LexisNexis

Build your own



Reward the champions of technological
change in your practice.



What Is Next? Own IT!



Success Will Require

- Working
 - More quickly
 - More cheaply
 - More efficiently
- AND
- To a higher quality
 - Using different methods of working



Technology Priorities

Your law firm should have in place systems that:

- Provides efficient case management

- Integrates all billing activities

- Performs conflict checking

- Performs document assembly

- Has rules based docketing - calendaring

- Supports less paper environment

- Integrates with mobile devices



Personal Information Management Software

What does Outlook give you?

Names

Addresses

Telephone Numbers

Email

Websites



Personal Information Management Software

What does Outlook give you?

Appointments

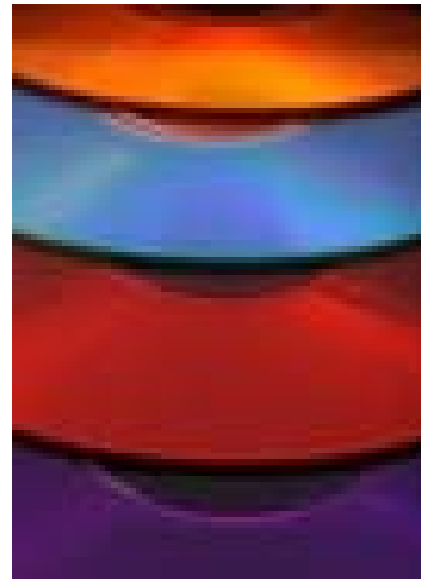
ToDo's

Ticklers

Vacations

Anniversaries

Birthdays



Personal Information Management Software

What doesn't Outlook give you?

INTEGRATION!

- Case Management
- Report Generation
- Billing (batch)
- Trust Accounting
- Conflict Checking
- Time Tracking
- Document Assembly
- Secure Collaboration
- Linked Events



Practice Management Software

aka: Sanity Software for Lawyers

“Red rope in a computer”

Matter-centric shared database



Practice Management Applications

✓ Amicus Attorney



✓ Client Profiles



✓ Practice Master



- Practice Master, Billing Master, General Ledger, Trust Accounting, Accounts Payable

✓ Time Matters



✓ ProLaw



Proprietary Practice Management Pros, Cons and Considerations

- Is your hardware robust enough?
- Do you need a server to share data?
- Will you require technical assistance for upgrades?
- Are there software updates and charges?
- Are there a service agreements and fees?
- How frequent are upgrades and improvements?
- Will you need to purchase additional applications for billing etc?
- Will the system need to be customized to meet your needs?



Practice Management Options

SaaS Based

Clio www.goclio.com



Rocket Matter www.rocketmatter.com



Subscription/SaaS (Blended)

Credenza www.credenzasoft.com



SaaS –Software as a Service

Before you subscribe.....

- READ the details of license agreement
- Determine data ownership – provider or you?
- Who has access to the data?
- Know how to retrieve data if you decide to end service?
- Review provider's security and confidentiality policies
- Is data backed up by third party provider?
- Can you download data on regular basis for backup?



SaaS Pros, Cons and Considerations

- Requires Internet connection
- No new hardware to purchase
- No servers to maintain
- Painless upgrades
- No maintenance
- Subscription based payment
- No guarantee against price increase
- Available from anywhere you can access Internet



Is SaaS Where Practice Management Is Headed?

E-mail announcement received 02/09/11



The power to practice ... In the palm of your hand.
Introducing Time Matters® Mobility in v11

Get Ready To Go Mobile—Time Matters® V11 Preview

On the go! In-between meetings! At court! Or at home! With Time Matters® v11 Mobility service where you go, your practice goes too. Imagine the freedom and power to practice in the palm of your hand.

Preview Time Matters Mobility and learn how you can convert downtime to additional billable hours and be more productive. See all the newest Time Matters enhancements available in version 11*, including new and updated third-party integrations, enhanced Time Matters, PCLaw® and Juris® integrations, support for Microsoft® Windows® Terminal Server, and more.

Title: Get Ready To Go Mobile—Time Matters v11 Preview

Date: Wednesday, February 23, 2011

Time: 2 – 3 P.M. ET

Presented by: Mark Deal, Document & Data Solutions, LLC

About the Presenter: Mark Deal of Document & Data Solutions is a Platinum LexisNexis® Certified Independent Consultant. Document & Data Solutions has 15 years of experience working closely with law firms to attain operational excellence through the use of technology.

▶ REGISTER NOW!



Is SaaS Where Practice Management Is Headed?

Reviewed at ABA TECHSHOW



[Contact Us](#) | [Customer Login](#)

[Home](#) [About Firm Manager](#) [Product Overview](#) [User Support](#) [TRY IT NOW](#)



**Run Your Practice from
your mobile device**

with the Firm Manager web based
application

Works with*



Practically Perfect Practice Management

Case Management

Time Tracking

Document Integration

Email Integration

Billing (Batch)

Trust Accounting

Conflict Checking

Calculate Dates

Document assembly

Mobile Access

Secure Collaboration

Report Generation

Contact Management

Export Data



Practice Management

Accessible from mobile devices!

Let me check on that when I get
back to the office.....



Mobile Phones

Which Operating System is Best?

Even the experts can't agree!



Windows
phone 7



Sync Your Office & Phone

Start with Google Sync Services



<http://www.google.com/sync>

Synchronize your mail, calendar and contacts

Find out how to setup Google Sync services for your desktop and mobile devices.

PC

Get Gmail and sync your Outlook calendar with Google.



Mac

Get Gmail and sync your iCal and Address Book with Google.



Linux

Get Gmail and sync your Calendar with Google.



Android

Sync Gmail, Calendar and Contacts with your phone.



BlackBerry

Get Gmail and sync your Calendar and Address Book with Google.



Symbian S60

Get Gmail and sync your Calendar and Contacts with Google.



iPhone and iPad

Sync Mail, Calendar and Contacts with your iPhone and iPad.



Windows Mobile

Sync Calendar and Contacts and get your Gmail.



Device not listed?

You may still be able to sync with Google. Find out more about sync options.



Connectivity – Computers on the Go

- Built In Example - Dell Latitude E6410 has an add on internal mobile broadband card for Verizon, Sprint, or AT&T networks for an extra \$125.
- Cell phones can be used as an Internet provider for your laptop via USB connection or as a WiFi bubble for up to 5 users. Buy the right data plan!
- Check all the options before you re-up your cell phone contract.
- iPads are available with 3G connectivity at around \$25 month.
- New tablets from PC manufactures are available with 3G connectivity.



Apple Explosion



Technology Tools for Macs

MILO List Serve

<http://preview.tinyurl.com/3x2vgca>

[Gmail](#) [Calendar](#) [Documents](#) [Reader](#) [Web](#) [more](#) ▼

Google groups



Macs In Law Offices (MILO)

Description: Forum for discussing issues related to using Macs in Law Offices

You must be signed in and a member of this group to view its content.

- [Sign in to Google Groups](#)
- [Sign in and apply for membership](#) or [contact the owner](#).



Technology Tools For Macs

<http://www.themaclawyer.com>

The MacLawyer

USING MACS IN THE PRACTICE OF LAW

HOME

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PUBLISHED BY

Ben Stevens



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To This Blog



Join the Macs in Law
Offices (MILO) Group



SUBSCRIBE
to MILO Podcast

About Me

I am a practicing attorney located in Spartanburg, SC. After using Windows machines for over a decade, my office has [MORE...](#)

Apple Is Fortune's Most Admired Company - Again

POSTED ON MARCH 8, 2010 BY J. BENJAMIN STEVENS

It should be no surprise that [Apple](#) was voted [first](#) in [Fortune's](#) annual [list of the most admired businesses](#). It may be surprising that it won by the highest victory margin ever!

This was Apple's third win in a row, and experts say that the reason for the admiration is said to be "fierce" consumer loyalty, and continually innovative products. So apparently it's not just "fanboys" who think a lot of Apple and its amazing products!

Source: "[Apple wins Fortune's Most Admired Company for 2010](#)" published at [MacNN](#).



TAGS: [Other](#)



Comments



Trackbacks



Technology Tools for iPhones

2010 60 iPhone Apps

http://www.iphonejd.com/iphone_jd/2010/03/60-apps-in-60-minutes.html



iPhone J.D.
Lawyers using iPhones

2011 60 iPhone Apps

http://www.iphonejd.com/iphone_jd/2011/04/60-apps-in-60-minutes-2011.html



Tablet Explosion Scheduled for 2011 Release

Apple iPad 2

Motorola Xoom

HP webOS Tablet

Asus Eee Pad Transformer

Blackberry Playbook

Samsung Sliding PC 7

T-Mobile G-Slate

Acer Iconia

HTC Flyer

Notion Ink Adam



Technology Tools

JOTT -Voice Recognition Services

<http://www.jott.com>



The banner features three distinct colored panels: green for Jott Voicemail, orange for Jott Assistant, and blue for Jott for Salesforce. Each panel includes a 'Try it Free' button and a 'Learn More' link. The Jott Assistant panel is marked as 'The Original' and includes a starburst icon. The bottom of the banner has a torn-edge effect and icons representing various services like calendar, clock, mail, and shopping cart.

Jott Voicemail

Read, listen, share, organize. Get your voicemail as email and text messages.

Try it Free

[Learn More](#)

The Original

Jott Assistant

Email and text, add to your lists, set reminders and appointments and use the web...all with your voice.

Try it Free

[Learn More](#)

Jott for Salesforce

Use your voice and a simple call to update Salesforce from the road.

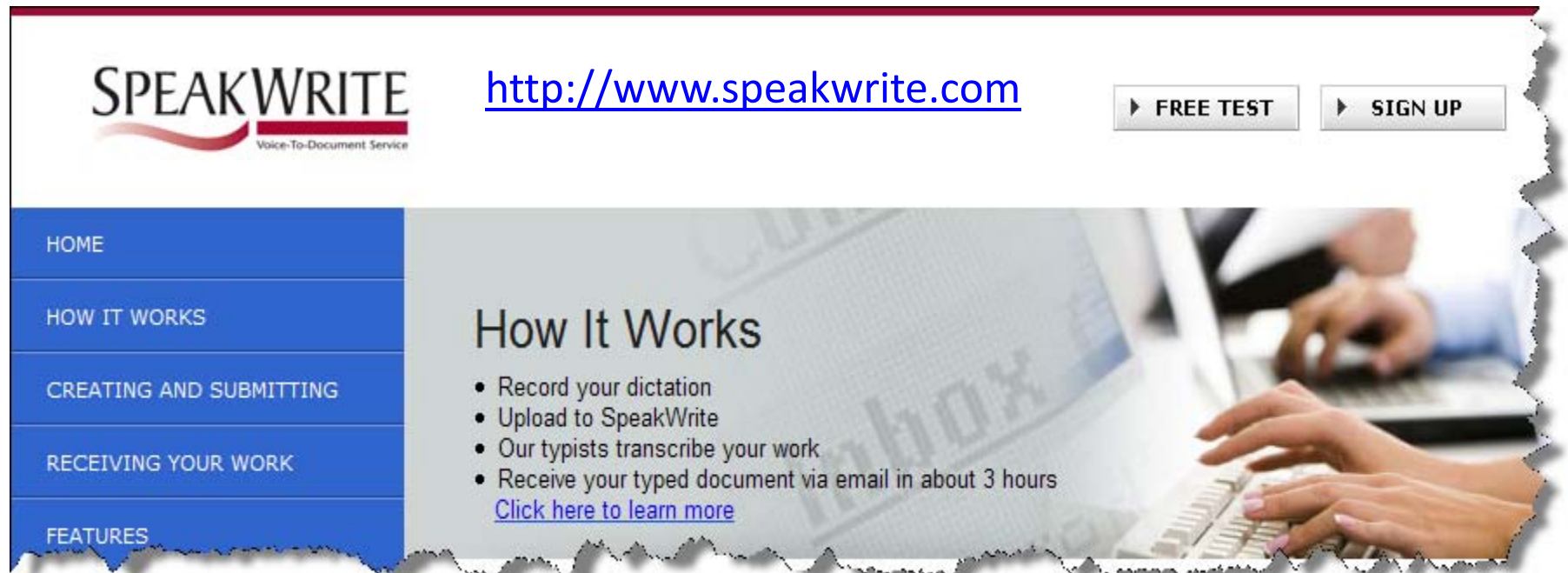
Try it Free

[Learn More](#)



Technology Tools

Virtual Transcription



The screenshot shows the homepage of the SpeakWrite website. The header features the 'SPEAKWRITE' logo with the tagline 'Voice-To-Document Service' and the URL <http://www.speakwrite.com>. Navigation buttons for 'FREE TEST' and 'SIGN UP' are located in the top right. A left sidebar contains a menu with links to 'HOME', 'HOW IT WORKS', 'CREATING AND SUBMITTING', 'RECEIVING YOUR WORK', and 'FEATURES'. The main content area, titled 'How It Works', lists four steps: recording dictation, uploading to SpeakWrite, transcription by typists, and receiving the document via email within 3 hours. A link to 'Click here to learn more' is provided at the end of the list. The background of the main content area shows hands typing on a laptop keyboard.

SPEAKWRITE
Voice-To-Document Service

<http://www.speakwrite.com>

► FREE TEST ► SIGN UP

HOME
HOW IT WORKS
CREATING AND SUBMITTING
RECEIVING YOUR WORK
FEATURES

How It Works

- Record your dictation
- Upload to SpeakWrite
- Our typists transcribe your work
- Receive your typed document via email in about 3 hours

[Click here to learn more](#)



Technology Tools

Voice Recognition Software

- Technology has vastly improved
- Control your computer by voice
- Automate common tasks with voice “macros”
- Voice to text automation



Technology Tools

Voice Recognition Software

- Dragon Naturally Speaking is marketplace leader

Versions: Standard, Preferred, Professional, Legal, Medical



Technology Tools

Voice Recognition Software

- Invest in a great quality headset
- If you don't like headsets try the:

Samson Go Mic

Great for dictation and recording meetings



Technology Tools

Digital Dictation – Analogue vs. Digital



- Tracking down jobs
- Reallocating jobs
- Manual allocation of tapes and files
- High cost of tapes & units
- Inability to back up



- Prioritize jobs
- IAF (Intelligent Audio File) compatible
- Insert “after thoughts”
- Route files directly
- Edit before sending
- Dictating choices
- Your location irrelevant



Technology Tools

Virtual Receptionist



<http://www.callruby.com>



Technology Tools

Virtual Assistant



www.legaltypist.com

LegalTypist, Inc.

Virtually@YourService!™

<http://www.LegalTypist.com>

Home

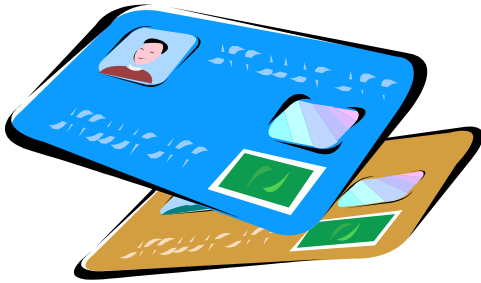
Who We Are

What We Do

**Legal Virtual
Assistant And
Digital Coach**



Technology Tools

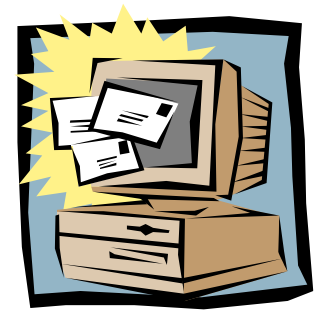


Get Paid!

Accept credit card payment

Bill using e-mail

PayPal



Technology Tools

Accept credit card payments
on your cell phone



Sign In

Start accepting credit cards.
The simplest way to make money.

Full name or company name

Email address

Create a password

Verify password

Sign Up

Sign up and we will mail you a free credit card reader.



Free card reader.

- Free app for iPhone, iPad & Android.
- Get paid.
- Daily deposit to your bank account.
- Simple pricing: 2.75% per swipe.
- No commitments. No contracts.



Technology Tools

Use Online Fax Services

FaxCompare

<http://www.faxcompare.com>



Technology Tools

DON'T miss a court date because

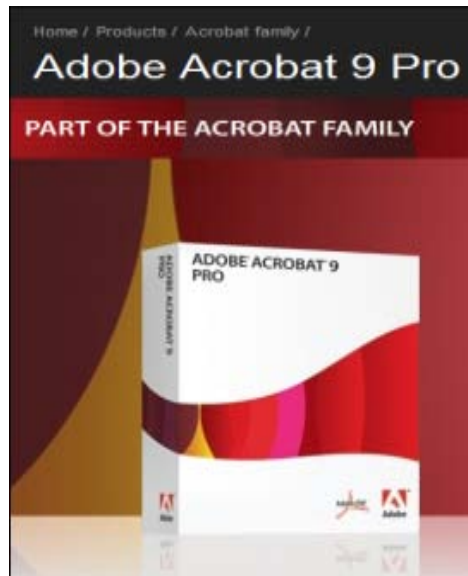
- The e-mail notification was trapped by your Spam filter
 - Whitelist the domain of the court!
 - Go here for Outlook instructions
 - <http://email.about.com/od/outlooktips/qt/et110505.htm>



Technology Tools

Adobe Acrobat 9 (10)

<http://www.adobe.com>



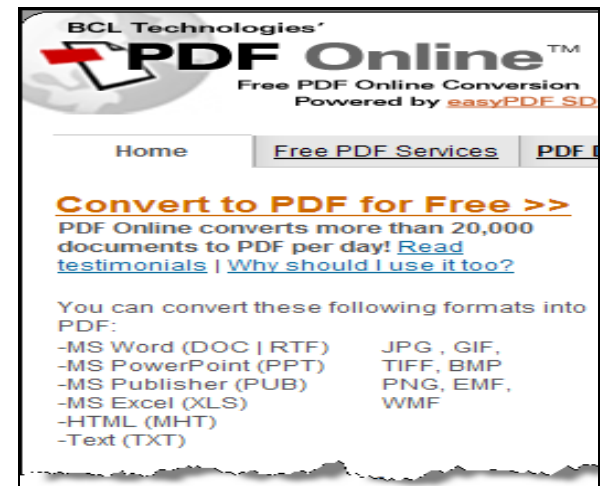
Nuance PDF Converter 6

<http://tinyurl.com/yhy4qut>



PDF Online

<http://www.pdfonline.com>



Technology Tools

Eliminate Metadata



<http://www.payneconsulting.com/products/metadataretail/>

Login | Create Account

PayneGroup

Home **Products** Services Case Studies (New-pdf) Publications News & Events Support About Contact

Products

- ▶ Metadata Assistant 2 (Retail)
- Metadata Assistant 2 (Ent.)
- Metadata Assistant 3 (Retail)
- Metadata Assistant 3 (Ent.)
- Numbering Asst (Enterprise)

Metadata Assistant (Retail Version)(Windows)



- Product Features
- See the Enterprise Version
- Click here to inquire about purchases or additional information

 **Purchase**

Price \$80.00



Technology Tools

External Hard Drives



- ioSafe External Hard Drive
- www.iosafe.com
- 1 TB \$239, 2 TB 400

ioSafe Solo

The safest, most advanced fireproof waterproof external hard drive in the world, the ioSafe Solo delivers unmatched data protection for your digital life – your memories, media, and documents – at a price anyone can afford.



- UltraMax Plus Hard Drive
- <http://go.iomega.com/>
- 2TB \$270, 4TB \$450
- Includes Software



Technology Tools

Remote Back-Up



- ✓ Simple
- ✓ Secure
- ✓ Affordable

<http://mozy.com/pro>

Server farm backup



<http://www.corevault.com>

Server farm backup



<http://www.crashplan.com>

Also provides back up to
other computers



Technology Tools Back-up Software

Second Copy

<http://www.centered.com/>

\$30 per license



The screenshot shows the homepage of the Second Copy website. The header includes the logo "Second Copy" and "CENTERED SYSTEMS", along with navigation links: HOME, PRODUCTS, DOWNLOAD, PRICING, ORDER, SUPPORT, REVIEW, and GUESTBOOK. A main banner features the text "Can you afford to lose your data?" and "Back it up!" with a large blue circular graphic containing a stylized '2'. Below the banner, there are three columns of content. The left column, titled "Highlights", lists features such as "Easy setup", "Automatic backups", "Highest level of encryption", "Copy open files (32-bit Windows only)", "Unicode support", "Non-proprietary format", "Automatic archival of old versions", and "Backup Documents, Music, Pictures, ... and all other important data". The middle column, titled "Don't risk your data", contains a paragraph about the software's capabilities and a "Download Free Trial" button. The right column, titled "News", lists several updates from December 2010, October 2010, September 2010, June 2010, and March 2010, each with a "Read More..." link. At the bottom of the page, there is a social media link for Facebook with the text "104 people like this."

Roxio Retrospect

<http://www.retrospect.com/>

\$120 for two licenses



The advertisement features a black box for "roxio retrospect 8.2 for Macintosh" on the left. The box has the text "BACKUP & RECOVERY SOFTWARE" on its side. To the right of the box, the text "Now Available! Retrospect 8.2 for Macintosh" is displayed in a large, bold font. Below this, the phrase "Powerful, Flexible, Secure" is written. On the far right, there are two blue speech bubbles. The top bubble contains the text "- Restore from backups created with Retrospect 6 for Mac" and "- Improved network backup performance -and more!". The bottom bubble contains the text "Download a FREE TRIAL today!".



Technology Tools

Image Your Computer

Imaging your computer provides restore capabilities of all the systems, software and files on your machine in one operation.



Disk Imaging Software Review

Immortalize Your Hard Drive

Disk imaging software takes a picture of your hard drive that you can use for any disaster that might come your computer's way. You won't have to worry about losing your files if you have disk imaging software.

Read software reviews here:

<http://disk-imaging-software-review.toptenreviews.com/>



Technology Tools

On-Line File Sync Services



Online data synchronization service provides you the updated information whenever you need it, regardless of your location.

<http://www.dropbox.com>



<http://www.sugarsync.com>

Reviews: SugarSync vs Dropbox

<http://tinyurl.com/4qebrqs>

<http://tinyurl.com/6gpwxcd>

Review: SugarSync for the iPad:

<http://tinyurl.com/6h6zklg>



<http://www.wuala.com/>

You hold encryption key



<http://www.spideroak.com/>

All in one – you hold encryption key



Technology Tools

VUPoint Magic Wand Scanner

<http://www.vupointsolutions.com>



Technology Tools



ioSafe External Hard Drive

www.iosafe.com

SoloPRO is here.

The most advanced **fireproof / waterproof hard drive** in the world just got supercharged.

Learn More



Technology Tools

- Iron Key
- <https://www.ironkey.com/>



Technology Tools

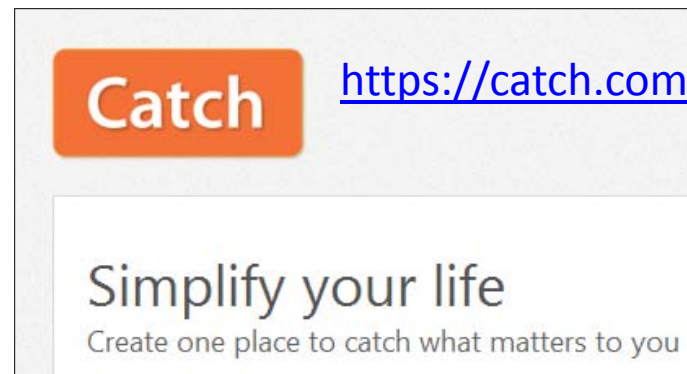
Organize your knowledge base using:

<http://www.evernote.com>



Capture anything.

Save your ideas, things you like, things you hear, and things you see.



Catch <https://catch.com>

Simplify your life

Create one place to catch what matters to you

<http://office.microsoft.com/en-us/onenote>

OneNote 2010

- Create one centralized resource for all of your ideas
- Manage information with tools that save time and simplify your work
- Collect information, brainstorm, and share ideas from more places



Technology Tools

Pulse Pen by Livescribe

<http://www.livescribe.com/>

- Records the sound
- Captures your notes
- Coordinates sound with your notes
- Upload to computer
- Use third party software to OCR
- 1GB memory will capture 9 hours
- Requires special paper to record notes
 - May purchase or create your own
- Read RI-309 before using



Technology Tools

Keyboard Scanner

<http://keyscan.com>



Review

- Implement a redundant back up system
- Encrypt your laptop
- Secure mobile devices
- Use an encrypted flash drive
- Protect your passwords
- Understand metadata
- Make smart technology decisions
- Contact the PMRC for assistance



Success Will Require

- Working
 - More quickly
 - More cheaply
 - More efficiently
- AND
- To a higher quality
 - Using different methods of working



Join ABA SoloSez

<http://www.abanet.org/soloseznet/index.html>



Backup!



"No, I'm not backing up our files—I'm just assuming that the F.B.I. is making copies."

When you have questions -

Contact the PMRC:

800-341-9715

pmrcHelpline@mail.michbar.org

Contact Diane Ebersole:

Practice Management Advisor

517-346-6411

debersole@mail.michbar.org

