

CLE | CUMBERLAND SCHOOL OF LAW

CONTINUING LEGAL EDUCATION



Barron K. Henley
Affinity Consulting
Columbus, Ohio

Essential Law Firm Technology: Maximizing Productivity in Your Law Office

*Co-sponsored with the Solo and Small Firm Section of
the Alabama State Bar*

December 18, 2018

Samford University, Cooney Hall
Six CLE hours, including one hour of ethics

WHAT YOUR PEERS HAVE SAID ABOUT THE PROGRAM:

"SPEAKER - AMAZING. DELIVERY - AMAZING. CONTENT - AMAZING!"

"JUST WOW! THIS IS PROBABLY THE MOST USEFUL CLE I HAVE EVER ATTENDED."

"GREAT MATERIALS AND VERY INFORMATIVE. MR. HENLEY'S PRESENTATION MAKES IT A GREAT AND ENGAGING CLASS. THIS WILL BE DIRECTLY BENEFICIAL TO MY WORK."



Samford University
Cumberland School of Law

AGENDA

Barron K. Henley - Speaker

8 a.m. Check-in/Continental Breakfast

8:30 a.m. **Essential Law Firm Technology - The Best Of What's Out There**

Technology advances quickly and it's not easy to keep up with it while also trying to practice law.

- Learn the technologies that can help any lawyer solve problems, improve client service and make life easier.
- Learn about the essential software and hardware tools that can help you protect client confidentiality, organize case information, manage your practice more efficiently and improve profitability.

9:30 a.m. **Efficient Billing and Accounting for a Small Firm**

You may not even like to hear the word accounting; but efficient, accurate accounting is essential to the success of your practice.

- Learn legal-specific accounting options, why accounting software is important to your practice, and the inadequacies of generic accounting software like QuickBooks.
- Many lawyers either use software for billing only, or use one program for billing and another for the rest of the accounting function that do not share information. Learn why it's imperative that you use software for your entire accounting function and how to avoid using two programs when you only need one.

10:30 a.m. Break

10:45 a.m. **Electronic Document Management for Lawyers**

Learn how to electronically organize and store all documents (including electronic documents created in-house, documents your office has received, faxes, e-mail, and attachments) in a client/matter-centric manner.

- Learn how to access all your documents at any time, whether they are in or out of your office.
- Learn how to search all your files by any imaginable criteria and therefore, nothing could be lost.

11:45 a.m. Lunch (provided)

12:30 p.m. **It's Time For a Change - Better Methods for Drafting Legal Documents**

Stop drafting new documents by finding old ones and modifying them to work for the next case or client.

- Learn how to prevent errors and slowness.
- Learn how to find and consolidate your information in a way that increases drafting speed and accuracy and avoids mistakes.
- Discover the spectrum of automation tools from the amazing things your word processor is already capable of, to document assembly like HotDocs.

1:30 p.m. **Microsoft Word Power Tips for Legal Users**

Most lawyers find Microsoft Word to be a constant source of frustration. It's the primary tool we use to produce work product, yet it so often seems to be working against us.

- Learn to master Word, leading to faster turn-around, higher drafting accuracy and better client service.
- Learn exactly how to fix the common legal drafting problems plaguing you now and avoid them in the future.

2:30 p.m. Break

2:45 p.m. Security Is Only As Good As the Weakest Link: Legal Tech Security Measures Every Lawyer Must Take

ABA Rule 1.6(c) stipulates that a lawyer must make reasonable efforts to prevent the disclosure of confidential client information. The comments to Rule 1.6 require lawyers to act competently to safeguard client information and require that when “transmitting a communication,” lawyers must take reasonable precautions to prevent client information from falling into the wrong hands.

- Learn how to cover all the bases of computer, smartphone, tablet, email, wireless and document encryption.
- Learn the fundamentals of backing up your electronic data.
- Learn how to establish best practices in your office and discover the inexpensive or free tools that will make sure your confidential information remains confidential.

3:45 p.m. Adjourn

Barron K. Henley

Affinity Consulting Group
Columbus Ohio

Barron K. Henley is a founding partner of Affinity Consulting Group, a legal technology consulting firm focused on automating and streamlining law firms and legal departments. He earned his B.S./B.A. (marketing and economics) and J.D. from The Ohio State University. He is a member of the ABA Law Practice Management Section, a Board Member for the ABA TECHSHOW, a member of the Worthington Estate Planning Council and the former Chair of the Ohio State Bar Association Law Office Automation & Technology Committee.

Henley heads Affinity’s document assembly/automation and software training departments; he is a renowned expert on Microsoft Word, Adobe Acrobat and HotDocs document assembly software; and has authored legal-specific manuals on HotDocs, Adobe Acrobat, and Microsoft Word, Excel & Outlook. Henley also teaches continuing legal education (CLE) classes throughout the U.S. and Canada covering a wide variety of topics related to law practice management, technology and ethics.

CAN’T ATTEND THE LIVE PROGRAM? JOIN IN BY LIVE WEBCAST!

If you are unable to attend the seminar in person, you also have the option of watching the program LIVE from your own computer. Webcasts count as “live credits” in Alabama, just as if the viewer was in attendance at the seminar.

TO REGISTER FOR THE LIVE WEBCAST:

Go to cumberland.inreachce.com and click on “2018 Live Webcasts” and then click on the seminar you want to watch. Follow the on-screen instructions to complete your registration.

TO REGISTER TO WATCH A WEBCAST REPLAY:

The recorded program will replay on Dec. 28 & Jan. 11 for on demand credit in Alabama. Register for webcast and replays at cumberland.inreachce.com.

REGISTRATION

To Attend In-person

Online registration: samford.edu/go/cle

Phone: 1-800-888-7454 or 205-726-2391

Fax: 205-726-2616

Mail: Cumberland School of Law CLE, P.O. Box 293759 Birmingham, AL, 35229

To View by Live Webcast: cumberland.inreachce.com

Law Office Technology

December 18, 2018

- \$349 Advance Registration (includes code to download and print course materials 48 hours prior to the seminar)
- \$369 Late Registration (after Dec. 14; includes code to download and print course materials)

Mr./Ms. Name _____
(circle) First MI Last

Alabama State Bar ID No. _____

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Cumberland School of Law Alumni Yes No

Check enclosed (payable to Cumberland CLE) Check # _____

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Exp. Date _____ Security Code _____
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CLE credit: The program has been approved for six hours of CLE credit in Alabama, including one hour of ethics.

Cancellations and refunds: Prepaid registration fees will be refunded, upon request, up to 48 hours before the beginning of the seminar. Arrangements for substitutions may be made anytime prior to the seminar.

Directions: samford.edu/about/maps