Apps & Technology for Mediators

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3rd Year at DMRC Conference

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“Apps for Florida Lawyers”
Florida Bar – on YouTube

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What We Will Cover

• Tech Is Inevitable – and good for business

• Host Mediation Like You Would Host a Party

• Apps for Mediators
Technology Is Inevitable... in fact, it’s good for your business
Help lawyers look good...

... And they will return!

(they’re using technology and so should you)
90% - there should be a min. level of tech competence

47% - tech should be mandatory CLE

92% - use Microsoft Office

75% - on Windows 7 or higher

64% - own iPhone

42% - own iPad
The future looks bright

Survey finds Florida lawyers are upbeat about the economy and increasing their use of technology

39% - use Chrome for internet
35% - do not fax
42% - LinkedIn
14% - Google+
12% - Facebook
3% - Twitter
Hosting a Mediation Is Like Hosting a Party
Make Friends...

- **Good** Website
- Top Listing on Google
- Facebook Page
  - Show community involvement
  - Photos of office, staff people
- LinkedIn
  - Be where your clients are
Invite Your Guests...

**Lawyers email and e-file**

- Use email to **make** and **keep** connections
  - Lawyers will search for you later in Outlook
- No aol or Hotmail – *be professional*
- Send Outlook Calendar invites
- Accept Dropbox & Google Drive links
  - Lawyers can send you large documents /files
Electronic Payment = GET PAID

Credit Cards

Online Payment

Bitcoin
Ensure Guests Arrive on Time

If I need directions or to call, which is more helpful?

Make Sure Your Website is Mobile-Friendly.

No Flash. Tap to Call. Tap for Directions.
The Right Environment

Screens – or at least a flat blank wall.
Curtains. Dim Lights.
The Right Environment

Polycom SoundStation2
$362  #1 on Amazon

Good Speakerphone!
If Person on Phone can’t hear, they will tune out.
Lawyer will blame you.
The Right Environment

YOU MUST HAVE RELIABLE, FAST WI-FI.
Party Favors:
What to Provide Your Guests

Extension cords (3 prong)

USB Chargers
  - Anker 40w 5-Port USB $25
Party Favors:
What to Provide Your Guests

Extra Phone Cables
1. Apple Lightning
2. USB Micro

Apple Lightning Digital AV Adapter
iPad to Projector
Party Favors: What to Provide Your Guests

**HDMI Projector**

Acer P1283

$320 on Amazon (#1 rated)

Consider a **Pico Projector**

Tronfy TP-50 ($85)
Party Favors: What to Provide Your Guests

Apple TV
$68 on Amazon

Google Chromecast
$68 on Amazon
Clean Up After the “Party”

Be careful of storage devices (USB drives, discs)

PROFESSIONAL ETHICS OF THE FLORIDA BAR

OPINION 10-2
September 24, 2010

A lawyer who chooses to use Devices that contain Storage Media such as printers, copiers, scanners, and facsimile machines must take reasonable steps to ensure that client confidentiality is maintained and that the Device is sanitized before disposition, including: (1) identification of the potential threat to confidentiality along with the development and implementation of policies to address the potential threat to confidentiality; (2) inventory of the Devices that contain Hard Drives or other Storage Media; (3) supervision of nonlawyers to obtain adequate assurances that confidentiality will be maintained; and (4) responsibility for sanitization of the Device by requiring meaningful assurances from the vendor at the intake of the Device and confirmation or certification of the sanitization at the disposition of the Device.
Apps for Mediators
ScanBizCards Business Card Reader

ScanBiz Mobile Solutions LP.

Details  Ratings and Reviews  Related

Screenshots

+ Downloaded —

This app is designed for both iPhone and iPad

Rating: 4+

LINKS
Privacy Policy
Developer Website

© 2012-2013 ScanBiz Mobile Solutions LLC

ScanBizCards is the easiest way to capture contact information.

ScanBizCards has the most accurate OCR. Never manually type in a contact again.
See PictureItSettled.com for video
Negotiation Move Planning
Concession Rate Assessment
Date & Time Calculator (9 in 1)

- **Data Ranger**
  - Start time point: 2014-08-28
  - Time: 7:53 PM
  - Now
  - Range to adjust:
    - 0 years, 36 hours
    - 2 months, 120 minutes
    - 45 days, 0 seconds
  - Sunday, December 14, 2014 at 9:53 AM

- **Time Difference**
  - Time Point 1: 2014-08-28, 7:54 PM
  - Time Point 2: 2014-09-02, 1:52 AM

- **Add/Subtract Time**
  - Time 1: 45 years, 4 months, 37 days, 0 hours, 450 minutes, 0 seconds
  - Time 2: 3 years, 2 months, 0 days, 85 hours, 0 minutes, 22 seconds
  - 4 days, 5 hours, 58 minutes
  - 48 years, 7 months, 10 days, 20 hours, 30 minutes, 22 seconds

- **Work Days**
  - Find work days between:
    - Start date: 2014-05-27
    - End date: 2014-06-28
    - Work days: 68
    - Weekend days: 26
    - Mon: 13
    - Tues: 14
    - Wed: 14
    - Thurs: 14
    - Fri: 13
    - Sat: 13
    - Sun: 13
powerOne Finance, Business, or Scientific
(or Calculator Pro for iPad)

Finance
Time Value
Loans
Capitalization Rates
401k

Business
400 calculations

Scientific
Physics
Statistics

All have free versions, $3 calculation packs, or $5 full versions
Genius Scan – PDF Scanner

The Grizzly Labs

Details | Ratings and Reviews | Related

iPhone | iPad

Offers In-App Purchases
This app is designed for both
iPhone and iPad

Ratings: 4+
TOP IN-APP PURCHASES
1. Genius Scan+ $6.99

LINKS
Privacy Policy
Developer Website

© 2015 The Grizzly Labs

A scanner in your pocket

Powerful image processing
Be Active During Mediation!

Annotate on Your iPad During Mediation
Skitch

Skitch - Snap. Mark Up. Send.

Offers In-App Purchases
This app is designed for both iPhone and iPad.

Rating: 4.5 (74)

TOP IN-APP PURCHASES
1. Skitch PDF Markup $1.99
2. Evernote Premium $4.99
3. Evernote Premium $44.99

Links
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Developer Website

© 2015, Evernote Corporation
Take a picture of document that one party wants the other to see
Or have party email you a photo...

Press attachment and save.
Open Photo in Skitch...

And mark it up to show the other party!
PDF Documents Are Modifiable: Learn to Sign in 10 Minutes

By Christopher B. Hopkins

Lawyers love PDF documents—but often for the wrong reasons. Last week, I exchanged settlement documents via email in two different cases. In both instances, the releases were created in Word, converted to PDF, and emailed. The purpose of converting to PDF was twofold: (1) avoid prying eyes viewing the track changes in the Word document and (2) the PDF format is “fixed” which prevents editing by the other side. Sound familiar? Well, that thinking is only half right. Ethics Opinion 06-2 requires lawyers to ensure the confidentiality of the metadata. However, PDFs should not be viewed as non-modifiable or permanently “fixed” in place—but that is a good thing.

A recent study by the ABA reveals that 89% of lawyers use a smartphone and nearly half of those are iPhones. In addition, almost 30% of all lawyers now use an iPad. While these figures may initially seem high, anecdotally, I have noticed in recent depositions and conferences that many lawyers now come armed with both an iPhone and iPad. In short, the legal community has embraced mobile technology.

This brings us back to the PDF. It is an elegant software device which can both preserve a Word document as well as scan an article or record into a word-searchable, indexable, and emailable document. But just as a Word document can be “fixed” or converted to PDF, the reverse is true. Think of it like freezing water and then thawing the ice back to its original state. There are free programs which perform this task. Even the upcoming version of Microsoft Word 2013 will open and edit PDFs as if they were Word documents. The concept of the PDF as a non-modifiable, permanently “fixed” document is wrong.

So how is this good for lawyers? The practice of law is mobile, hence the statistical popularity of iPhones and iPads. How often have you been out of the office and someone has

we need to save the PDF with you signature and send a test version to yourself. Tap your finger in a blank area of the page. A title bar should appear across the top of the screen. In the upper right corner, press the box with the arrow to the right (the “Forward document” icon). Select “email document” and send to yourself. The PDF bears your signature. Note, as of this writing, if you open the PDF on your iPad, it will not show your signature. Adobe claims it is a bug in the iOS rendering of the PDF. But if you open it either in any other PDF-editing program on iOS or on any other machine, rest assured, your signature is there.

You have just mastered the first step of what is called “annotation” software. Consider the implications: on the spot, clients can sign retention agreements, real estate documents, settlement releases, or any other document. Likewise, you can sign documents from the road.

There is a second step to annotating PDFs which involves highlighting or adding comments. Back in the Reader app, turn to page 8 of the Getting Started document. Press briefly in an open area of the page and then select the pen icon which appears along the top. Press the icon which looks like a cartoon “talking” bubble. Now you can comment (or “annotate”) on the text. This is helpful when revising a document to email to a client or back to the office. Next to that is a highlighter. Great for reading and highlighting medical records or large stacks of articles on the road (then print or save for later use).

Ultimately, you will want to pay for a fuller annotation program such as PDF Expert, Notes Plus, or Remarks. You will also want to get a stylus, such as the Targus Stylus or Wacom Bamboo Stylus. Stand out from the “average” 30% of iPad-carrying lawyers and use a stylus, annotation apps, and modifiable PDFs as your mobile office.

Christopher Hopkins is a shareholder with Akerman Senterfitt. Jot him a handwritten PDF note (or just a lowly email) at christopher.hopkins@akerman.com.
Have Everyone Sign on Your iPad
Open PDF in Adobe Reader
Press Where to Sign

Everyone can sign right on your iPad. Then email the signed settlement agreement to all parties.
Mediation Runs Late... It’s OK!

MyRadar
Mediation Runs Late... It’s OK!

Flight Aware
Mediation Runs Late… It’s OK!

Hotel Tonight
(More) Apps for Mediators
Remove a Lot of Photos from iPhone... Fast

Cleen - Delete photos in Camera Roll & Create photo book from Favorites

Swipe up to favorite

Swipe down to trash
Edit Office Docs on Dropbox, Google Drive, OneDrive, Etc.

HopTo
When Mediation Is Over...
Scan a Wine Bottle

Delectable
Find a Beer in Epcot

Beers & Ears

Beers and Ears Beer List - Walt Disney World Edition
Beermouse Productions

Rating: 17+

LINKS
Developer Website

© Beermouse Productions
Check Your Heart Rate!

Azumio Heart Rate