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There's An App for That- Help Finding Useful Software and Apps for Attorneys

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August 17, 2018, the Akron Bar Association

I. Tips For All Apps

- A. If you have IT support through your firm or organization - *talk to that department before you buy or download any software onto a machine or device your firm / organization owns!*
- B. Look for software and apps that work with multiple devices or even cross-platform
 - 1. Some software, like Scrivener and Aeon Timeline, are offered for OSX and Windows
 - 2. Some apps sync between your PC and your smartphone, or even your smartwatch
- C. Read reviews by professionals, power users, and regular mortal users
 - 1. Macworld - <https://www.macworld.com>
 - 2. PC Magazine - <https://www.pcmag.com>
 - 3. CNet - <https://www.cnet.com>
 - 4. Amazon
 - 5. Apple App Store - <https://www.apple.com/ios/app-store/> or on your device
 - 6. Windows app store - <https://www.microsoft.com/en-us/windows/windows-10-apps>
 - 7. Android app store through Google Play - <https://play.google.com/store/apps?hl=en>
 - 8. Blogs
 - a) Mac In Law Offices
 - b) Bar associations
 - c) ex: American Bar Association's Legal Technology Resource Center - has comparison charts of different apps' features
- D. Be pricing conscious
 - 1. Be aware of whether "in-app purchases" may be required to get full functionality out of the software, or just to avoid ads

2. Be aware that some popular software packages are now only available in a downloaded version with monthly charges to maintain your license to use the software
 3. Understand the differences in features offered in a “free” or low-cost version of an app, versus the full or “pro” version.
 4. Some software allows you to try before you buy, with free trial periods
- E. Be aware of your computer’s / device’s performance specifications, and make sure before you make a purchase that your device meets the software’s performance requirements
1. No sense in buying software that requires OSX High Sierra, when your machine’s purring quite nicely with Snow Leopard.
 2. It’s also best to look for software that make the most of any special features of your machine.
- F. Don’t forget the “freebies” that came with your operating system or device!
1. Siri
 2. Notes
 3. Calculator
- G. Your device’s “app store” will be a convenient place to locate the app you need - and may be cost-effective
1. Ex: If you purchase software through the Apple App Store using your Apple ID, you might not have to purchase the software again if you buy a new device

II. The Essentials

- A. Some of these are included in packages billed as law practice management software, or even in cloud-based services such as those offered by Google
- B. Calendar
- C. E-mail
- D. Time & Billing
1. RocketMatter
 2. AbacusLaw

3. Amicus Attorney

4. Clio

E. Productivity

1. .PDF reader

a) Adobe Acrobat

b) .PDF Reader Pro

2. Word Processing

a) find one that works well for you, and that can read / export into a Word-compatible document

b) one that will export to .pdf is also helpful

c) examples:

(1) Word

(2) Pages

(3) Word Perfect

(4) OpenOffice

(5) Google Docs

3. Research

a) Mobile apps

(1) Westlaw

(2) Fastcase

(3) Oyez - U.S. Supreme Court decisions

(4) Ohio Revised Code

b) Many of the above come through your Web browser on your PC

F. Online Conferencing

1. Examples:

- a) Skype
- b) FaceTime
- c) join.me

- 2. Note that some meeting organizers will tell you which app to use, and how to obtain it

G. Large file compression/decompression

- 1. WinZip
- 2. StuffIt Expander

H. Presentations

- 1. PowerPoint
- 2. Keynote
- 3. Prezi

I. Anti-Malware

- 1. Avast
- 2. Norton Antivirus
- 3. Lookout (iPhone)

III. The App Less Taken

A. Note-taking/keeping

- 1. Evernote
- 2. Microsoft OneNote

- B. File Sharing - because some documents are too big to e-mail, even when they're compressed
 - 1. Some are browser-based; make sure they're password-protected
 - a) Some give a particular user permission to view *only* specific materials about a specific case
 - 2. Ex:
 - a) DropBox
 - b) Google Docs
 - c) BaseCamp
- C. Timeline creation - These programs help you figure out when events occurred in relation to each other
 - 1. Aeon Timeline 2
 - 2. CaseMap - through Lexis
 - 3. Smartsheet - through Google
 - 4. Office Timeline
- D. Date Calculators - When's that brief due again?
 - 1. DateTimeCalcPlus
 - 2. Date&Time Calculator
- E. Trial Management - organizing your exhibits, depositions, and all the documents you'll need
 - 1. TrialPad
 - 2. CaseMap suite

F. Writing / Organizing

1. More than word processing - these apps make index cards, outlining, and writing take place all at the same time, saving you time
2. Examples:
 - a) Scrivener
 - b) NoteBook
3. Don't forget a dictionary!
 - a) Merriam-Webster
 - b) Google Translate

G. Mind Mapping

1. You can use these to visually organize a project, an argument, etc.
2. Examples:
 - a) MindNode
 - b) Scapple