

## 2019 Law Practice Today Expo- CLE Course Descriptions

FRIDAY, APRIL 12<sup>TH</sup>

### TECH UPDATES (4 Sessions)

10:15 – 11:15 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.



**Barron Henley** is one of the founding partners 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 and is a member of the American, Ohio and Columbus Bar Associations, and the Worthington Estate Planning Council. He is a member of both the ABA Law Practice Management and the Real Property Trust and Estate Law ("RPTE") Sections. He's a member of RPTE Futures Task Force, a Board Member for the ABA TECHSHOW, and is the former Chair of the Ohio State Bar Association Law Office Automation & Technology Committee. Mr. 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. Barron is also an expert in launching new law firms, overhauling existing firms, and documenting and re-engineering law firm processes. Finally, Barron 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.

11:30 a.m. – 12:30 p.m.

#### **Paperless Lawyering: Making Your Practice Exponentially Easier To Manage**

Imagine being able to instantly access information in your client files, anytime—even if you're out of the office. Learn the simple, sensible method used by a commercial litigator who went from paper-intensive big firm practice into a low-overhead solo practice. You can smoothly make the shift to an efficient, low-stress paperless practice even if your computer skills are limited to doing email and surfing the web. Attendees will learn: the biggest myth about paperless lawyering, the best scanner for small law firms, which documents you MUST keep in paper form, the top 5 benefits of a paperless law practice, why PDF skills are crucial, and how to learn them painlessly and quickly, and steps to make the transition.



**Ernie Svenson** worked in a large New Orleans firm for 18 years doing commercial litigation. Working in a prestigious firm was supposed to be wonderful, and at first, it was. Eventually, Ernie became a partner and things seemed to go downhill. Ridiculous overhead, high billable hour quotas, and mindless bureaucracy left him burned out and disillusioned. Then he learned to leverage technology to create a simpler law practice (e.g. being paperless). His low-cost website attracted a steady flow of good clients, which made his solo practice financially successful as well. Now, through his LawFirmAutopilot.com website he helps fellow lawyers build their own dream practices. Ernie is a nationally recognized speaker and author on various topics such as paperless lawyering, email efficiency, document automation, and online marketing.

2:00 – 3:00 p.m.

### Law Firm Autopilot: 3 Pillars to Prosperity & Freedom

Learn to create a practice so smooth-running that it feels like it's on autopilot. Discover how you too can earn more while working less so you can spend more time away from the office doing fun things besides practicing law. All you need is a proven blueprint that shows you how to use technology sensibly and strategically. Attendees will learn: How to get better clients the fast, simple, inexpensive way (using basic technology that you're already used to and adept with); How to dramatically improve efficiency (and lower overhead) through digital automation; and How to hire exceptionally talented workers to help you run your law firm, even on a part-time basis (using virtual assistants available to you anywhere in the world).



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3:30 – 4:30 p.m.

### 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.



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