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PROGRAMS

BOSTON

1 – 5 p.m.
Wednesday,
October 1, 2008

REGISTER...By mail, fax, e-mail, phone or at the door!

CAN'T ATTEND?...Order the CD.

Taming the technology tiger

The Paperless Practice Toolkit



The Paperless Practice Toolkit

Taming the technology tiger

Why attend?

Despite the widespread availability of paperless technologies, many attorneys continue to use paper documents to conduct and manage their practices. Every time a document is printed or photocopied, potential efficiencies are lost and unnecessary costs may be incurred. Paper documents are not searchable or sortable. They can become easily disorganized. They require physical storage space in binders, boxes, and cabinets. They are expensive to ship and to archive. Every duplicate set costs as much to copy as the first set, and every time documents are disassembled for copying their condition is degraded.

There are many cost-effective alternatives to a traditional paper-based practice. For litigation attorneys, these can include electronic discovery (whether of existing electronic files or by scanning existing paper files) and the electronic presentation of evidence at trial. For transactional attorneys, this can include searchable electronic transaction binders and deal rooms rather than hardcopy collections. For all attorneys, this can include the use of electronic document management tools, organizational tools, and search and retrieval tools. Many of these tools are inexpensive and intuitive to use and can be incorporated smoothly into a traditional paper practice.

This program provides you with all the tools you need to make your practice completely paperless.

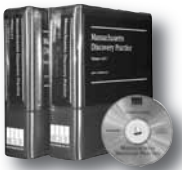
You will learn...

- ▶ The economic benefits of using scanning rather than copying
- ▶ Simple business practices to organize your cases electronically
- ▶ Cost-effective alternatives to paper discovery and production
- ▶ The use of electronic closing binders for organizing transactional documents
- ▶ How to use knowledge-management systems to mine your firm's work-product
- ▶ The use of inexpensive search tools
- ▶ How to conduct a simple but effective paperless trial

Agenda and electronic written materials

- ▶ Key Steps to Going Paperless
- ▶ A Practical Guide to the Latest Technology
- ▶ Demonstrations of the Newest Tools
- ▶ "Ask the Experts" Q&A Session

ALSO AVAILABLE



Massachusetts Discovery Practice

Massachusetts Discovery Practice is the Massachusetts lawyer's essential guide to discovery and investigation in the information age. This book's scope includes not only fundamental areas such as client interviewing and creating a discovery plan but also such diverse topics as internal investigations, use of the internet, treatment of confidential communications, electronic discovery and foreign witnesses.

Practice notes, judicial and ethics commentaries and sample forms and exhibits clearly lay out the essential elements, potential pitfalls and best practices associated with each step of the process. Use this book to learn how to conduct investigations, obtain sensitive information from government and other sources, preserve evidence and deal with spoliation. No litigator should be without it!

No. 2020268B00, © 2002, 2005, 1,212 pages in two volumes (looseleaf) with Forms on Disc. Nonmember \$195. MCLE Sponsor Member \$175. Supplemented regularly.

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DATE AND LOCATION

Wednesday, October 1, 2008
1 – 5 p.m.
MCLE Conference Center,
Ten Winter Place, via Winter Street,
Boston

PROGRAM NO. 2090008P01

4 Substantive Credits

TUITION includes written materials

- ▶ MCLE Sponsor Members \$175
- ▶ MBA/BBA Members \$185
- ▶ All Others \$195

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- ▶ MCLE Sponsor Members \$95
- ▶ MBA/BBA Members \$125

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CAN'T ATTEND?



CD

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- ▶ NonMembers \$135