

2019 SOLO AND SMALL FIRM LEGAL TECHNOLOGY GUIDE REVIEW

If you are a solo practitioner or a member of a small legal firm, this book is a must and an amazing resource. Technology is rapidly changing - more and more the practice of law is being guided and shaped by its use.

From office management issues to accounting, from e- discovery to court technology, from electronic communication to client's confidentiality, from case management to retention of files, from preparation of pleadings to electronic filing, staying on top of the new technology and learning how it can impact our day to day practice is imperative.

In this book, the authors provide an in depth overview of today's technology uses and available products, what works and does not work along with cost-efficient recommendations. It is a complete summary of the available technology from computer options, hardware and components, office equipment, office networking and management software, security systems, document preparation and storage. It contains a wealth of knowledge that compares available office electronic equipment and legal practice related management systems in terms of efficiency, practicability and cost. I highly recommend this book.

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