

Law Office Technology

Friday, February 6, 2009 • The Capital City Club • 7 Harris Street

8:30 am – 3:30 pm • Registration at 8:00 am

6 CLE hours, including 1 Ethics, 1 Professionalism and 1 Trial Practice

Program Planning Committee: David G. Richards, Janis L. Rosser, Steven W. Hardy and Katherine L. Adams-Carter

Practical technology solutions for you and your law firm

SEMINAR AGENDA

8:00a Registration and refreshments

8:30a Backup Technology: What you need to do and why you need to do it

- Do you handle more or less digital information than you did 5 years ago?
- Do you project that you will handle more or less digital information 5 years from now?
- The myth of the paperless office debunked
- PDF as the medium of exchange
- Working in a reduced paper workflow
- Protecting your intellectual property
- E-filing and electronic signatures
- Keeping track of digital information

Nancy Duhon, Esq., Duhon Technology Solutions, LLC

10:00a Refreshment break

10:15a Technology Resources Available Through the State Bar of Georgia

- Overview of the extensive technology resources that the Georgia Bar makes available to its members
- How you can easily access these resources
- How the Georgia Bar staff is available to assist you in integrating these resources into your practice

Natalie R. Kelly, Director, State Bar of Georgia Law Practice Management Program**10:45a Metadata and Related Developing Issues**

- What is metadata?
- How metadata can be identified or revealed in documents
- What metadata reveals to persons other than the attorney and client who created it
- Tools that “scrub” metadata from a document
- Ethical and other legal issues regarding metadata

Professor David Hricik, Esq., Mercer University School of Law

12:15p Lunch (included)

12:45p Managing Your Internet Presence

- Simple and practical techniques to create, boost and influence your firm’s Internet presence
- Optimization of search engine results
- Using LinkedIn, Twitter, Facebook and MySpace
- To blog or not to blog (er, what exactly is a blog?)
- How to control what people learn about you online
- Online activities that help (or hurt) your business

Cordelia Blake, Cordelia Blake Web Design**1:45p Lawyers On Call 24/7: Multi-Tasking Gone Mad**

It was in the 1990s that “multi-tasking” made its way into résumés and advertisements – as a desirable, if not required, skill. Technology has made it easier for us to stay connected to work and our clients. Is this a good thing, or is it a good thing gone awry? Recent studies show that there are significant emotional, physiological and psychological consequences to always being “connected.” The concept of “continual partial attention” invites us to wonder what is happening to our attention spans and ability to think critically and not superficially about our cases and the issues our clients face. What is happening to us? What drives us to be available 24/7 or close to it? Can we stop ourselves (or do we want to)?

Andrew M. Sheldon, J.D., Ph.D., SheldonSinrich**Anthony Cochran, Esq., Chilivis, Cochran, Larkins & Bever**

2:45p Refreshment break

3:00p Demonstrative Presentations and How to Do Them

- Effective use of audio/visual tools in any legal setting, e.g., in a courtroom, before an arbitrator or an arbitration panel, in a contract negotiation, when doing a CLE presentation -- even if you have never done one before

Michael L. Neff, The Law Offices of Michael Lawson Neff, PC

3:30p Adjourn

Also available via live webcast!

To register for the webcast, call Impact Media Solutions at 770-805-6292.

To attend in person, complete the form on the reverse and return it to the Atlanta Bar Association, or register online at www.atlantabar.org.

Parking: Free valet parking at the Capital City Club

Cancellations: If you cannot attend, please feel free to send a substitute in your place. If you want a refund, notice of cancellation must be received before 5p on February 4, 2009. Course materials will be mailed to paid no-shows.

CLE Credit: A \$45 fee to report CLE credit, charged by the State Bar of Georgia, is included in your registration fee. If you do not want this credit reported for you, deduct \$45 from your registration fee.

Questions: Call 404-521-0781, or e-mail cle@atlantabar.org.

Atlanta Bar Association
CLE: Law Office Technology
229 Peachtree St. NE #400
Atlanta, GA 30303-1601

Return Service Requested

The Sole Practitioner/Small Firm Section
and



present

Law Office Technology

Practical technology solutions
for you and your law firm

Program Planning Committee:

David G. Richards, Janis L. Rosser, Steven W. Hardy and
Katherine L. Adams-Carter

Friday, February 6, 2009

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REGISTRATION FORM: Law Office Technology, February 6, 2009

Registration and CLE Fees: Check the applicable boxes below to register and take your optional CLE credit discount.

**Early registration discount available through
Monday, February 2, 2009**

Payment option:

Check enclosed (payable to the Atlanta Bar Association)

Charge my: Visa MC Am Ex

Acct. # _____ Card code _____

Exp. ____/____ Signature _____

- Atlanta Bar SPSF Section Member: \$179 early/\$199 regular
- Atlanta Bar member but not SPSF Section member: \$189 early/\$209 regular
- Non-Atlanta Bar member: \$219 early/\$239 regular
- Legal Support Staff: \$119
- Law student: \$25
- Lawyer who does not want Georgia CLE credit: Deduct \$45

Total enclosed: \$ _____

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How to register: Mail to the Atlanta Bar Association, Suite 400, 229 Peachtree St., Atlanta, GA 30303. **Fax** to 404-522-0269. **Call** the Atlanta Bar Association at 404-521-0781.