

# Oregon Law Practice Management

Practice Management Tips for Oregon Lawyers



## The Best of Solo by Choice: Nothing Beats Cheap or Free

This is the second in a series of posts featuring the advice and insight of [Carolyn Elefant](#) of [MyShingle.com](#). Carolyn graciously agreed to speak at our recent Solo by Choice program. Those in attendance came away with a copy of [Carolyn's book](#) and a lot of great ideas, including these tips on cheap or free tools for a solo practice:

- [Time: 59](#) - Online time and billing software. (\$49.95 per year)
- [Freshbooks](#) - Online time and billing software. (Basic package is free)
- [Freelance Switch Hourly Rate Calculator](#) - Just what it says: an hourly rate calculator. (Free)
- [Google Voice](#) – Available by invitation only. A single phone number that rings all your phones, with call-forwarding, call screening, call recording, voice to e-mail transcription, and more. (Free)
- [Free Conference Calls](#) - Conference calling services. (Free)
- [DimDim Web Conferencing](#) - Video Web conferencing. (Basic services are free)
- [Wufoo](#) - Forms and online client surveys. (Free)
- [Box.Net](#) - Online storage and collaboration. (Basic services are free)
- [Mail Chimp](#) - E-mail marketing and newsletters. (Free)
- [Logo Ease](#) – Logo design. (Free)
- [OpenOffice](#) – An alternative to Microsoft or Corel Office suites. (Free)
- [WordPress](#) and [Blogger](#) – Blogging software. (Free)
- [Google Scholar](#) – A simple way to search for scholarly literature, including legal opinions and journals. [Read more about Google Scholar here.](#) (Free)

My two cents? Also check out:

- [Dban](#) – Hard drive disk wipe and data cleaning. Meets DOD standards. (Free)
- [PCDecrapifer](#) – Uninstall unwanted programs and delete temporary or downloaded files you don't need. (Free)

- [CCCleaner](#) – An aggressive clean up/disk defragmenter tool. Used in lieu of operating system tools. (Free)
- [LastPass](#) – Online password manager and form filler. (Free)
- [ExchangeMyMail](#) – For anyone who wants the functionality of running Microsoft Exchange Server without the hassle or big price tag. (Starts at \$12.99 per month.)
- [Acrobat.com](#) - Unlimited file downloads, online office applications, 3-person Web conferencing, and 5 PDF conversions. (Free. Enhanced services start at \$14.99 per month.)
- [GOOG-411](#) – Call 1-800-GOOG-411 for voice-activated 411 service connecting you to businesses in the US and Canada. (Free)
- [ABA Legal Technology Resource Center](#) – Online technology advice, articles, posts, and weekly roundup of practice management blogs. My favorite part of this site is the [FYIs: Technology Overviews](#). (Online content is free. [Services](#) available only to ABA members.)
- [Survey Monkey](#) – Online client surveys (Basic services are free.)
- [Fastcase](#) – Legal research (Free with your Oregon State Bar membership.)
- [In Brief](#) – 10 years of archived newsletters published by the Professional Liability Fund (PLF). A great place to start when researching an issue. Use the site's [Search](#) link or peruse the Subject Matter Index of past articles. (Free)
- [Practice Aids and Forms](#) - Over 270 forms in 40 areas from the PLF. (Free)
- [CLE](#) – 17 Online/downloadable CLEs. More than 40 on CD/DVD. All from the PLF. (All online CLE is free. Most programs on CD/DVD are free.)

Carolyn's presentation and book, [Solo by Choice](#), are available now on the [PLF Web site](#) for \$30. Select [Programs on Audio](#) or [Programs on Video](#). I have a few more tips to blog, but if you missed the live program, order the CD/DVD and get Carolyn's book and handout material from this terrific CLE.

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