

THE BIZILAW NEWSLETTER

DEC 2010

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Dear Readers,

We'd like to take this opportunity to thank you for your friendship and support over the past year. As always, you continue to keep us on our toes. Thank you for presenting us with a constant challenge to expand the breadth and depth of our services.

The landmark events in this past year include new service offerings focused on digitisation and litigation support. As managing digital data such as email evidence and electronic discovery become essential components of a litigator's work, we will continue to offer educational, consultative as well as outsourced professional services in this challenging area.

In the new year, we will also be expanding our focus to include more services for corporate and litigation lawyers. These include hosted deal rooms for M&A work and software for more efficient document management, knowledge sharing and collaboration.

Technology continues to impact on the practice of law in more ways than we could have foreseen. Corporations today operate in dispersed geographic locations and most of business correspondence is digital. A lawyer's greatest challenge is in adopting a digital mindset to replace traditional paper. These challenges present themselves not only when dealing with email in the cases you handle, but also in managing your law practices.

By focusing on the negative aspects of technology (primarily how it creates new expectations on transactional speed so that lawyers work under ever increasing time pressures), you might miss out on opportunities that tech-savvy lawyers have realised - including instant search and retrieval of precedents and past work products; working from anywhere; knowledge sharing and collaboration; and use of social media in law firm marketing.

In this brave new digital world, those who take on the challenges lead the way. We will continue to provide support through education, consultation and sourcing the best of breed technology applications for your practice regardless of size or practice specialisation. For us, technology has always meant **doing more with less***.

Come on board and we'll help you on your way.



***Do More With Less: our services include -**

**New Practice Start Up
Digitisation and a Paper-Less Office
Financial Management & Bookkeeping
E-Discovery & Litigation Support
Hosted Deal Rooms
Document & Email Management
Precedent Libraries & Knowledge Sharing
Mobile Lawyer-ing & Collaboration
Document Assembly & Intelligent Templates**

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A LEGAL TECHNOLOGY ROUND-UP



For All Law Practices - Keep On top of Practice Financials & Timelines and Documents

The Challenges: As a practice owner, your greatest challenge is to stay in business! This includes not just fee-earning but also managing practice risks. Maintaining a healthy cash-flow and keeping track of matter deadlines are givens; greater challenges lie in operating efficiently so that you stay focused on fee-earning work and not on looking for documents, preparing or chasing bills, or fire-fighting when the ball is dropped.

The Solution: Back room operations such as billing can be automated; shared calendars can remind you of matter timelines; document management systems will help you re-use prior work products and save time looking for documents. In short, smart use of available technology can help you operate more efficiently and make practice more enjoyable.

SOFTWARE	FEATURES	BENEFITS
<p>LEAP OFFICE</p>  <p>Suitable for - Perfect for Small & Medium Practices wanting to manage their practices better All Practice Types</p>	<p>For Financial Management Clients & Matters (File Opening) Invoicing Electronic Time Recording Disbursements Tracking Office & Client Account Ledgers Financial & Management Reports</p> <p>For Practice Management Document Assembly Emails & Documents by Matter Calendar</p>	<p>Client & Matter Database for conflict checks Bill more often, more quickly Implement debt recovery actions Up to date financial reports Compliance with Client a/c Rules More efficient document & email management Shared Calendars reduce risk of missed timelines</p>
<p>WORLDOX</p>  <p>Suitable for - Corporate & Litigation Practices In-House Legal Departments Practices aiming to capture and re-use knowledge</p>	<p>For Email & Document Management Matter-centric organisation of documents & email User customisable access levels Powerful Search Engine Archiving and Instant Retrieval Integration with Scanners, Blackberry and iPad</p>	<p>Find Documents instantly Organise and Manage Emails Manage Precedents to facilitate knowledge re-use and sharing Work from anywhere Ensures confidential documents are protected. Document audit trails prevent theft.</p>
<p>actionIT- online legal calendar</p>  <p>Suitable for - All Practice Types; especially practices engaged in high volume transactional work with strict deadlines</p>	<p>Dates by matter, date type, person responsible Matter Key Dates, To-Dos and Appointments Key Date templates for Transactional Work Secure Web Login Easy Task Assignment and Supervision of task deadlines</p>	<p>Instant access to matter deadlines Shared Calendars Facilitate Collaboration in working teams Easily Assign Tasks & Monitor Task Deadlines Web-based Calendar for access from anywhere</p>





For Litigation Practice - The Smarter Way to Prepare Your Case

The Challenges: With documents becoming more voluminous and facts more complex, managing your case and preparing for trial becomes hugely labour intensive. Despite the advancements in technology, most law firms today conduct trial preparation in the same way they did 10 years ago – Using Word to create fact chronologies and LODs; paginating with a manual

number stamp; printing emails for review...

The Solution: You can undertake these actions faster and with much less effort if you used software to automate your LODs, pagination and other laborious aspects of trial preparation. Your time and energy will be better spent focused on the legal arguments before the judge. Whether your case comprises 8 arch folders or 8 container loads of documents, litigation support technology will help you to manage your cases in a smarter and more effective way.

SOFTWARE	FEATURES	BENEFITS
<p>CASE MAP</p>  <p>Suitable for Litigation Firms of All Sizes</p>	<p>Provides an inter-relational database of critical case knowledge to organise information about key facts, source documents, cast of characters, issues, material questions, authorities and research.</p> <p>Powerful case analysis tools enable sorting, filtering and tagging for efficient fact organisation and evaluation.</p>	<p>Central depository of all relevant case information facilitates case management and analysis Facilitate collaboration Conduct efficient case analysis Quick and painless creation of fact chronologies, LODs and case briefs.</p>
<p>Adobe Acrobat X</p>  <p>A Desktop tool for every lawyer and paralegal In-House Lawyers</p>	<p>Convert or Scan to PDF Convert PDF to editable Word or Excel Read, Search and Share PDF documents Document Protection (protects formats and read/write/print/copy restrictions) Version Comparisons and Mark-Ups Document Review with comments, bookmarks and annotations Automated Pagination of bulk documents Digital Signatures</p>	<p>Searchability empowers sharing and more efficient document retrieval and management Essential tool for law practices going Paper-less Document protection for digital document exchange PDF to word conversion saves you from having to type hard copy and pdf documents</p>

For Corporate Practice



The Challenges: Companies are aggressively spanning the globe for new consumer markets or to gain access to cost-efficient production. Corporate legal departments will expect their lawyers to be similarly equipped to take on the challenges of cross-border multi-party transactions. This includes adopting technology such as electronic deal rooms where secure access to project documents can be shared with ease amongst collaborating parties; video-conferencing in place of face-to-face meetings; and for the mobile commercial lawyer taking meetings around the globe, a smart and efficient way to instruct and receive support from his team at home.

The Solution: You don't need to buy expensive, state-of-the-art systems for your practice, you just need to know what is available and be ready to deploy as value-added service to your client. As for the efficiency of your support team - impart organization to your precedent library, institute systems for knowledge capture and reuse, facilitate collaboration in working teams - and you will find commercial practice more profitable.

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For Conveyancing, Corpsec, Debt Recovery and Process Driven Transactional Work

The Challenges: For firms engaged in high volume work, their greatest challenge is in keeping staffing cost down but productivity high. Intense competitive pressures translates to longer working hours, sloppy work output and unnecessary practice risks such as missed deadlines and high staff turnover.

The Solution: Work Smarter by using document assembly software to cut document preparation time while ensuring practice standards are maintained in work output. Easy access to shared calendars organised by matter key dates will reduce over-reliance on staff and keep you on top of your deadlines.

SOFTWARE	FEATURES	BENEFITS
Lawdocs – Hotdocs 	Automated Document Assembly software Automates the creation of standard forms from intelligent precedent templates that enables – Interactive user input through ‘If’ statements and multiple choice to select variable outcomes Matter-specific information is re-used across templates Master Precedents are secured to avoid misuse or corruption	Efficient Document Production saves time and effort Maintains consistency of output Impart organisation to centralised library of forms and precedents Update standard forms and documents across the Law Practice painlessly Stores completed documents in Matter-centric folders for easy retrieval
actionIT—online legal calendar  Suitable for – All Practice Types; especially practices engaged in high volume transactional work with strict deadlines	Dates by matter, date type, person responsible Matter Key Dates, To-Dos and Appointments Key Date templates for Transactional Work Secure Web Login Easy Task Assignment and Supervision of task deadlines.	Instant access to matter deadlines Shared calendars to facilitate working teams Easily Assign tasks and monitor task deadlines Web based for access from anywhere



3 GOOD REASONS WHY YOU SHOULD INVEST IN LEGAL TECHNOLOGY IN 2011

#1 Government “PIC” Tax Credit Scheme

The IRAS will give you a tax credit OR cash in hand when you spend money on technology* For every \$15,000 you spend on technology, you receive up to \$7,500 in tax savings or \$2,625 in cash. * **Qualifying expenditure** for law practices include - a. Office automation software (including MS Word, Adobe Acrobat)

- b. Legal Technology Applications such as LEAP, WORLDOX, CaseMap, Hotdocs and other software
- c. Office Equipment i& Hardware such as computers, scanners and multi-function copiers etc.

#2 Legal Technology now Costs Less! At the prevailing foreign exchange rate in our favour, US or UK-made software is suddenly cheaper than ever. Enjoy these low prices while it lasts!

#3 Best of Breed legal technology with local support and financing

We do not simply sell software, we customize for Singapore practice, train and support end-users so that you get all the help you need to realize your investment. We also run workshops, user conferences and reseller promotions; AND we provide interest-free financing options and government grants (where applicable).