

# 60 in 60: Tech Tips, Apps, and Sites to Launch Your Law Practice into the 21st Century

Presented by

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1. Adobe Document Cloud (a.k.a. Acrobat DC) <https://acrobat.adobe.com/us/en/>
  2. Don't use free email (e.g. your email address shouldn't end in @gmail.com, @outlook.com, @yahoo.com, OR ESPECIALLY @aol.com)
  3. Professional grade email, calendar management, file syncing/storage, and more for \$10/month: G-Suite (f.k.a. Google Apps for Work)
  4. Google Scholar <https://scholar.google.com/>
  5. Take your data with you using Google Takeout <https://takeout.google.com/>
  6. Two-Factor Authentication: <https://www.authy.com/>
  7. Automatic app <https://www.automatic.com/>
  8. IF (f.k.a. If This Then That) <https://ifttt.com/>
  9. File This (get 250MB free with this link <https://filethis.com/invited-by-a-friend?token=Bg4MLHehn13jMtFGxilbcw%3D%3D>)
  10. <https://www.lynda.com/>
  11. Open source (free) photo editing software: <http://www.gimp.org/>
  12. Secure your mobile device(s): Lookout app <https://www.lookout.com/>
  13. Research NJ local ordinances and code sections: <http://www.generalcode.com/ecode360/NJ>
  14. <http://www.codedsystems.com/codelibrary/newjersey.html>
  15. <https://www.municode.com/library/nj>
  16. <https://www.psychologytoday.com/>
  17. [https://archive.org/details/softwarelibrary\\_msdos\\_games/v2](https://archive.org/details/softwarelibrary_msdos_games/v2)
  18. <http://www.certificationmatters.org/default.aspx>
  19. Free(ish) online legal research: <http://www.fastcase.com>
  20. <https://casetext.com/>
  21. Rulebook app <http://readyreferenceapps.com/>
  22. Wolfram Lawyer's Professional Assistant app <http://products.wolframalpha.com/professionallapps/lawyer.html>
  23. NJ Opinions <http://www.judiciary.state.nj.us/opinions/index.html>
  24. NJ Unpublished Opinions <http://www.judiciary.state.nj.us/opinions/unappopin/unappopindex.html>
  25. The Sedona Conference <https://thesedonaconference.org/publications>
  26. Monmouth County Public Library <http://www.monmouthcountylib.org/>
  27. NJ State Library [http://www.njstatelib.org/services\\_for\\_libraries/statewide\\_services/jerseyclicks/](http://www.njstatelib.org/services_for_libraries/statewide_services/jerseyclicks/)
  28. Resource to download open source software: <http://www.techsupportalert.com/>
  29. Open source audio editing software for Windoze: <http://www.audacityteam.org/>
  30. National Climatic Data Center <http://www.ncdc.noaa.gov/IPS/coop/coop.html>
  31. Public records search: <http://php.app.com/agent/>
  32. NJ Division of Consumer Affairs <http://www.njconsumeraffairs.gov/>
  33. Research NJ healthcare providers: <http://njdoctorlist.com/>
  34. Monmouth County Open Public Records Search System <http://oprs.co.monmouth.nj.us/Oprs/index.aspx>
  35. Turn your smartphone into a bona fide mobile scanner with Scanbot Pro <https://scanbot.io/en/features.html>
  36. Tame your email inbox with Sanebox [http://bahg.at/sane\\_bOx](http://bahg.at/sane_bOx)
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37. Remember everything! With Evernote (use this link to get upgraded to Evernote premium with your free trial  
<https://www.evernote.com/referral/Registration.action?sig=7980579eb4c04754b4ede63f36d07161b3ed2384003f0fcc2d63c860723665d0&uid=7528230>)
38. Get the best airline seats: <https://www.seatguru.com/> (also has mobile app)
39. Just for fun: <http://www.stickt texting.com/>
40. Have a business plan for your firm <https://www.liveplan.com/>
41. Document your firm's processes & procedures: <https://www.process.st/>
42. Simple, affordable online accounting & trust account management: <https://quickbooks.intuit.com/online/>
43. Backup your data using (at least) the 3-2-1 Backup rule: <http://www.networkcomputing.com/storage/3-2-1-backup-rule-recovery/108368175>
44. Save time & money with [PacerPro.com](http://PacerPro.com)
45. The *best* legal practice management app for solo and small firms: Clio [https://app.goclio.com/signup?referral\\_code=oqlfj8](https://app.goclio.com/signup?referral_code=oqlfj8)
46. Effortlessly & accurately calculate dates: <http://www.timeanddate.com/date/dateadd.html>
47. Clipboard management app lets you copy & paste text between your iPhone, iPad, and desktop/laptop computers: <http://lifel hacker.com/copied-is-a-fully-featured-clipboard-manager-for-ios-wi-1748559881>
48. For Windoze/Android users: <http://www.makeuseof.com/tag/share-windows-clipboard-android-device/>
49. Why you need Uninterruptible Power Supply (UPS): <http://www.groovypost.com/unplugged/why-you-need-uninterruptible-power-supply-pc/>
50. Don't practice law in a bubble—read/hear what forward-thinking lawyers are writing about the evolving practice of law: <https://lawyerist.com/> (podcast <https://itunes.apple.com/us/podcast/lawyeristpodcast/id951946132>)
51. Also read: <http://abovethelaw.com/>
52. Stay up to date on law practice trends and changes in both procedural and substantive law by subscribing to a few podcasts to listen to during your drive or train/bus commute; start here: <http://legaltalknetwork.com/>
53. Stop using Times New Roman font (or Arial) and start paying attention to typography: <http://lab.lawyerist.com/lawyering-skills/44-improve-the-typography-in-your-legal-writing.html>
54. Don't create pleadings/motions by opening an old document, change the file name, and then copy and paste the new facts/data into the new file: <https://lawyerist.com/44730/6-essential-microsoft-office-skills-for-coping-without-an-assistant/>
55. Learn how to use Microsoft Word (really!); start here: <https://lawyerist.com/77895/five-microsoft-word-rules-need-follow/>
56. And here: <https://lawyerist.com/80491/dear-lawyers-not-word/>
57. Create professional quality letterhead using Microsoft Word: <https://lawyerist.com/70925/diy-law-firm-letterhead-using-microsoft-word/>
58. Never EVER send Word files as correspondence—Word files are not final documents, and should **never** be sent to anyone unless you are collaborating on a *draft*.
59. Streamline your client intake process and cut down on data entry with Lexicata [lexicata.com](http://lexicata.com)
60. Become more efficient by tracking (all) your time effortlessly and passively using Chrometa [chrometa.com/#\\_a\\_chrohub](http://chrometa.com/#_a_chrohub)