




Minnesota State Bar Association
Continuing Legal Education
Your State Bar at Work for You

THE \$6,000 LAW OFFICE

Featuring nationally acclaimed legal technology expert

Barron K. Henley
Columbus, Ohio



Acquiring all the
technology you need
to put together a
first-class law office
– within a detailed
\$6,000 budget!

Wednesday, October 28, 2009 • Minnesota CLE Conference Center
Seventh & Nicollet • Third Floor City Center • Minneapolis

With video replays around the state



Awesome seminar with numerous helpful hints.



Let's face it.

The array of technology choices is overwhelming.

Simply deciding on a configuration for a new computer presents you with hundreds of options, most of which appear to be written in indecipherable nerd-speak.

This seminar provides a complete legal technology roadmap in plain English, covering all areas of law office technology – from printers and scanners to document management and accounting software. You'll also learn how to avoid committing malpractice with your computer and best practices for everything from electronically negotiating documents with opposing counsel to the rules for backing up and protecting your data.

Who should attend:

- Those looking for tech spending strategies in a bad economy
- Anyone who needs to upgrade or overhaul his/her office technology
- Anyone who needs an efficiency boost or is frustrated by some aspect of their current technology
- Any practitioner who is "suddenly solo"
- Support staff, office managers and anyone who provides IT for their firm
- Any lawyer who doesn't have full-time, in-house IT staff
- And anyone interested in learning about document assembly, legal accounting software, paper reduction and better file-management techniques



I got 5 or 6 nuggets – each one was worth the price of the seminar.

I was really surprised at how good this was – Barron Henley far exceeded by expectations.



Seminar Schedule

8:30 – 9:00 a.m. REGISTRATION, CHECK-IN
& CONTINENTAL BREAKFAST

8:55 – 9:00 a.m. **Introduction**

9:00 – 12:30 p.m. **MORNING SESSION**
(with 15-minute break)

Purchasing Technology

- Conducting the return on investment analysis
- How to find the best deals on technology for your office
- Tech leasing for lawyers
- Tech spending strategies for a down economy

Computers for a Law Office

- Getting the most out of what you have
- Deciding between laptop, netbook or desktop
- What operating system you need (Windows XP Vista or 7 (the next version))
- How to get the software you need included with the computer
- What to avoid in your computer configuration
- Are Apple computers viable alternatives for lawyers?
- Appropriate computer configuration for lawyers and staff
- What to buy if your budget won't allow exactly what you want

Protecting Your Computers and Client Confidentiality

- Power protection
- Routers, firewalls and switches explained
- Anti-virus, anti-spyware and anti-spam options
- What to buy on a low budget

Backing Up Your Data

- Backup hardware options
- Backup software that works with the hardware
- Best practices for backup procedures

Law Office Print, Scan and Fax Considerations

- Printers and multifunction machines
- Scanners and scanning software
- Internet faxing options
- Adobe Acrobat and PDFs

Smartphones

- What lawyers should look for
- Comparison of Blackberry, Windows Mobile and Palm operating systems

12:30 – 1:30 p.m. LUNCH (on your own)

1:30 – 4:30 p.m. **AFTERNOON SESSION**
(with 15-minute break)

Word Processing

- Best practices for document generation
- Word versus WordPerfect debate within the legal community
- Proof that you are not taking advantage of what your word processors can do

Billing and Accounting Software

- Why efficient and accurate accounting is essential
- Legal-specific accounting options – major players you should consider

Case/Matter Management Software

- What it is and how it revolutionizes legal practices
- Major players you should consider

Spreadsheet Programs

- What they are
- How lawyers use spreadsheet programs every day

Documents and File Management

- How to find old documents in seconds
- Best practices for matter-centric document management
- Document management and search software options
- Research options – finding answers without spending a lot of money

Law Office Internet Issues

- Internet access
- E-mail software options and encryption
- Browser wars

Remote Access

- How to have full access to your office when you're not at the office
- Understanding remote connection options from gotomypc to VPN to terminal services

Training – Learning to Use What You Own

About Our Speaker

BARRON K. HENLEY

Barron K. Henley is an attorney, legal technologist and founding member and president of Henley Marsh & Unger Consulting, Inc., Columbus Ohio, which has provided legal technology consulting to more than 500 law firms nationwide. He is a member of the ABA Law Practice Management Section and the Technology Committee (General Practice, Solo and Small Firm Section) as well as a member and former Chair of the Ohio State Bar Association Law Office Automation and Technology Committee. Mr. Henley is a frequent continuing legal education speaker on legal-specific technology issues for state and local bar associations and CLE providers.



Dates and Locations

LIVE PRESENTATION

Minneapolis – 10/28/09

Minnesota CLE Conference Center
Seventh Street & Nicollet Mall, Third Floor City Center

VIDEO REPLAYS

Schedule times are subject to change due to abbreviated lunch and break periods. Start times remain as indicated below. Please register at least one week in advance to secure a copy of the course materials on the day of the seminar.

Minneapolis – 11/11/09

Registration 8:30; Replay 9:00

Minnesota CLE Conference Center
Seventh Street & Nicollet Mall
Third Floor City Center

Duluth – 2/5/10

Registration 8:30; Replay 9:00

Radisson Hotel Duluth - Harborview
505 West Superior Street

Mankato – 1/7/10

Registration 8:15; Replay 8:30

Farrish Johnson Law Office
Eastwood Industrial Centre
1907 Excel Drive

Moorhead – 12/3/09

Registration 9:00; Replay 9:15

Moorhead Public Library
118 Fifth Street South

Park Rapids – 1/8/10

Registration 8:45; Replay 9:00

Hubbard County Courthouse
201 Court Street

Saint Cloud – 11/30/09

Registration 8:45; Replay 9:00

Kelly Inn
Highway 23 & Fourth Avenue South

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Wednesday, October 28, 2009

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Seventh Street & Nicollet Mall, Third Floor City Center, Minneapolis

[459-10/ccs]

PLEASE "✓" APPROPRIATE BOX BELOW:

LIVE (10/28/09):

- \$225 MSBA member \$225 paralegal \$275 other

VIDEO:

- \$195 MSBA member \$195 paralegal \$235 other

Location _____ Date _____

NEW LAWYER DISCOUNT!

- I was first admitted to the bar after October 28, 2006, and have deducted \$60 from the registration fee marked above.

- I have a Minnesota CLE Season PassSM.

Pass # _____

- Check here if address below is new.**

Name (first) _____ (mi) _____

(last) _____

Firm _____

Address _____

City/State/Zip _____

Phone _____ Fax _____

Email _____

Attorney License No. (if applicable) _____

Profession, if non-attorney _____



PROGRAM MATERIALS:

I cannot attend. Please send me:

_____ copy(ies) of the written materials at \$60 each. (available 11/1/09)

Cost of book(s) \$ _____

Shipping \$ _____

Subtotal \$ _____

Tax \$ _____

TOTAL \$ _____

COST OF ITEM(S)	\$ & H
\$25.01 – 50	\$6
\$50.01 – 75	\$7
\$75.01 – 100	\$8
\$100.01 – 150	\$9
\$150.01 – 250	\$12
\$250.01 +	\$15
Expedited shipping available	

TAX ON SUBTOTAL
Pick the appropriate tax based on where the book is received.

Minneapolis, MN	7.775%
Saint Paul, MN	7.625%
Hennepin Co. (outside Mpls.)	7.275%
Ramsey Co. (outside St. Paul)	7.125%
Anoka, Dakota or Washington Co.	7.125%
All other MN	6.875%
Outside MN	exempt

ENCLOSED IS \$ _____ BY:

- Check (payable to Minnesota CLE)

- VISA MasterCard Discover AmEx

Card No. _____ Exp. _____

Signature _____

CREDITS

Minnesota CLE is applying to the State Board of CLE for **6.0 law office management credits**. In no case can you claim more than 6.0 total credits for this seminar.

ACCOMMODATION

If you have a disability and need an accommodation in order to attend, please contact us as soon as possible or at least one week in advance of the program. For further assistance contact Minnesota CLE, 2550 University Avenue West, Suite 160-S, St. Paul, MN 55114 or call 651-227-8266 or 800-759-8840.

CANCELLATION POLICY

Paid registrants who cancel their registration at least 72 hours before the program will receive a full credit on their account; if fewer than 72 hours, a \$25 administrative fee will be deducted. Paid registrants who fail to attend will receive the written materials. Passholders may purchase the course materials at 50% of the full retail price.

QUESTIONS?

Please call Minnesota CLE at **651-227-8266** or **800-759-8840** or visit us online at **www.minncle.org**.

To Register



MAIL TO:

2550 University Avenue West
Suite 160-S
Saint Paul, MN 55114



OR FAX TO:

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