

Mercer University School of Law

## Mercer Law School Digital Commons

---

Presentations

Library

---

2-20-2020

### Cool Tools: Apps and Other Tools for Lawyers

Billie Jo Kaufman

Follow this and additional works at: [https://digitalcommons.law.mercer.edu/lib\\_present](https://digitalcommons.law.mercer.edu/lib_present)



Part of the [Legal Profession Commons](#), and the [Legal Writing and Research Commons](#)

---

# Cool Tools: APPS AND OTHER TOOLS FOR LAWYERS

Professor Billie Jo Kaufman

Interim Law Library Directory & Visiting Professor of Law, J.D., M.S.,  
Mercer University Furman Smith Law Library, Macon

# Cool Tools & Apps

- <https://www.hellosign.com/>
- HelloSign: Legally binding e-signature; google plug-ins - DropBox - other integrations

# Effortless eSignatures Trusted by Millions

See shortcuts

Fit to wi

Field Assignee

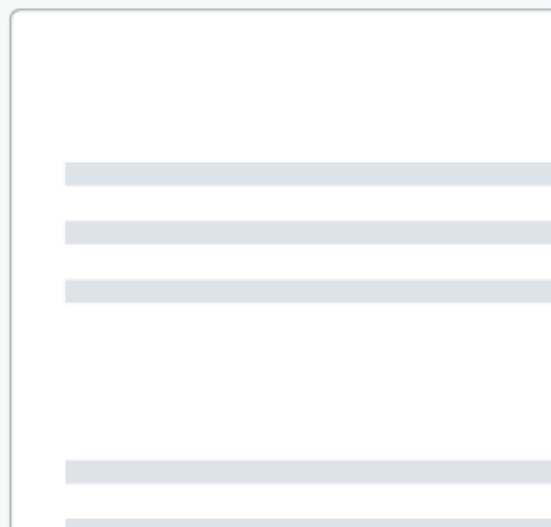
 [Myself] ▾

Fields

 Signature

 Initials

 Date Signed



# Cool Tools & Apps

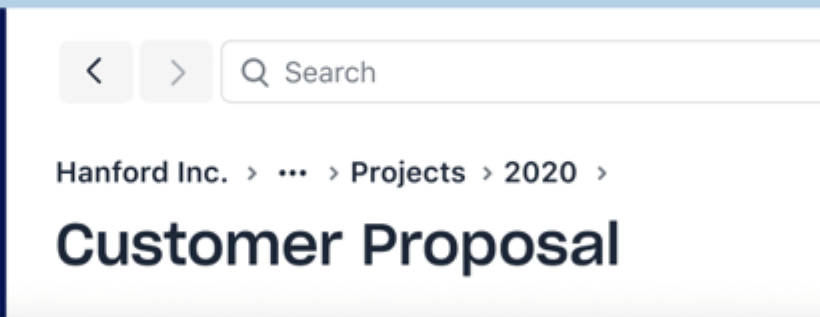
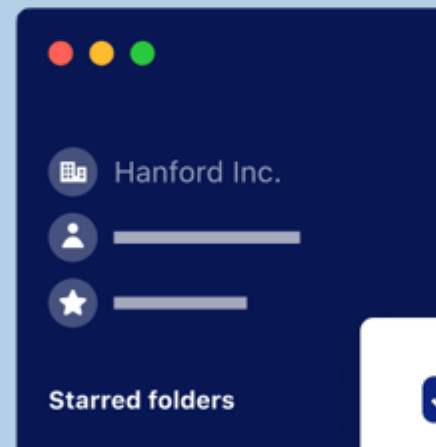
- <https://www.dropbox.com/?landing=dbv2>
- DropBox and DropBox Business

[See individual and team plans](#)



# Everything teams need, all in

Dropbox Business is more than just secure file storage—it's a smart workspace where teams, tools, and content come together.



# Cool Tools & Apps

Office 365 - Collaboration with others that have the Office365 suite. No formatting issue like Google Docs - Use File/Share. Teams, Yammer or Groups  
Outside firm and with others: Trello, Asana or Slack.

# Cool Tools & Apps

- <https://trello.com/>
- <https://asana.com/?noredirect>
- <https://slack.com/> Collaborative and Can Replace Internal E-Mail
- <https://evernote.com/> “Evernote for Lawyers” Podcast:
- <https://legaltalknetwork.com/podcasts/digital-edge/2017/07/evernote-for-lawyers-manage-your-research-marketing-and-process/>
- <https://getrocketbook.com/> I still like to “write” - you can



# Cool Tools & Apps

- <https://www.backupify.com/> Software to insure whatever your firm is using is backed up - don't be afraid of losing data and work
- <https://direct-flights.com/> Less time at airports - Search for "direct" flights
- <https://uptimepractice.com/> The "cloud" for your law office
- <https://legal.thomsonreuters.com/en/products/westlaw/edge/litigation-analytics> Litigation Analytics - Westlaw Edge
- <https://www.techwikies.com/apps-for-pc/tiny-scanner-pdf-scanner-app-for-pc-windows-mac/> Tiny Scanner: PDF Scanner for PC/Windows/Mac

# Cool Tools & Apps

- <https://casetext.com/> Casetext - Case tool replacement for Westlaw/Lexis
- <https://www.fastcase.com/> FastCase - Case tool replace for Westlaw/Lexis - <https://www.gabar.org/> (Benefit of State Bar of Georgia)
- <https://www.setmore.com/> Appointment Scheduling
- <https://www.signupgenius.com/> Sign-up application for meetings - in firm; clients; committee members - Send the link and create time/date for event convenient to all

# Cool Tools & Apps

- <https://1password.com/> Manage your passwords; your firms; your families
- <https://www.bellefield.com/itimekeep/> Time Keeping Management Tool
- <https://lexmachina.com/> LexMachina - Analytics
- <https://home.ravellaw.com/> Firm Analytics
- <https://www.judicata.com/>
- <https://store.legal.thomsonreuters.com> - West Check (tool on Westlaw Edge) - Checks current, past, or opposing firm/counsel's briefs
- <https://www.wordrake.com/> Editing software for Word/Outlook

# Cool Tools & Apps

- <https://www.grammarly.com/> Proofreading software
- <https://legal.thomsonreuters.com/en/products/westlaw/edge/quick-check>

# Cool Tools & Apps

- More coming everyday
- Attend ABA TechShow
- Listen to Podcasts
- Read Law Practice Management
- Stay Current - Clients Expectations - Cost-Effective - Office Productivity & Efficiency