Law Office Technology

1 Credit

Professors Kurt Olson, Daniel Harayda & Mick Coyne

1 Paper - 1 Presentation
Daily Online Postings/Contributions & Questions

This course examines how technology has changed the way that an efficient law office operates, and gives some helpful tips and insights for integrating technology into your future law practice. Students will be placed in groups - Firms A, B, C, & D - for both case presentations and the final group presentation. The research paper is due **one week following the end of the course**, Friday, August 25th by Midnight.

GOALS & OBJECTIVES: To make students aware of the essential components necessary to make any law office run smoothly and efficiently: (1) Hardware/General Tech, (2) Law Office Software, (3) Litigation Technology, & (4) Web Technology. Each student will be expected to submit a 7-8 page double-spaced paper by Friday, August 25th __as a PDF attachment__. You should **include only your Student ID numbers (no names)** on your papers. Papers that do not meet these requirements will be deducted 3 points. All papers should seek to inform the reader on some aspect of law office technology; the papers should contain footnote citations to authority. *You do not need to purchase a book for this course* and all course materials will be distributed via TWEN.

Grade Breakdown
Presentation - 40%
Participation - 10%
Research Paper - 50%

Day 1: Phone Fax Email IM

Part 1

TOPIC: *Generations of Technology*

The Phone, the Fax, the Email and the IM each defined a generation of office productivity. How have law offices evolved with the advent of new technologies?

ACTIVITY: Small Groups - Firms A, B, C, & D; Discussion Questions and Case Presentation. Students present their answers orally to the class. To receive more points for this portion of the grade, be sure to contribute to the Discussion Forum.

WRAP: We will provide an overview of the course and describe what will be expected for the paper, which will be 50% of students' grades for this course.

READING: Articles w/ Responses on TWEN Discussion Forum.

Day 2: Passwords & Security

TOPIC: *My Password is "Password" - Is That a Problem?*

ACTIVITY: Internet Security KAHOOT! (bring a device to participate)

READING: Articles w/ Responses on TWEN Discussion Forum.

Day 3: Billable Hours +

TOPIC*: Exploring Legal Billing & Law Office Software*

PRESENTATION: CLIO LEGAL Guest Speaker Luke Scott - Luke Scott will host a LIVE webinar to both inform students using a Clio overview and challenge students through use of a lab assignment.

ACTIVITY: Clio Lab Assignment

Day 4: Firm Presentations

CLASS: Students will present on their topic - 40% of the grade for this course.

RESEARCH PAPER: Students will have one week from tomorrow's class to submit the research paper. **Due next Friday, August 25th, by Midnight**.