Handling “Big Firm” Law for the Small Firm Lawyer
June 11, 2015

Presenter Recommendations

1. **Clio**: Case management
2. **Box.com**: Document mgmt.
3. Foxhound [www.fxhnd.com](http://www.fxhnd.com): eDiscovery
4. **MailChimp**: Email newsletter
5. **Outlook (Office 365)**: email server
6. **Law 360**: Legal news
7. **Randi Dutch**: Bookkeeper randi@bythebookconsult.com
8. [www.elance.com](http://www.elance.com) To find freelancers (this is changing to [odesk.com](http://odesk.com) soon, I believe)
9. **Password safe**: Password protection
10. **Best Authority**: Table of contents creation for briefs
11. **Adobe**: Version XI Pro
12. **ESET**: Computer security/virus protection
13. **Crashplan**: Cloud backup service
14. **Feedly**: RSS Feeder
16. **Action Courier**: Courier service 703-522-7800
17. **Torri’s Legal Services**: Process Server 202-296-0222

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1. **Clio**: Billing
2. **Box**: Case management
3. Case map (with Box): Case management
4. **MailChimp**: Email newsletter
5. **Imail**: Email server (Mac)
6. **Legal news/Research**: International law publishers, business intelligence publishers, several Latin Americans publications, Legal research providers
7. **Adobe: Acrobat DC Pro**
8. **Box + External Hard Drive**: cloud back up
11. Blog hosting service: Blog/News via website
12. **HLP Integration** (Jeff March) Document Management/scanning/translations:
1. QuickBooks: bookkeeping + time keeping + invoices.
2. QuickBooks certified trainer: Indre Bauza, Mac/Apple: operating system
3. Apple time capsule/time machine device: Mac/ Time Capsule + Time Machine + Western Digital external hard drives: computer backup
4. Mac/Apple: Operating system
5. Deb Dager: Web Designer
6. FastCase: Legal research
7. MetroFax: efax service
8. AdvantEdge: virtual office
9. iPhone hot spot: mobile secure web connection
10. 1Password: password management software
11. Fujitsu Scansnap: scanner
12. Adobe Acrobat Pro: for paperless system
13. Intego: virus protection
14. mburrkeim: law firm entity formation and services
15. GoDaddy: email server + website hosting + domain name services