

Lunch and Learn

Practice Management Advisory Service



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 : 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 To find freelancers (this is changing to 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
15. www.Wordpress.com : Blog hosting service
16. [Action Courier](#): Courier service 703-522-7800
17. [Torri's Legal Services](#): Process Server 202- 296-0222

[Sara Kropf](#)



1. [Clio](#): Billing
2. [Box](#): Case management
3. Casemap (with Box): Case management
4. [MailChimp](#): Email newsletter
5. [Imlail](#): 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:

[Margarita Sanchez](#)



Lunch and Learn



[Ron Kamis](#)

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

