



## Tech Tools

I should be on Apple's payroll, because I'm a self-described Apple fanatic. My iMac, iPhone, iPod and iPad are very important parts of my personal life.

I tell you this not to provide Apple free advertising, but rather to explain how I integrate this technology into my professional life—and to encourage you to do the same if you haven't already.

As State Bar President, I'm promoting technology for law as one my term's central themes. The State Bar has always been ahead of the technology curve. We provided email service for our members at the dawn of the email age and had a website when the Internet was just starting to take off in the late nineties.

I encourage you to think of ways that technology might help you practice more efficiently.

We've already seen the implementation of electronic filing in our federal and state courts, and it is common practice to serve various pleadings and notices via email. At the State Bar, all of our Board of Governors materials are provided to board members in electronic form. I store and view all of them on my iPad during the meetings. Not only does this save paper, it makes it much easier to organize and refer back to the material at later meetings.

I use my iPhone and iPad every day to help me at work. My iPhone integrates with my desktop calendar, which allows me to view and update my calendar on the fly. It also synchronizes with my contacts; thus, I have my address book with me at all times. It's also a pretty decent cell phone.

I also use my iPad to store and annotate documents and keep notes. The document annotation app GoodReader lets me keep all my briefs, cases, research and notes for each client and matter stored on my iPad in an organized way. More important, this program allows me to view the documents and annotate them with highlights and notes.

Every document I store on my iPad, with or without my annotations, syncs to my Dropbox account up in the "cloud." Thus, if anything ever happened to my iPad, I would be able to retrieve all my documents with little trouble. And GoodReader makes it so I no longer have to carry around large amounts of paperwork to meetings and court. There are other similar apps that provide the same functionality, such as iAnnotate.

Speaking of Dropbox, if you haven't opened an account, you should. This web-based service is free, and it gives you the ability to store your documents online and share documents with others. This is handy when working with other lawyers on a common matter.

I also use a very useful app called Note Taker HD, which



turns my iPad into a notepad. It looks just like the paper legal pad that lawyers love so much. Using this program, I take notes directly on my iPad screen with a special stylus pen. When I'm finished, I store the notes in separate folders for each client or matter and then email the notes to my assistant to either be printed or stored electronically.

The State Bar technology staff has been working hard over the last few months to help facilitate the use of technology for our members. Among other things, the Bar staff developed and launched a Smartphone "app"—and hopefully as you read this, you've been using it! This and other apps will enable you to quickly access the popular Member Finder feature and the Rules of Professional Conduct. And there is more to come.

Your ability to know more about the cutting edge in technology was improved even further in October. That's when the Bar launched a quarterly electronic newsletter dedicated to tech that assists you in your law practice.

Because this topic is so central to what lawyers do every day, we have created a standing Bar committee on technology. It will be chaired by lawyer Sam Saks, and it will help keep the Bar and its members on the leading edge of tech developments.

Technology has certainly changed my life and practice. And it's very clear that it will play a large role in the future practice of law. I encourage you to think of ways that technology might help you practice more efficiently. With the holidays fast approaching, a new iPad or other tablet device would make a great gift for you to put on your wish list. 

