

Law Practice Technologies, Law 431(1) Spring 2015

2 Credit Hours

Mondays and Wednesdays 1:00 PM – 1:55 PM

Room 4081 (Courtroom)

Instructors:

Doug Edmunds

Assistant Dean for Information Technology

Room 5133

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Law Library Assistant Director for Administration

Information Technology Services Librarian

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Course Prerequisites

None

Course Requirements

The course project will include a 20-30 minute class presentation during the last three weeks of class and a written report (12 – 18 pages) on a legal technology-related topic of your choice. It will be chosen in consultation with the class instructors. The project will be graded on thoroughness, creativity and appropriate use of technology in the presentation, relevance and consideration of the issues facing the legal profession, and appropriate selection and documentation of sources. The projects should substantively relate the technology to the practice of law. There will also be a shorter paper in the form of a critical review of document management solutions (an imaginary scenario where you are asked by a partner at your firm to investigate appropriate solutions). Students will also need to prepare a brief presentation using PowerPoint or Prezi that demonstrates their ability to present case material and evidence in a courtroom setting. All exercises will be submitted via e-mail to both instructors. Students will receive e-mail confirmation that assignments have been received.

Testing and Due Dates

- Jan 28 DUE: Proposed course project topic
- Feb 11 DUE: Critical Review of Document Management Solutions
- Feb 25 DUE: Outline of course project
- Mar 18 DUE: Presentation assignment
- March 23, 25, 30; April 1, 6, 9, 13, 16 DUE: Final Project Presentations
- April 19 DUE: Final Paper

Grades

Your grade in this course will be based on:

- Course project presentation 30%
- Course project paper 30%
- Class exercises 30%
- Class participation 10%

Course Policies and Expectations for Student Conduct During the Course

The Law School has an attendance policy that requires students to attend 80% of class sessions. For the full policy, go to <http://www.law.unc.edu/academics/policies/evaluation/attendance/>. Late submission of assignments and poor attendance will have a negative impact upon grades.

We will use Sakai and e-mail to communicate to students about this course. Students are responsible for all information sent to their campus e-mail address.

Course Resources

There will be no required textbook. Readings will be posted on the class Sakai site. Readings will include law journal articles, research papers (e.g., via SSRN), website materials (e.g., blog articles), related legal ethics materials, and exposure to sample software products.

Honor Code

The Honor Code is in effect in this class and all others at the University. I am committed to treating Honor Code violations seriously and encourage all students to become familiar with its terms set out at <http://instrument.unc.edu>. If you have questions, it is your responsibility to ask about the Code's application. All exams, written work and other projects must be submitted with a statement that you have complied with the requirements of the Honor Code in all aspects of the submitted work.

Time Table

Enrolled students will receive email notification of any changes to this syllabus via Sakai and such modifications will be available on the class Sakai website.

1 Jan. 7 Introduction to Technology in Law Practice

- Course outline and an overview of technology in law practice: historical development, current uses of technology, and evaluating predictions for the future. Technology pre-assessment survey.

2 Jan 12 Online Communications and Ethical Considerations

- Professional standards for privacy, security and appropriateness
- Social networking and legal ethics
- Inadvertent disclosure of confidential information

3 Jan 14 Online Communications and Data Security

- E-mail, instant messaging and other forms of communication
- Digital certificates for secure e-mail; encryption
- Electronic documents and metadata
- Mobile devices and attendant security concerns

4 Jan 21 Cloud Computing Overview

- Cloud-based vs. on-site platforms and software
- Collaborating in the cloud

5 Jan 26 Clio Practice Management Exercise

- Client and matter records
- Conflict checking
- Communications
- Document management
- Timekeeping and billing
- Calendar management

6 Jan 28 Presentation Technology

- Designing effective presentations (PowerPoint & Prezi)
- Visual persuasion and standards of fairness and appropriateness
- Strategies & techniques for improving presentations
- **DUE: Proposed course project topic**

7 Feb 2 Technology in the Courtroom Part 1

- Emerging trends in courtroom design
- Videoconferencing & remote witness testimony
- Technology demo

8 Feb 4 Technology in the Courtroom Part 2

- Trial presentation software
- iPad apps
- Contingency plans

9 Feb 9 Knowledge Management / Large and Complex Case Management

- Data mining & analytics (“Big Data”)
- Imaging and optical character recognition (OCR)
- Indexing and retrieving information contained in brief banks, memos, e-mails, and other firm internal documents.

10 Feb 11 Knowledge Management / Large and Complex Case Management

- Document management
- On-site vs. hosted solutions
- Privacy and ethics

11 Feb 16 Electronic Discovery

- Purpose of discovery
- Federal Rules
- Document retention
- Protecting confidential or privileged materials
- Issues and abuses of discovery
- Converting document formats
- **DUE: Critical Review of Document Management Solutions**

12 Feb 18 Electronic Discovery Guest Speaker from kCura

- Stan Pierson, attorney and eDiscovery expert

13. Feb 23 Litigation Support Software and Services

- Thinking like a project management professional
- On-site vs. hosted solutions
- Ethics considerations
- Managing mountains of electronic evidence

14. Feb 25 Electronic Filing and Court-related Online Services

- E-filing systems overview, including court and real estate filings
- Differences in local, state and federal e-filing systems
- Other court-related online services
- **DUE: Outline of course project**

15. Mar 2 Setting Up a Law Office

- Hardware and software evaluation
- Paperless workflow
- Disaster recovery and contingency preparation
- Computer security and encryption technology

16. **Mar 4 Virtual Lawyering – Guest Speaker, Richard Granat**
www.directlaw.com
www.digital-lawyer.com

SPRING BREAK

17. **Mar 16 Setting Up a Law Office**

- Website design
- Online marketing and social media
- Ethical considerations for use of web and social media

18. **Mar 18 Mobile Lawyering & Mobile Device Security Workshop (*bring your mobile device*)**

- Using your mobile phone in practice
- iPads and tablets as a productivity tool
- Laptop and mobile device security considerations
- The rise of BYOD (“Bring Your Own Device”)
- Security and device encryption
- Mobile apps exercise

19. **Mar 23 Final Project Presentations Begin**

- Students will prepare and present their course projects to the class for discussion and evaluation
- The order of presentation will be determined by a random number

20 **Mar 25 Final Project Presentations**

- **DUE: Presentation assignment**

21 -25 **Mar 30, Apr 1, 6, 8, 13 Final Project Presentations**

26 **Thurs Apr 16 Class evaluations and suggestions**

- Future trends in Legal Practice Technology

Final Paper due by 5:00 pm on Sunday April 26, 2015.