

# iPad for Litigators

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# SPEAKERS

## Speakers

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Paul J. Unger is an attorney and founding principal of Affinity Consulting Group, a nationwide consulting company providing legal technology consulting, training and continuing legal education. His professional memberships include the American Society of Trial Consultants, American Bar Association (Law Practice Management Section; Chair, ABA TECHSHOW 2011), Columbus Bar Association, Ohio State Bar Association, Ohio Association for Justice, and Central Ohio Association for Justice. He specializes in trial presentation and litigation technology consulting, document and case management software, paperless office strategies, and legal-specific software training for law firms and legal departments throughout the Midwest. Mr. Unger has provided trial presentation consultation for over 300 cases. He is an Adjunct Professor for Capital University Law School's Paralegal Program. Mr. Unger is a national speaker and frequent lecturer for CLE programs.

# INTRODUCTION AND TOUR OF IPAD

Tablets are quickly becoming a very useful tool for lawyers. It is one of the biggest innovations in legal technology in the past two years. The iPad really paved the way for the rest of the industry with its' design. Its functionality is equally as nice and continues to improve as legal software developers rush to create apps for lawyers. Several new legal-specific apps appear almost on a weekly basis.

Tablets have integrated themselves into the workflow of attorneys irrespective of firm size or practice area, and nowhere has that been more true than at trial. From note taking, to exhibit marking and handling, to deposition transcript management, these little computers can supercharge your litigation practice. Our presentation will discuss how to use tablet computers to enhance your day in court; these materials will give more of a general overview on using the iPad or other Tablets in your practice.

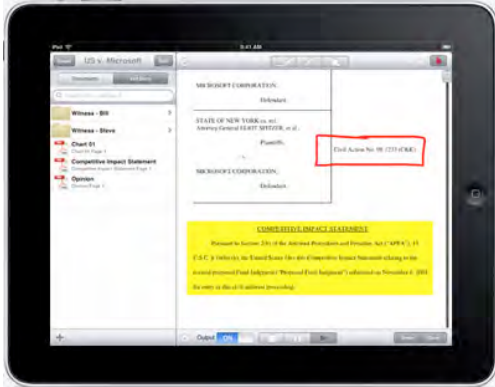


## What is it and Why?

I like to describe the iPad or Tablet as an “instant-on” computer that you can control with your finger. There’s no booting-up process ... no keyboard needed ... It is instant access to information traditionally accessed from your desktop computer or laptop.

It was designed as a “consumption” device ... a device used primarily for reading/accessing information and very light typing, but it’s ease-of-use and big screen is so addicting that it has morphed and has been adapted to do way more than Apple and Steve Jobs originally intended.

If you carry around a legal pad and a lot of paper in a legal file or Redweld, the Tablet can become your legal pad and digital folder. It is sparking new life and re-defining the phrase “Paperless Law Office.” For courtroom work, the Tablet can be used to access exhibits, pleadings, and accompanying material. There are trial presentation apps now that make it easy to display those exhibits wired or wirelessly to projectors or monitors in the courtroom.



## Overview of the iPad

### Front View Labeled



**Back View of iPad - Labeled**



## WHY USE AN IPAD IN THE COURTROOM?

For our courtroom discussion, we will focus on the iPad because of the courtroom-specific apps that are available for it. Certainly most attendees at this CLE presentation have seen an iPad at this point. The iPad has some drawbacks, but essentially it is so good for the courtroom because it is so light and easy to hold and operate. It is very easy to understand, with little training required. (In fact there is virtually no training for those who use an iPhone.)

Among the often cited negatives of the iPad is the fact that it has no USB port for plugging the device into other devices and the battery is not removable and replaceable. The first iPad did not have a camera and the iPad 2's camera is certainly less than the state-of-the-art. However the fact that it can use Apple's FaceTime application for video chatting with other iPad and iPhone users makes the iPad 2 a significant improvement all by itself. The 3rd and 4th generation iPad significantly improved the display with the Retina display, and the camera is very good as well.

The iPad has a 10.1 inch display, while many of its competitors have 7 inch displays. Because lawyers are so involved with the documents, it seems to me that the 10 inch display is far preferable.

The iPad is primarily designed to be a content consumption device rather than a content creation device. You can store all of your music, electronic books, documents and other items in it. In addition you can browse the web, check your e-mail and download apps to do all sorts of important things (including playing Angry Birds.)

One of the reasons why the lack of a USB port is not troubling is that the iPad comes with Bluetooth capability so that keyboards, printers and other devices can be wirelessly connected to the iPad.

In our opinion, the reason why iPads are rapidly catching on with trial lawyers is that a laptop, netbook or even the "traditional" convertible tablet PCs are useful at counsel table, but cannot be carried in the courtroom easily when the lawyer is standing at the podium or addressing the jury. Essentially, the iPad is just a little heavier than a paper legal pad in a holder and not nearly as heavy as the lightest netbook or laptop.

One simply cannot question those in a jury pool while keyboarding their responses into a traditional computer. There's probably no surer way to get jurors to clam up and to give them the impression that the lawyer is transcribing their personal information. (This is true even though the court reporter may be quietly transcribing it in many cases.)

Let's take a look at some of the ways a litigator would benefit by using an iPad, from initial receipt of a lawsuit all the way through jury verdict.

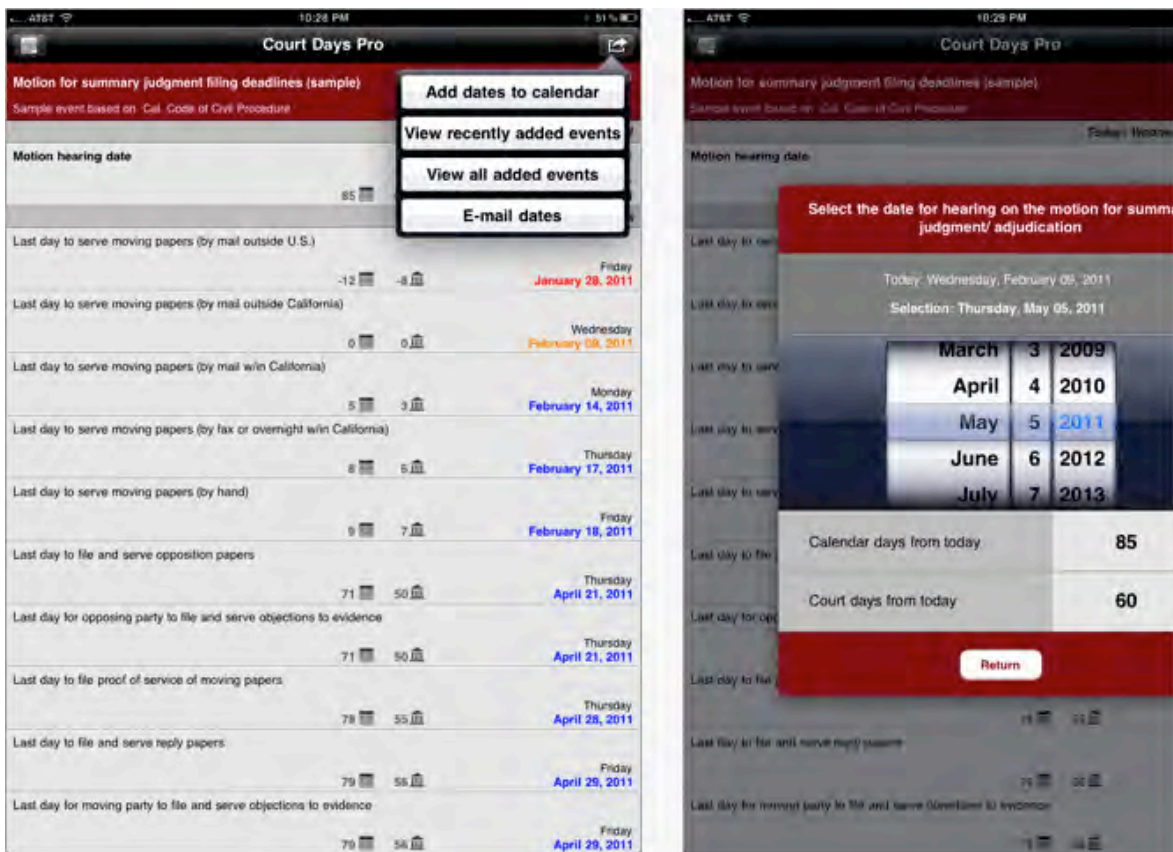




# DEADLINE CALCULATORS

## Court Days Pro (\$2.99)

Court Days Pro is a rules-based legal calendaring app for the iPhone and iPad. It provides legal professionals with the ability to calculate dates and deadlines based on a customizable database of court rules and statutes. Once the rules are set up in the application, calculations are performed using a customizable list of court holidays. It has California's Superior Court rules, but future versions will allow the purchase of preprogrammed rule sets for certain jurisdictions. You do have the ability to add your own local court rules for your own jurisdiction.



Once you chose a triggering event (e.g., a motion hearing date) the application will display a list of all events and corresponding dates and deadlines based of triggering event (e.g., last day to file moving papers, opposition, reply briefs). Icons on the screen show the number of calendar days and court days from the current date for all resulting events.

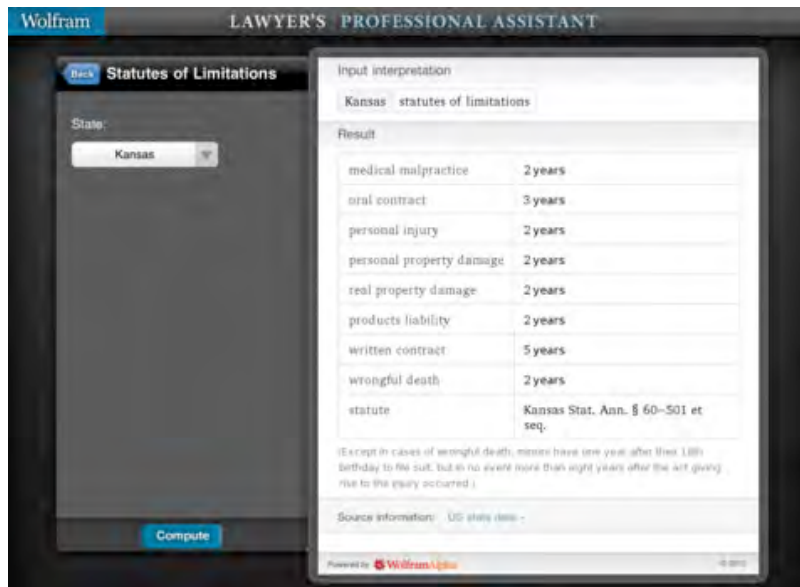
Date results can be added to the device's native calendar app and all results can be emailed straight from the application.

It is preprogrammed with a list of all federal holidays, but is fully customizable to allow the addition or removal of any court holiday to the list.

## Lawyer's Professional Assistant (\$4.99)

The Wolfram Lawyer's Professional Assistant is a reference tool made specifically for legal professionals. Main features include:

- Calendar computations



- Legal dictionary

- Statutes of limitations for each US state
- Visa types, including basic requirements, common issues, and extensions and limits
- Financial computations, including fees calculator, settlement calculator, current interest rates, historical value of money, and federal U.S. tax rates
- Crime rates and history for specific crimes, as well as state and national average comparisons
- Demographics of population and economy for a specific city
- Investigative information, including weather, company information, IP lookup, and blood alcohol calculator
- Damages and estate planning computations for occupational salaries, cost of living, life expectancy, and present or future value

# DEPOSITION MANAGEMENT & REVIEW

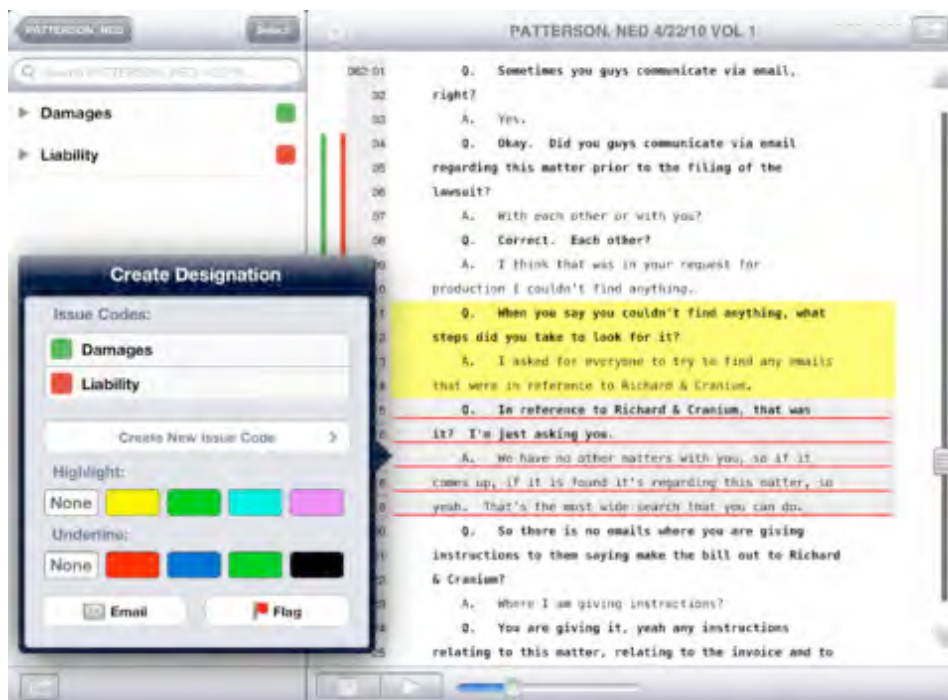
## TranscriptPad (\$49.99) (iPad only)

From the makers of TrialPad, Ian O'Flaherty and Saurian software have hit it on the head with their twin Apps for trial prep (TranscriptPad) and trial presentation (TrialPad). TranscriptPad boasts the capability of searching across an entire case, one transcript, color code your issues, highlight, underline, bookmark and assigning an 'issue code' if you do that sort of thing.

TranscriptPad does 2 core things very well: (1) allow you to carry in a single iPad with all your depositions instead of bankers' boxes full of paper, and (2) issue code depositions.

One note that the transcript must be in text/txt format, so you should ask the Court reporter for a copy in ASCII in TXT format. Converting from PDF to Word and then TXT will not work. If you receive a file in West's proprietary PTX format, you can download and E-Transcript viewer (downloadable for free at:

<http://store.westlaw.com/software/ebundle/viewer/default.aspx>) that, according to TrialPad's website, allows you to open the PTX file and save it as an ASCII/TXT file to use in TranscriptPad.

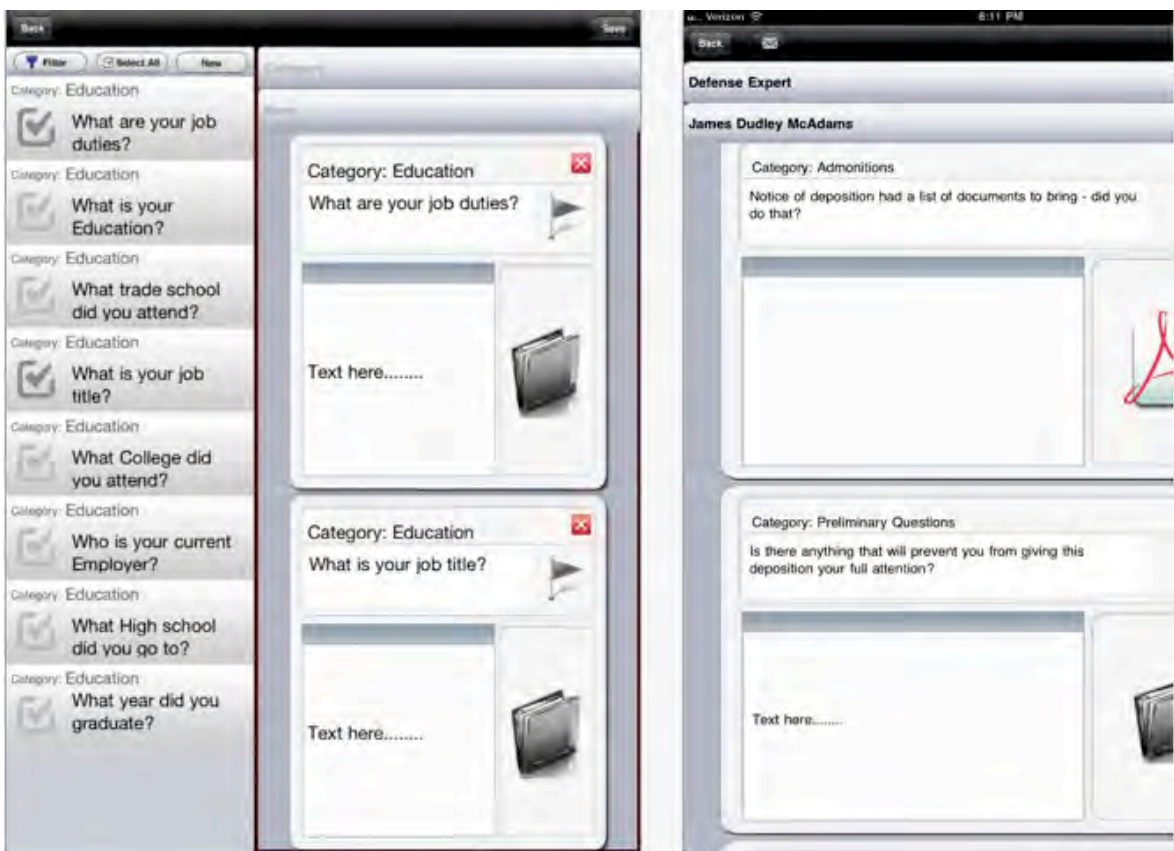


# DEPOSITIONS

## The Deponent (\$9.99)

The Deponent App is a deposition question and exhibit outline application for legal professionals. There are 150+ preprogrammed (or add your own) deposition questions by categories, including admonitions or expert qualifications. The app allows you to organize the order of questions and customize the questions for witnesses. Each question can be linked to an exhibit.

Exhibits can be loaded into the app from iTunes and Dropbox in PDF, MS Word and other file formats.



## JURY SELECTION / TRACKING

### **Picking a Jury with an iPad (*Excerpt from iPad in an Hour for Litigators*) by Tom Mighell**

**Excerpted and adapted from iPad in One Hour for Litigators by Tom Mighell, now available from LPM Publishing.**

If you are in the fortunate position of having the jury list a few hours or even a day before voir dire begins, you can choose from several innovative iPad apps to help select a jury and track juror information.

As a technology-focused person, the most frustrating part of a trial for me has always been jury selection. While trying cases, I was usually relegated to sketching out a grid on a legal pad because no good technology was available for keeping track of my voir dire activities. Fast forward to the present, and the iPad is here with a solution to my frustration—or make that solutions—in the form of several innovative jury selection apps. These apps make it relatively easy to keep all the information about your jury in one place, where you can review or share it with others.

Before diving into these apps, however, a word of caution. These apps require quite a bit of data input before they can be used to best effect; for best results you should already have all the information on each potential juror entered before you even start the jury selection process. In many courts, however, you might not see the jury list until fifteen minutes before voir dire begins. These apps work best for those trials where you receive the jury list at least a few hours ahead of time, if not a whole day.

Probably the easiest app to use for picking a jury is iJuror. When you open the app for the first time, you'll see several options—New Trial, Saved Trials, Browse All Jurors, Charts & Stats, and Unlink Dropbox Account.

Select New Trial, and on the next screen enter the trial name, the date, and the size of your jury, plus alternates. On the next screen, you'll see blank rows of chairs, where you will seat your jury panel. To match the screen to the seating arrangement in the courtroom or jury room, select Seat Layout in the upper right corner and select the number of rows and number of seats per row. Your main screen should now match the voir dire panel seated in front of you.

Here's where the work comes in. Press on an empty seat and a juror information screen will appear. You can enter the Name, Juror Number, Employment, Hometown, and any notes you have on the main screen. If you press Enter/View Basic Juror Details at the top of the screen, you can enter other demographic information—Age, Sex, Race, Marital Status, Children, Education, and your current opinion of the person. (You can also enter custom fields here for other

information you like to collect.) Press Save Information, and on the main screen you'll see that seat is now filled with a juror. Hint: if you press the gear button in the upper right corner, you'll find options to "quick enter" basic juror information, and edit multiple jurors at once, among other things. Once you've finished, you should have a full panel on the main screen.

Once you start jury selection, just press on a juror to take notes on his or her responses. You can also add a custom list of questions, which will appear on the individual page for each panelist, where you can enter their answers. To view your entire panel at a glance, press Juror Overview, and you'll see a digital version of the legal pad I once used at trial.

You can also share this information with others on your trial team, either via Bluetooth or File Sharing through Dropbox or iTunes. However, the person you're sharing with must also be using iJuror to receive the file. Once you've finished with jury selection, simply drag the panelists into the appropriate location—the Peremptory "wastebaskets" (for Us or Them), the Cause wastebasket, or into a seat on the final jury panel.

If you use iJuror, you might also want to try iJuror Stickies, which enables you to keep additional information on jurors.

You can create rows with different colors and group multiple jurors into different categories. Like iJuror, you can also share anything created here with others via email or printing. My only gripe is that this functionality should have been built into iJuror, where all information could exist in the same place. It's a great idea for an app, but it belongs with the other iJuror information.

Your iJuror information is also available online through iJuror Connect, a subscription service that allows you to enter all your jury information on a desktop or laptop, and then import the data into the iPad app. When you've finished with your case, you can import the updated information back into the online database, to keep a permanent record of all your jury trials. It would certainly be more convenient if the app and online service could communicate and synchronize directly with each other; hopefully this will be a feature added in future releases. Pricing runs between \$30 and \$140 per month, depending on the size of your firm.

JuryStar offers a different spin on jury selection: ranking jurors based on their answers to your voir dire questions. Like iJuror, you'll have to do quite a bit of data entry on your jury pool. To get started, press the Trials button at the bottom, then the + sign next to Saved Trials. Enter the name of your trial, and then specify the size of your jury pool; JuryStar can display a pool of up to 3,025 panelists—55 rows of 55 jurors.

When you have created your trial, press the Enter Cells button at the bottom. Press on a jury seat, and then Juror Info, and you will see a screen where you



can enter basic information on the panelist: Name, Race, Gender, Age, Marital Status, Education, and places for more demographic information and notes. This is where the hard work is done. When you've finished entering information on each juror, you need to tap the name to seat the juror in the grid above.

Once the panel is completed, you can load your voir dire questions.

Press Load Questions, and then the + sign to add a new topic. After the topic is added, you can add as many questions under that topic as you like. The app comes preloaded with topics like Prior Jury Experience, Prior Legal Experience, and Experience with Law Enforcement, but you can create any topic you want. When you're ready to select the jury, press on the Voir Dire tab; all of the panelists you entered will be listed here, along with all of your questions at the bottom of the screen. As you go through your questions, press the panelist answering your questions, and then move the rating scale (currently with a range of -5 to +5) to indicate your opinion of how they answered your questions. Press the Rate button to assign the rating. You can also press Like or Dislike to indicate an overall opinion of the panelist (see Figure 5.2). After the questioning is completed, you can move to the Strike Jurors screen to indicate the jurors that are struck, either by you, the opposing party, or the court.

JuryStar offers no way to rank the jurors based on the scores you gave them—it just provides the individual scores for each juror in that panelist's individual data cell. There's also no way to export your jury information to other formats outside of your iPad.

iJury is similar to JuryStar, in that it also allows you to score jurors on their answers to pre-populated as well as custom questions. When you set up a case, you are able to specify the number of panelists, and whether you'll want to see Civil, Criminal, Custom, or Common Voir Dire questions. If you have your own custom questions, enter them on the setup page. Once your jury information is entered, you are able to see basic demographics for the panelists (as in iJuror). And when you select Group Score, the questions you selected appear on that screen. As you question jurors, you can score their answers to your questions by pressing the + or - buttons (see Figure 5.3).

Like JuryStar, the app doesn't rank the jurors for you based on their scores—it only provides a breakdown of the positive, negative, and neutral reactions you receive from them. The ability to export information is also limited. When you press the Export button, the basic case information, names of jury panelists, and demographic information are exported.

Another jury selection app that appeared just before this book was published is JuryPad, which upon its initial release has most of the same tools as the other apps, and with a nice user interface. In addition to the basic data entry fields (race, marital/education status, employer, etc.), there are other fields for military experience, civil or criminal trial experience, knowledge of the case or parties,

and information on the panelist's family members. You can view the potential jurors as a list or in a seating chart, and add notes or other information from either view. There are currently no templates for voir dire questions, but the developers plan to add this feature in future releases. There is also no current method for ranking jurors. You can share the list of jurors via spreadsheet or text file, or with other JuryPad users. This app looks like a worthy option for jury selection, but it still needs some work before it approaches the feature set of the other tools mentioned in this Lesson.

If you have a paralegal or assistant who is able to observe the jury, and if a full-time jury consultant is out of your budget range, you might want to check out JuryTracker. It's designed to record the reactions of your jury once they are seated. Just enter your basic case information, and the names of your jurors. When you're ready to start, press the timer for the side that's asking the questions.

As jurors begin to react to the testimony, press on a specific juror to enter that reaction. You have a number of choices. You can note whether a juror is happy, smiling, neutral, crying, angry, nodding or shaking head, taking notes, being attentive, making eye contact, watching the time, fidgeting, daydreaming, or even sleeping. You can predict whether the juror will side with the plaintiff or defendant, characterize them as a leader or follower, and indicate whether the individual is a key juror. All of these observations will be stored, and you can later package them into reports by juror, the party presenting, a specific reaction, or a full chronological report. You can save these reports as text files, spreadsheets, PDFs, or in an email.

I think JuryTracker is a fun, interesting app—for lawyers or their assistants who have a lot of time to do this during a trial. One other caution is that, as of the time of this writing, the app had not been updated in nearly a year, which may indicate the developer's lack of interest in maintaining it.

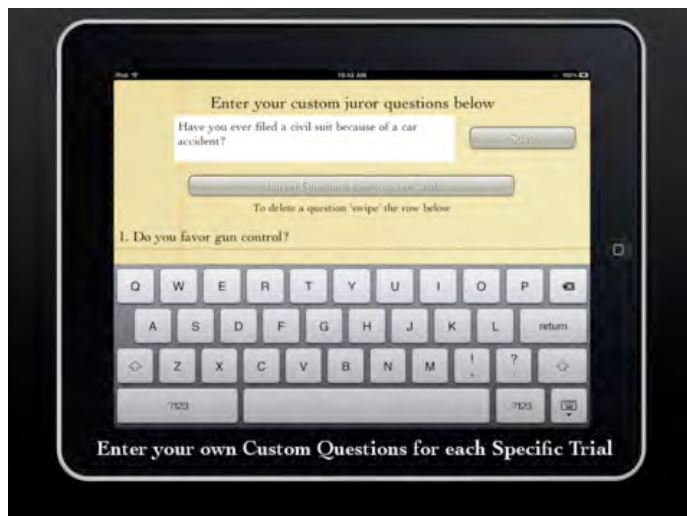
As you can see, jury selection apps can be very interesting and useful, but only if you have the time to enter all the relevant information. If not, you may find that a legal pad is still your best friend during voir dire.

### **iJuror (\$9.99)**

iJuror is an app developed to assist with jury selection. Features include:

- Tap the seats to add juror information
- Pattern tracking
- Email the jury information to any email address
- Configurable for seating arrangements of up to 60 jurors
- Add notes as the trial goes along
- Name view provides quick access to name and notes
- Drag and drop to choose jurors

- Drag and drop to choose alternates
- Drag and drop to dismiss jurors



# PRESENTING FROM THE IPAD

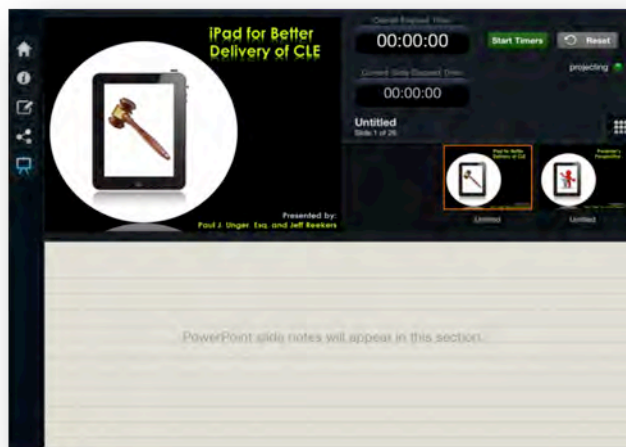
## Getting PowerPoint Presentations your iPad

Presenting a PowerPoint from your iPad can result in a more natural and interactive presentation, allowing you walk around, switch between applications, write notes or do white-boarding, and go back to your core presentation.

Since it is currently impossible to present a native PowerPoint presentation on an iPad, you must convert it to an acceptable format and present it with an app that gives you solid presentation options similar to PowerPoint. My two favorites are Keynote and SlideShark.

Keynote is Apple's answer to PowerPoint. It has been around a long time and is a must-have app (\$9.99). Once your PowerPoint is converted to Keynote, Keynote is going to give you the ability to (1) make edits and also (2) show the presentation. The downside is that if the conversion isn't always perfect. I'd give it a B. This requires that you make some aesthetic tweaks and fixes to the presentation.

SlideShark ([www.slideshark.com](http://www.slideshark.com) – free) is an app that will convert the PowerPoint to a SlideShark format and then allow you to play/show the slides through the SlideShark app. It converts the PowerPoint better than any other app I have ever seen, preserving fonts and animations extremely well. I'd give it an A. SlideShark also has a fantastic presenter view that allows you to easily see your notes and upcoming slides very similar to PowerPoint's presenter view.



The downside to SlideShark is that you cannot make edits to the slide show from the iPad. You have to make changes in PowerPoint and then re-convert/upload the PowerPoint. With large presentations and low bandwidth, this can take a few minutes.

## Keynote Instructions

The easiest way to convert a PowerPoint to Keynote and load it in your iPad is through Dropbox or Email. In either case, when you tap on the PowerPoint file, select Open In and select Keynote. Once in Keynote, the file will be stored locally on your iPad until you delete it.

## SlideShark Instructions

Go to [www.slideshark.com](http://www.slideshark.com) and set up a free account. This will also set up a needed cloud storage area for your presentation, which you can link to Dropbox, Box, Google Drive or Syncplicity. Once the account is created, login and upload your finished PowerPoint. During the upload process, SlideShark will convert your PowerPoint and store it in your private SlideShark storage area.

Next, from your iPad, go to the App Store and download / install the SlideShark app. Launch the app and enter your login credentials. Once logged in, you will have the ability to download from the SlideShark cloud all your converted presentations. Select the presentation and hit the green play button.

## Showing Presentations using Apple TV

We are going to address the Apple TV wireless setup. This wireless setup is particularly helpful if you are doing courtroom presentations using PowerPoint, Keynote, or courtroom-specific apps like TrialPad (<http://www.litsoftware.com/products/trialpad/>).

The first thing to note is Apple TV is not a television or monitor. It is a device (small box) that plugs into your HD projector or HD large monitor/TV. It receives the wireless video signal from your iPad and delivers images and video to your projector or large monitor. The Apple TV device looks like this:



### What You Need

- A high-definition TV (HDTV) or projector that can display 720p or 1080p video
- Apple TV (2nd or 3rd generation) \$99 at any Apple Store
- An HDMI cable \$10-\$30

- Sometimes you will need an HDMI to VGA Converter if you do not have a projector with an HDMI input, or if the courtroom only has VGA inputs at counsel table. This is a lower quality display than HDMI, but it works fine and is sometimes essential. An example: the Kanex ATV Pro, which runs \$49.95
- Wireless Router (small or somewhat portable). I recommend that you do NOT rely on public WiFi in the courtroom or elsewhere. Connectivity is too spotty. I bring my own wireless router. Here are just 2 of dozens that would work fine:
  - Apple AirPort Extreme 802.11n Dual-Band Wi-Fi Wireless Router, Model A1354 (\$99)
  - Linksys Dual N Band Wireless Router - WRT610N 802.11n (\$50)

## Setup

1. **Setup Wireless Network:** Set up your wireless network with encryption. You may want to have your IT folks do this to save time. If you are adventurous, it isn't difficult. Here are two excellent guides from PCWorld that can help:
  1. [http://www.pcworld.com/article/249185/how\\_to\\_set\\_up\\_a\\_wireless\\_router.html](http://www.pcworld.com/article/249185/how_to_set_up_a_wireless_router.html)
  2. <http://www.pcworld.com/article/130330/article.html>

Write down your network name (SSID) and password and keep them in a safe place. I write mine on a label and affix it to the inside of my router box or Apple TV box for convenience.

2. **Connect Apple TV to your Television or Projector:** Unbox your AppleTV, plug in the power cable, and plug in the Apple TV device via the HDMI cable into your HD television or projector. Turn on your television or projector and switch the input to the HDMI source where the Apple TV is connected.
3. **Setup AirPlay Password:** Using the Apple TV remote control, under **Settings > AirPlay**, select **On** and add a password. Note the password in a safe location. I also write it on a label and affix it to the inside bottom of the AppleTV box.
4. **Connect AppleTV to Wireless Network:** Under **Settings > General > Network**, select **Configure WiFi** and select your wireless network from the list and enter your network password. It may take a couple minutes to negotiate the connection.
5. **Turn Off Apple TV Screen Saver:** Under **Settings > Screen Saver**, select **Never**. This will prevent Apple TV from showing wild animals in the middle of your presentation in the event that it sits idle for more than 5 minutes!

6. **Connect your iPad to Apple TV:** Double-click on the iPad Home button so it reveals the multi-tasking dock at the bottom. **Swipe the Dock to the Right.** You will see an additional button/icon for AirPlay. Tap on the **AirPlay** button, select your Apple TV and turn **Mirroring** to the **On** position. In a few seconds, you should see your iPad displayed on your large screen.



7. **Backup Plan - Wired Setup:** Always have a backup plan! In the event something goes wrong, bring your iPad to VGA adapter or iPad to HDMI adapter so you can plug your iPad directly into your television or projector. I bring both adapters out of paranoia. Both cost \$15 - \$20 each and can be purchased at any Apple store or online.

IPAD TO VGA ADAPTER



IPAD TO HDMI ADAPTER



## Additional Resources

Official Apple TV Setup Guide

[http://manuals.info.apple.com/en\\_US/apple\\_tv\\_3rd\\_gen\\_setup.pdf](http://manuals.info.apple.com/en_US/apple_tv_3rd_gen_setup.pdf)

Kanex ATV Pro HDMI to VGA Adapter

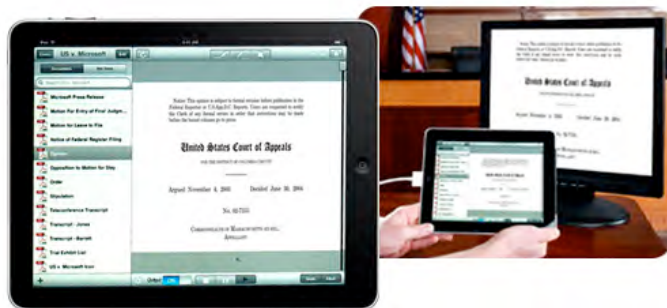
<http://www.bhphotovideo.com> for \$49.00

# EVIDENCE PRESENTATION

## Trial Pad (\$89.99)

TrialPad is a legal document/exhibit management and presentation tool developed for the legal profession for use in the courtroom. Despite its intended use in the courtroom, TrialPad is being used for client presentations, and many law professors use it to display documents in lectured. Using TrialPad you can organize, manage, annotate, and store your documents and video while leveraging the portability of your iPad. TrialPad was designed by professional trial consultants who have helped lawyers present at trial. Unlike PDF readers, it lets you create separate case folders, organize and sort important documents, and dynamically annotate and present them via its flexible output options.

The key differentiator of TrialPad over programs like PowerPoint or Keynote is the presenter's ability to pull documents, images and video on the fly in any order ... jump around ... and then zoom, magnify or annotate on the fly. It is not really a competitor to PowerPoint or Keynote because it was designed to handle different situations. Keynote is designed for more rehearsed linear situations (opening and closing), where TrialPad is design for more spontaneous situations like witness examination.

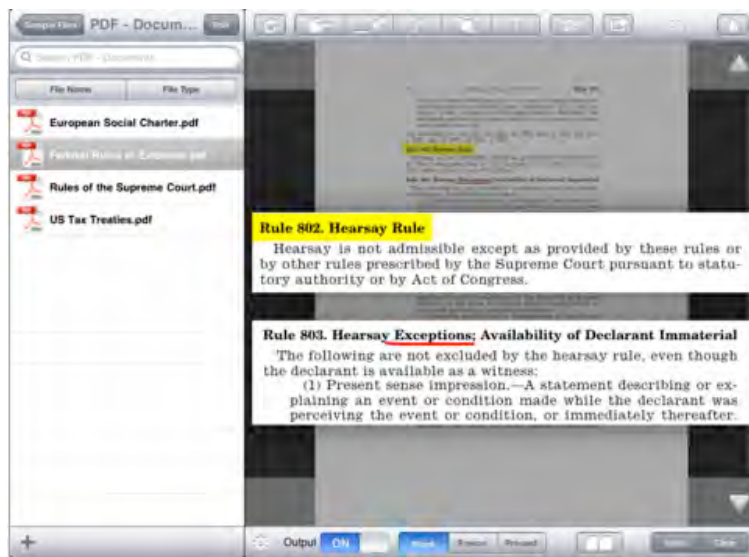


It cannot store a fraction of the data as Sanction or Trial Director, but it works absolutely fine for hearings and small cases. Features include:

- Organize and present evidence electronically
- Import process via Dropbox, email, or iTunes
- No internet connection needed once files are loaded
- Present wirelessly with AppleTV (requires iPad 2)
- Highlight, annotate, redact, and zoom in on your documents
- Make multiple callouts from documents or depositions



- View documents side-by-side, comparing pages
- The most intuitive, clean, and easy to use interface of any legal app
- Edit video clips, or take snapshots of frames of surveillance video
- Create Key Docs with saved annotations, then print or email them with the annotations
- Have your expert mark up an exhibit and save it as a Key Doc for closing
- Use the whiteboard tool to draw freehand
- Create separate case and witness folders
- File formats supported: Adobe Acrobat PDF, JPG, PNG, TIF, Multi-Page TIF, and TXT. [Also imports DOC, DOCX, XLS, XLSX, PPT, PPTX, Keynote, Pages, and Numbers, but PLEASE NOTE, for these files our best practices recommendation is to convert these files to Adobe Acrobat to maintain the formatting and look of the original document.]
- Video formats supported: All formats supported by iPad, such as .m4v, .mp4 and .mov



## Honorable Mentions

- Exhibit View
- Exhibit A

# LEGAL RESEARCH

While outside the scope of this presentation, we believe it is important to provide legal research apps for your consideration:

**WestlawNext**

**LexisAdvance HD**

**Fastcase**

**CaseMaker**

**LawBox**

**CFR Live Lite**

**FedCtRecords**

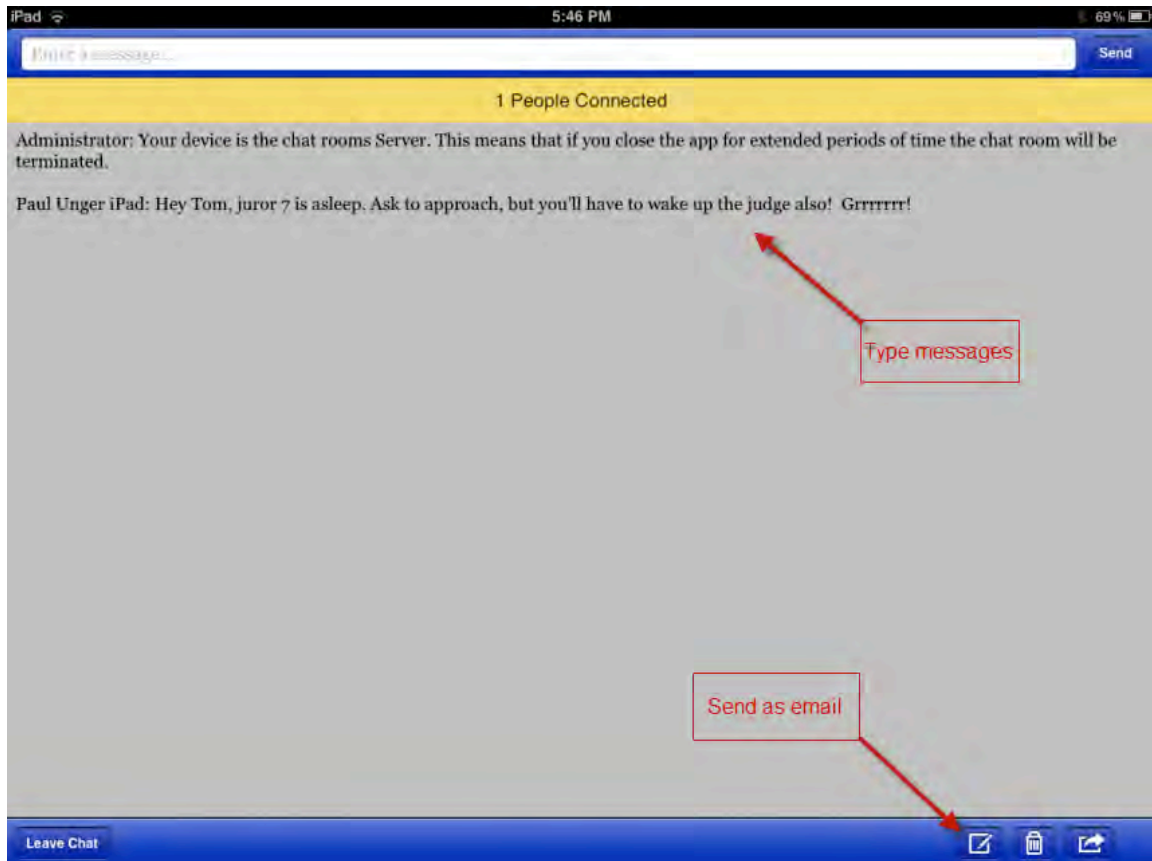
**Proview**

**My Legal Projects**

# COURTROOM CHATTING

## BT Chat HD (FREE)

If you have ever had the need to discretely pass a note in the courtroom, you will completely understand the need for this app. With BT Chat HD, you can chat with other iPad users via Bluetooth or Wifi (WiFi better if sitting at a distance).



## OTHER MUST-HAVE IPAD APPS

### So Many Apps ... Which One is Best?

There are many incredible apps for the iPad. In fact, there are so many that you will probably be overwhelmed about which one to select, especially if you are new to the iPad.

I have my top legal picks listed below, and I also have some “honorable mentions”. Some of my honorable mentions ultimately may end up being your top pick. Don’t let this overwhelm you. With so many fantastic apps out there, it is hard to go wrong. In deciding which app is best for you, follow these guiding principles:

- There are probably a dozen apps that accomplish the same thing. Review legal app blogs, consumer reviews and ask trusted people about what they recommend.
- Your workplace may prefer one app over another. Consistency/uniformity at the office typically is a good thing.
- If your co-workers or friends use the app, they can provide you with a “support network” to better learn and use the app.
- If a new app is released from a competing software company, don’t be too quick to switch! Your app will probably “catch up” pretty quickly and may have features the other app doesn’t have yet either. Remember your time invested in the app you already own.
- The apps are so cheap, if you are curious, just buy it. Most apps are less than \$10. The most expensive app cited in these materials is \$99.99.

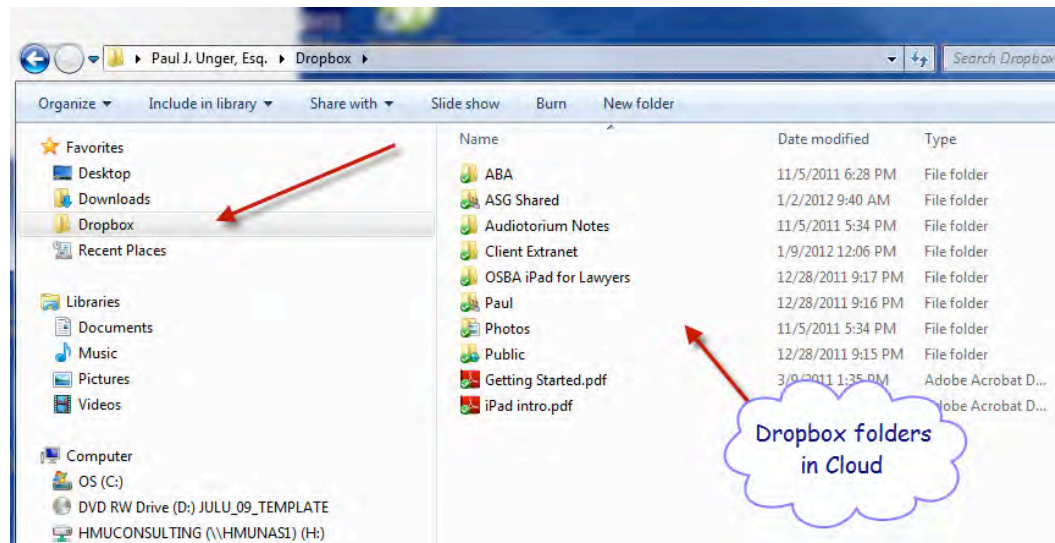
## 1. DropBox (FREE up to 2GB) ([www.dropbox.com](http://www.dropbox.com))



If you have an iPad, DropBox is almost mandatory. Setting aside debates about security, Dropbox has become the gold standard for storing files and getting them to the iPad. Most software developers are building their apps to integrate with Dropbox because it has become so widely used.

Dropbox sets up a local folder on your computer that allows you to create any subfolder structure. These subfolders synchronize into the cloud and can be shared out to other people (clients, co-counsel, co-workers, etc.), if desired. The iPad can also connect to your Dropbox account so it can see and access everything that you can see on your PC.

If you can create a folder, copy/paste, and drag and drop, you can use DropBox.



## 2. Dictamus Dictate & Send (\$14.99)



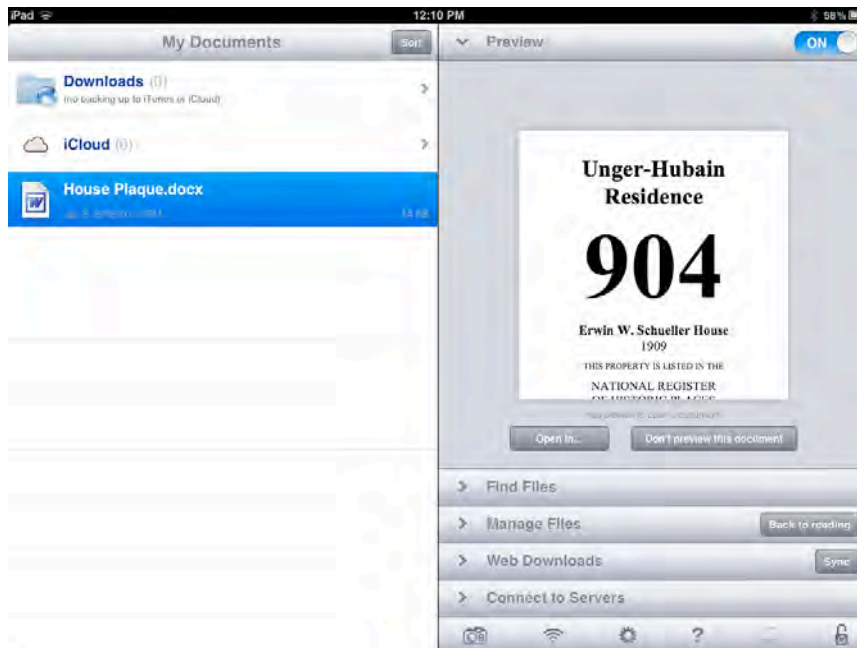
Dictamus is a dictation application for your iPhone, iPod Touch (2nd gen) or iPadRecord. Like a traditional digital recorder, one can rewind, overwrite and insert anywhere. Download recordings, send as e-mails, upload to Dropbox, MobileMe, FTP or WebDAV. Demo video: [www.jotomi.com/dictamus/demovideo](http://www.jotomi.com/dictamus/demovideo).



### 3. GoodReader (\$4.99) ([www.goodreader.net](http://www.goodreader.net))



Since documents are the lifeblood of the legal profession, it makes sense that one of the best uses of the iPad in a law practice is to read and annotate documents. GoodReader is best described as a universal “document viewer” although it arguably works best with the PDF file format.



It provides excellent annotation tools for PDF files, including the ability to highlight text, insert text boxes, post “sticky notes” comments, compose freehand drawings, lines, arrows, rectangles, etc. These tools are extremely useful when you’re reading a court opinion or law review article.



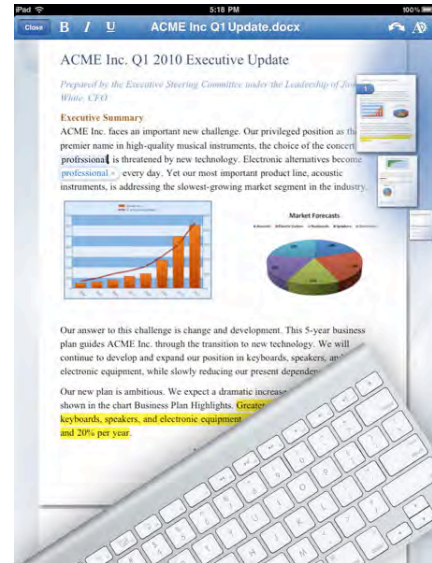
GoodReader also has a robust file manager and has the ability to sync directly with your accounts from Dropbox, Box.net, Google Docs, and many other similar services.

#### 4. QuickOffice Pro HD (\$19.99) ([www.quickoffice.com](http://www.quickoffice.com))

There are a handful of “office suites” for the iPad That can perform the core features found in Microsoft Office on your computer. One of the top choices for legal professionals is Quickoffice which allows you to view and edit Microsoft Word (Quickword), Excel (Quicksheet), and PowerPoint files (Quickpoint).

None of the iPad “office suites” are going to have the same number of features that you’ll find in the desktop version of Microsoft Office, but Quickoffice does provide a substantial number of Features:

- Create, edit and share Microsoft® Word, Excel and PowerPoint files
- Get continuous and convenient mobile access to remote storage services
- Access and manage email attachments with the most popular file formats
- Get to your files remotely via cloud storage services (MobileMe, Dropbox, Google® Docs, Egnyte, Box.net, Huddle, SugarSync, Evernote, and Catch)
- Share files using Facebook, Twitter, LinkedIn, Yammer, Docstoc, Slideshare, and Scribd
- Transfer files through WiFi or via iTunes® using USB
- Open attachments from your native iPad email client
- Find and replace functionality
- Create, Open & Edit Microsoft Word documents
- Multi-Edit Toolbox for fast and convenient edits
- Edit in Page-layout mode, retaining full format print view
- Scroll bar to preview page thumbnails and jump to any page in any size document
- Extensive text formatting; bold, italics, underline, font sizes/styles
- Edit bulleted & numbered lists
- File support: Edit (97-2008) DOC, DOCX, TXT
- PowerPoint 2003 - create, edit, view, save
- PowerPoint 2007 - view
- View presentations in slide show mode & on external monitor





- Built-in laser pointer for presenting

## Honorable Mention

DocumentsToGo

(www. <http://www.dataviz.com/products/documentstogo/index.html>)




- ✓ View, Edit & Create Microsoft® Word, Excel® & PowerPoint® files
- ✓ Includes Support for Office 2007, 2008 & 2010
- ✓ View Adobe® PDF, Apple® iWork® & Other Files
- ✓ View, edit & sync files stored in Google® Docs, Box.net, Dropbox, iDisk & SugarSync
- ✓ View and edit Email Attachments
- ✓ True 2-way File Synchronization with Included Desktop Application

Featured on CNN: One of the Best Apps of 2009! [See video](#)

One of Apple's Best Selling Apps of 2009

2009 "Productivity App of the Year" - The iPhone Blog.com, [Read here](#)

2009 "Best App Ever Awards" Finalist - 148Apps.com



## 5. Notability (\$1.99)

(<http://itunes.apple.com/us/app/notability-handwriting-note/id360593530?mt=8>) Very few note-taking apps perform all three functions of handwriting, typing and audio.

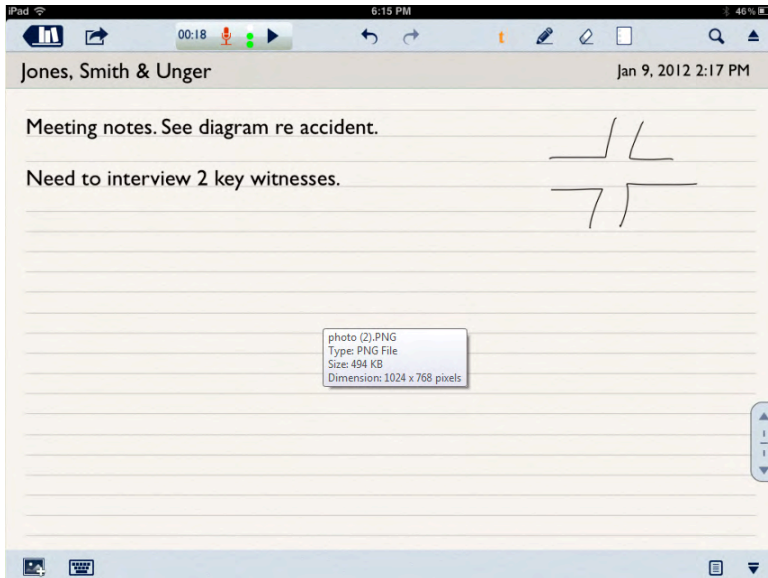
I have found that Notability provides a great writing experience, with the ability to change the thickness of the point, add lines, width of lines, gridlines ... all important to simulate an experience similar to writing on a piece of paper.



You can use your finger to write notes on the iPad, but I would highly recommend that you invest in a stylus so that the writing experience is as similar as possible to the experience of writing on paper with a pen.

I find the ability to record your meeting, lecture, etc. to be immensely helpful in certain situations. I absolutely love this feature, and quite frankly, I do not want to have a separate notes program to do this (like Auditorium), a separate typing program and a separate audio recorder. I want an all-in-one. Notability provides me with all three functions.

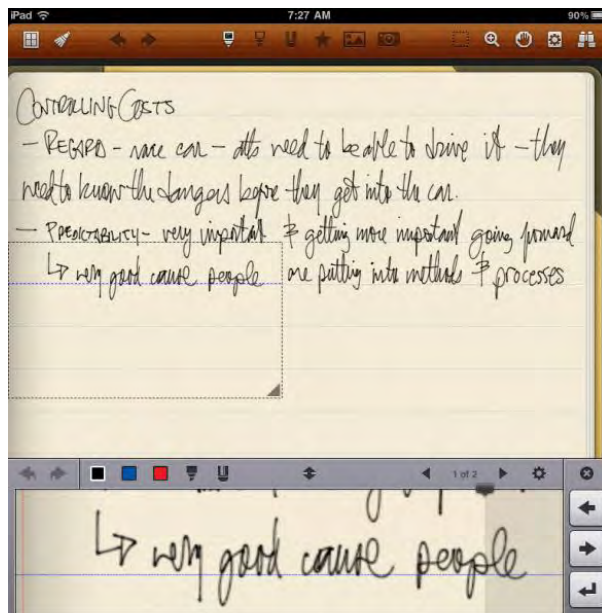
## Screenshot from Notability



## Another Great Note-taking App

### Noteshelf (\$4.99)(fluidtouch.biz)

For pure handwritten note-taking, Noteshelf is probably the highest-ranking and most popular note-taking app. Penultimate is another app that receives pretty high scores. These apps do not allow you to type or record audio.



## 6. Keynote for iOS (\$9.99) ([www.apple.com/apps/keynote](http://www.apple.com/apps/keynote))

Keynote for the iPad or Mac is the equivalent of PowerPoint in the PC world. Keynote truly is an excellent presentation tool, and Apple has ported the software to the iPad iOS.

Keynote on the iPad can certainly be used to give presentations on a large screen with a projector. But many lawyers use Keynote as a way to share a set of images and information with a small group, such as at a client meeting. Keynote is a beautiful app on the iPad, and you can easily manipulate the slides and images.



## 7. PDF Expert (\$9.99) (<http://www.readdle.com/>)

Many attorneys use PDF Expert because (1) clients can sign documents and then you can email them back to the office, or (2) form-fillable PDFs can now be “mobile” and filled out on the go.

Similar to GoodReader, PDF Expert will let you read and annotate PDF files. But PDF Expert offers a few additional features that are hard to find in other apps and that appeal to legal professionals.

PDF Expert supports PDF forms and allows you to fill-in PDF forms via text fields, check boxes, radio buttons and other form elements. You can create a PDF form on your computer and transfer it over to your iPad when you need to complete the form away from the office.



The screenshot shows an iPad screen with a PDF document open. The document title is "AGREEMENT FORM". The form contains the following fields and text:

To: William Hemby  
Employee Name (print)

From: Olivia Bennette  
Agent Name (print)

Date: 08/30/2011

The Agent agrees to pay for the cost of \_\_\_\_\_ training in the amount of \$ \_\_\_\_\_. The Employee agrees that if the Employee voluntarily leaves the employment of The Employer Group and ceases working for the Agent before the expiration of one year after the date indicated above, then the Employee will reimburse the Agent for the cost of the training. If there is a payroll check remaining to be paid to the Employee after the date of the Employees termination, then the Employee agrees that the reimbursement may be taken from the Employee's last payroll check. If the Employee's last paycheck is insufficient to cover the cost of the training, then the Employee agrees to pay the Agent the remaining amount owed.

Signed: Hemby  
Employee

Signed: Bennette  
Agent

At the bottom of the page, there is a blue button with the text "NOT FOR PUBLIC RELEASE".

## 8. LogMeIn (FREE) or LogMeIn Ignition (\$99.99) (<http://www.logmein.com/>)

As much as the iPad can do, there will inevitably be a time when you need to work on your office computer, or you need to access a file that is only located on your home computer.

To access a computer from your iPad, you'll need to install the LogMeIn software client on the computer you want to access, and that computer will need to be left running. When you need to access the computer from the iPad, you'll simply launch the LogMeIn Ignition app and put in your credentials. Controlling and manipulating your computer from the iPad can be a little tricky due the small(er) size of the iPad's screen. But when you need access to your office computer from the road, the LogMeIn Ignition app can be your saving grace.

If you need to advanced features like access to multiple computers, HD Video, file management and cloud storage, you can either pay the one-time \$99.99 or pay \$39,99 per year. If you don't need those features, and just need one computer to one computer access, then you can use the free LogMeIn app.



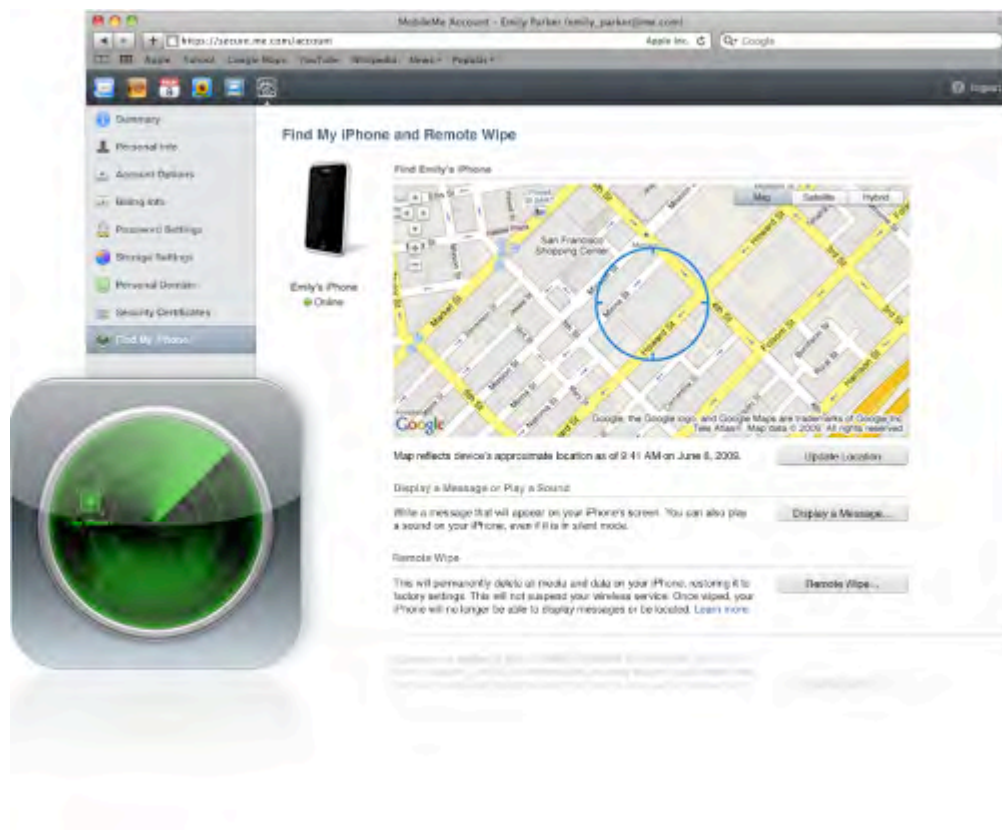
The advertisement features a blue background. On the left, a yellow key icon is shown above the text "LogMeIn Ignition". Below this, it states: "Ignition enables you to access all of your computers over WiFi or 3G from your iPhone." In the center, two iPhones are displayed side-by-side. The left iPhone shows the "My Computer" app interface with a search bar and a list of devices: "Home Desktop", "Mail Server", "Work MacBook", "Work PC", and "Home Media Server". The right iPhone shows a remote desktop view of a Mac OS desktop with a window displaying a cyclist. To the right of the iPhones, the text reads: "Directly control your PC or Mac as if you were sitting right in front of it."

## 9. Find My iPad/Find My iPhone (FREE) ([www.apple.com/](http://www.apple.com/))

When it was first introduced, the “Find My iPhone” service was part of the MobileMe service offering from Apple that cost \$99 per year. Fortunately, Apple recently offered the “Find My iPhone” service for free, which meant that anyone was able to take advantage of this free security option.

Today, the “Find My iPhone / Find My iPad” service is part of iCloud, which is also free. Because there is so much personal information and confidential client information that is stored on our iOS devices today, we urge that every legal professional with an iPad sign up for a free iCloud account and enable the “Find My iPad” service. When you misplace or lose your iPad, you are able to log on to any computer that is connected to the Internet and geographically locate the iPad. It also gives you the capability to remotely erase all the data from your iPad.

Since this service is free, and the risk of losing so much information on an iPad is so high, many leading experts like Brett Burney argue that setting should be mandatory for any legal professional See “Free Security for Your iPhone & iPad That Should Be Mandatory” at <http://www.macsinlaw.com/find-my-iphone-freesecurity/>.



## 10. iTimeKeep ([www.itimekeep.com/](http://www.itimekeep.com/))

iTimeKeep makes the number 10 pick because lawyers constantly struggle with entering time, and iTimeKeep provides two critical qualities that make it a great tool for lawyers. First, it offers the most comprehensive list of time/billing/accounting and practice management systems with which it integrates. This means when lawyers select the client/matter in the time entry field in iTimeKeep, it provides the client/matter list directly from the firm's practice management or time/billing/accounting system. It will also link to all billing codes and provides spell-checking, which is good for mobile entry because people commit spelling errors easily & more frequently on iPhones. I believe this is what sets it apart from the competition. Second, the time entry is easy as pie and extremely convenient. Bellefield (the maker) can quote the monthly or annual fee, and while some may believe that anything more than free is too expensive, the solution closes huge gaps in missing time entries and more than pays for itself in a very short period of time.



The screenshot shows the iTimeKeep mobile app interface. At the top, there is a green header bar with "My Time" on the left, "Add Time" in the center, and "Save" on the right. Below the header, the app displays the following information:

- Client/Matter: 1015: AIG Claim Services - Denver Office  
1015-030: Taylor v. Silver Co.
- Date: Today
- Hours: 1.20
- Task Code: 102 >
- Component Code: PF >

At the bottom of the form, there is a text field containing the description: "Conference call with client re: Tom Putz liability concerns".

Others to consider:

**TimeMaster** (\$9.99) – This App claims to be able to track your billing on a client-by-client basis (touch entry) and then export to QuickBooks or wirelessly sync between two or more devices (i.e. iPhone and iPad).

**OfficeTime** (\$7.99) – Touted in this year's 60 Apps session at ABA TechShow, this App works on PC, MAC, iPhone, iPad, and iTouch. Updated 5/10/12, it claims to offer a "guaranteed refund if it doesn't pay for itself in increased productivity recording." Works offline with no need for 3G or Wi-Fi connection, it exports to spreadsheet software Numbers or Excel.