

## MANUAL v. Automated Retrieval Systems



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## Globe Map

- Materials
- Open Forum
- Flow of Information



## Facts, Law, Details, Strategy, Facts, Law . . .

- What do we do?
- Gather, Assemble, Digest, Recall, Tailor, and Present Information
- To Advocate A Position.



## Support Staff

- Synergy
- Collaboration



## The Firm



## I hope I got that. . . .

- Good grief . . .



## The Manual Way

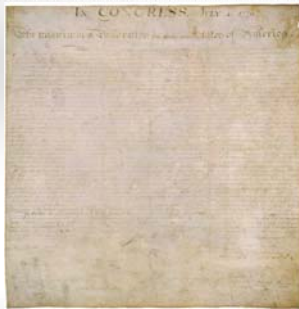
- The Paper File and Calendar
- Binding and Clip Downs
- Notebooks
- Franklin Planners
- Card Folders



## The Magna Carta cir: 1215



## Declaration of Independence



## The Constitution



## Start young using the paper file



## Manual Retrieval Systems

- Work your system.
- Most dangers and pitfalls occur when there is no system.
- Integrity of the System
- Duplication is important
- Make sure the copy machine is not broken



## A Few Good Men



## Automated Retrieval

- Case management software?
- Prolaw, Needles, Client Profiles, iManage, Amicus...
- Contact Database
- Calendar System
- Case Database
- Case Diary
- Document Assembly
- Reporting



## Paperless Office

- Myth or reality?



## Trial Notebooks

- Underwear.

