

# 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

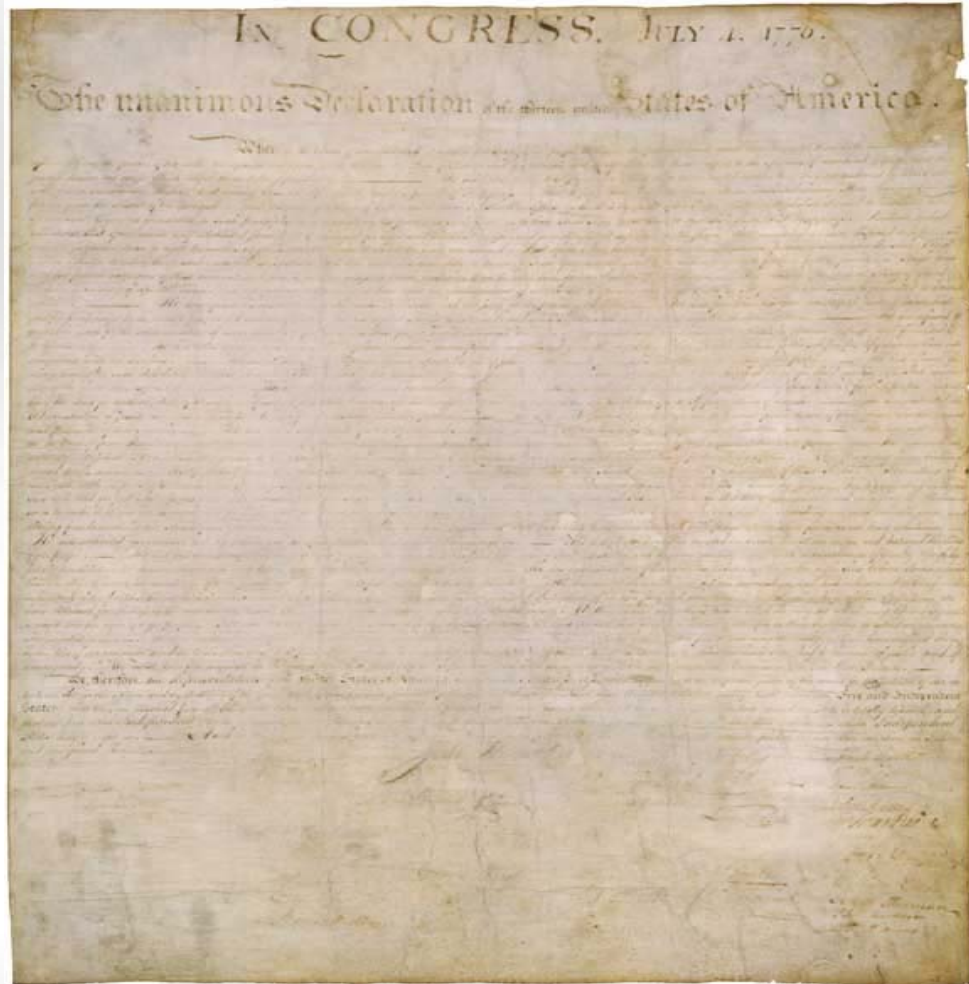
- The Paper File and Calendar
- Binding and Clip Downs
- Notebooks
- Franklin Planners
- Card Folders



# The Magna Carta cir: 1215



# Declaration of Independence



# The Constitution

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# Start young using the paper file

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# 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

A Few Good Men (1992) Part 2

★★★★★



Youf

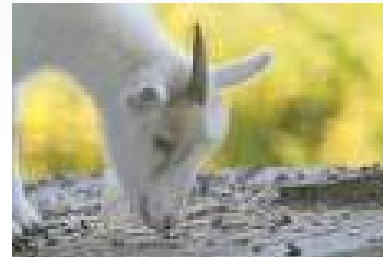
# Automated Retrieval

- 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.

