



Strategic Solutions to Law Office Technology

◀ Barron K. Henley ▶

Tired of wasting time every day searching for documents? Feel like you are drowning in paper? Looking for a better way to manage client files or send confidential documents electronically? Unsure of what technology you need to make the most out of your time and money? If you answered 'yes' to any of these questions then this seminar is for you!

Barron Henley, an expert in the field of legal technology, will discuss a variety of issues surrounding law office technology for all levels of expertise.

This seminar examines the following topics and more:

- Practical ways to use technology to move paper-based information to a digital format and put a stop to endlessly searching for documents.
- The top 10 malpractice traps and how the proper use of technology can eliminate or alleviate 7 out of the 10.
- Are you confident in trading electronic documents with opposing counsel and clients indicating changes or proposed modifications? Find out if you are putting your client or yourself at risk with current methods or technology.
- Whether you are looking to bring new technology into your practice or just want to improve what you already have, using a technology audit is the first step to get the best of what's out there and ensure it will benefit your firm.
- Recommendations and thorough descriptions of all the hardware and software technology you need to outfit a first class law office without breaking the bank.
- Strategies to re-examine how you incorporate technology into your practice and the latest developments in technology tips, tricks and best kept secrets that will save you time and money.

Speaker

Barron K. Henley is an attorney, a "legal technologist" since 1990, and a founding member of Affinity Consulting Group (formerly Henley March & Unger Consulting, Inc.) which handles all aspects of law practice automation including document assembly, case management, document management, legal accounting software, trial presentation/litigation support, paper reduction/scanning, hardware, networks/servers and security. Barron received his Bachelor of Science in Business Administration (majoring in marketing and economics) and J.D. from The Ohio State University and is a member of the American, Ohio and Columbus Bar Associations, and the Worthington Estate Planning Council. Barron teaches continuing legal education throughout Canada and the U.S. covering practice management, document management, file management, server and personal computer issues, remote access, mobile lawyering, scanning and paper reduction strategies, electronic case filing, Word, Excel, Outlook, WordPerfect, HotDocs document assembly, Adobe Acrobat, malpractice avoidance, voice recognition, and many other topics.

Regina

Wednesday - March 14, 2012
 9:00 am to 4:00 pm
 (Registration 8:30 am)
 Regina Inn

Saskatoon

Thursday - March 15, 2012
 9:00 am to 4:00 pm
 (Registration 8:30 am)
 TCU Place

PROGRAM

| | |
|----------------------|--|
| 9:00 - 9:05 | Opening Remarks – Law Society Staff |
| 9:05 - 10:15 | Law Office Paper Reduction & Documentation Management Strategies |
| 10:15 – 10:30 | Nutrition Break |
| 10:30 – 11:15 | Using Technology to Build Malpractice Avoidance Procedures into the Way You Work |
| 11:15 – 12:00 | How to Protect Yourself While Trading Documents Electronically |
| 12:00 - 1:00 | Lunch |
| 1:00 - 1:50 | Champagne Technology on a Beer Budget |
| 1:50 - 2:30 | Technology Audits: Providing Guidance & Direction for the Technology Future of Your Firm |
| 2:30 - 2:45 | Nutrition Break |
| 2:45 - 4:00 | Legal Tech Tips, Tricks, Gadgets and Cool Stuff |

General Information

In the unlikely event that the Law Society of Saskatchewan is forced to modify its program schedule, registrants will be notified. We reserve the right to change speakers and/or revise content if necessary.

Please attend the registration table at the seminar. Any course materials will be given to you then. If, for any reason, the Law Society of Saskatchewan is unable to accept your registration, you will be notified prior to the seminar.

Confirmation of registration is not provided as we prefer not to have to pass on the added expense to our registrants.

Note: Invoices and receipts will not be provided unless requested. This Registration Form is your invoice. Your cancelled cheque is your receipt.

Cancellation Policy

Notification of cancellation must be in writing and received by 4:00 p.m. two (2) days prior to the Seminar resulting in a \$20.00 (plus GST) cancellation fee. **Non-compliance** will result in forfeiture of the entire registration fee. **Non-attendance** does not constitute cancellation. Upon receipt of a written request, consideration will be given for non-attendance caused by illness or weather conditions.

Registration Form

Strategic Solutions to Law Office Technology

CPD-42

Please register me in the following location:

Regina - Wednesday, March 14, 2012
Regina Inn Hotel and Conference Centre
1975 Broad Street

Saskatoon - Thursday, March 15, 2012
TCU Place
35 - 22nd Street East

Registrations will only be accepted until 4:00 pm two (2) days prior to the seminar. Space is limited so register early.

Registration includes course materials, lunch and refreshments.

NAME

FIRM

ADDRESS

CITY/PROV.

POSTAL CODE

PHONE

FAX

EMAIL

Registration Fees

| | | |
|--------------------------|-------------------------------|----------|
| <input type="checkbox"/> | Law Society Member (Active) | \$350.00 |
| <input type="checkbox"/> | Law Society Member (Inactive) | \$175.00 |
| <input type="checkbox"/> | Articling Student | \$175.00 |
| <input type="checkbox"/> | College of Law Student | \$125.00 |
| <input type="checkbox"/> | Legal Support Staff | \$350.00 |
| <input type="checkbox"/> | Non-Members | \$425.00 |

| | | |
|--------------------------------|---------------|--|
| | Subtotal | |
| GST Registration No. 107604381 | Plus GST (5%) | |
| | Total Amount | |

Make cheques payable to:

Law Society of Saskatchewan
Avord Tower, #1100 - 2002 Victoria Ave.
Regina, SK S4P 0R7
Ph: 306-569-8242 Fax: 306-352-2989

Visa/Mastercard Number: _____

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