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A long time looking at his file and you are standing up at the lectern. You got your witness here next to you and you are sitting up and watching, looking at the judge and you're like why is he taking so long with this file. Did I forget something? Did I miss something? I proceeded, proved the case hundred thousand meds, had him testify, asked for default judgment for half-million dollars, and the judge gave it to me. But then he gave a statement and he said "I can only rule what's in front of me but I can see from the file, but I it's not in the record before me that Mr. Elwood was drunk, was high, did not have a license and therefore he would possibly and probably be contributorily negligent if this were to go in front of a jury" and he went on for another couple of minutes saying the same thing.

So I wondered why he put that on the record. I will ask you all why you think a judge would put that on the record. You won't know the real answer because there's a whole back story to it but generally why would a judge put that on the record. Now, what do you think he's doing? Was he running for reelection? There you go, very good. He is up for the Court of Appeals. He became interested after we were done off the record. I asked the Judge how the court appeal was going. Are you going up and he said, I'll find out next week. He interviewed and he is going to find out next week. So he said you know Jim you understand that I had kind of put that on the record and I said yea, I understand your honor.

You notice I didn't object when you said anything, you know I understand plus I don't want to make an enemy of a guy who's going to be on the Court of Appeals for the next six years, right? So that's the way, default judgment went. Interesting, you know we talked about guerrilla warfare on costs last week. One of the things that we were going to do was, I had Renée set up a video camera for deposition and we were just going to video it. I was to have Mary who is a notary come in and swear the witness in. I was going to video, so I didn't have to pay the court reporter costs, small case, it's dog bite case for a bigger client about 5000-6000 meds they offered \$6000 for mediation.

My client didn't want to take it, so we are going to go forward. I didn't want a \$400-500 deposition cost, so what we did, we set the video and Renee was already to go. They took our client's deposition. When that happens and you get your client's deposition taken, you just ask for the original from the court reporter. I'll get that, if he asks for the original, do not pay for the copy. Now they're smart, these court reporters are smart, they know they get paid per copy so they will say, "you want the original copy, right." You know lead, objection leading question you know but they'll do that and they want that to you pay. Say no, I appreciate that I just want the original. So we went in and were about to take the deposition of the defendant and the attorney said, "Jim, are you just going to video?" I said yeah and she said no I'll go ahead and pay for the transcript.

So she went ahead and paid for the transcript. As long as I don't pay a dime for the transcript, I am okay and can get a copy. She said that's fine and an insurance company will do it.

So another little piece of guerilla warfare and costs no piece of advice if you want to save 300-400 for your client, that's one way to do it. I had an attorney actually set up a video camera swearing the witness himself and start asking questions, no, no court reporter, no notary, no nothing. So those are ways that I've seen lawyers do things.

Alright, I started in 1988, technology research back then was entirely different. I did not have a computer on my desk at all.

All I had was a telephone and a Dictaphone and we did the research with books y'all had to do a little research with books early on right that's absolutely terrible so now you can do research and about 1/10th of the time that we had could do it back when I started 1988 I don't know if you all looking but that artificial intelligence is starting to gain a lot of speed. There's more every day, I see something more about artificial intelligence so technology is one thing that will be working on to keep your eye on artificial intelligence and what it can do to help you in your practice this is an, I will send you as always, so that you don't have to take notes if you don't want.

So people couldn't get access to their Google docs, they got an error message when they tried to get in. Just so you know, servers when all the cloud works great until it doesn't work anymore. I use the OptiPlex. Either one of those is good if you're going to have your computers in your office. Apple makes sure you know how to run and you probably have known all the Microsoft programs. Do you all use two monitors, two monitors make you 30% more efficient, three monitors make you 0% more efficient. There have been studies and four monitors make you a lot less efficient because you're just looking all around.

Nick's going to give a presentation that will be issued to see what he did. He has a huge monitor that can be separated into force and he was gonna buy it. I don't know whether he did and I don't know whether it worked for him or not. That's something, that he has been looking at it and I said Nick, you have tried out, let me know how it works. He also switched phones, he had a Windows phone but they haven't updated it so he will be gradually going to an iPhone and he doesn't like it. He likes his Apple. I mean...he wants his Windows printer printers to be generally fungible but HP is known as the best. So if you do get a printer, get an HP printer do not do one of these all-in-one scan facts print type things that tend not to work as well. They are too clunky. If you can afford it, get a separate one of each one of these, wireless mouse and keyboard, use Logitech, scanner Fujitsu scan snap is it, that's it. I've done research, I've done everything. We got five new ones in the office and we moved and Renée just hooked mine up on my desk. It's becoming less and less a necessity but I think for the next three years, we are still going to do it because we just released a button release yesterday. Now you gotta do it because I had to do it. You just start feeding it through and then and then you just gotta catch it before the last page gets out and feed them back in and do that right. I've done that before but I still like the monster, yeah. Shredders y'all got to have a shredder. I used to be afraid to shred anything, now I'm afraid not to shred things yeah. Check the scanner. You can get a check scanner from a bank and it is huge not having to get up from your desk and go and deposit a check. It's really nice to have servers and backup servers. It depends if you're on the cloud you're going to need that. If you're not on the cloud you're not going to need that, okay. Yeah, okay you are going to need a thousand dollars, so if you got a check I got one for \$325,000. They don't let me take a picture and send it but that's what works. Also if, if you do have some sort of, if you view on the cloud it would be nice to have an on-site backup. the Apple guys, you know the on-site

backup that you can have. That's the hardware that you got to have if you looked at my office, you'd see in my office itself. You would see all that stuff. That's how you all you need to run your deal and have a connection. The mobile hardware you got the phone and you can scan your phone if you need to, but it's not great.

You got your tablet which you all seem to have. The laptop which you have, tablet I live by the iPad. I really like it, I have used it for trials. I just got the new Apple watch because no one broke and so this one actually has cellular on it. So I can be away from my phone and get a call. It's also for hands-free. When I'm in the car they call I just tap it and talk while I'm driving while doing it everyone can hear and they've all said it works for real. We still trace it and it's good for us old people, actually it's come true yes.

I don't think it's series enabled yet. I think that's the next version but then you could even do a series and talk into it. It's 10 bucks, that's great. So yeah and you know this one got the little red dot so you know it's cellular. So that makes it really cool, right. I don't know, large hard drives to backup flash drives a little mobile flash drives you all know those. Be very, very careful with those. Those transmit more viruses than any other, anything.

People accidentally leave stuff in there, kids leave stuff in there. Things that get downloaded on your computer and affect your whole system.

It's whether you prefer Apple or Dell. I know lawyers use both and swear by both. You all can do both, don't be afraid to do either one and that the cost now in the end it's not as much as you think it is to run your, yeah. To run, well to run your whole practice in the big picture the whole practice is not that much. I used Avapro, I still have a projector and I don't use it as much as I thought I would. Video camera, microphones and try pad I do use a lot more especially because Renée. I do video blogs, I do video depositions. Renee has got a little side business where she goes out and recruits clients who want things done. So it has worked out really well for us, so it's expensive but it's, it's really good tool for us.

Your goal through your mobile hardware and through your computer is to have access to everything anytime, anywhere. You know it's not, how much that runs Renee, 15 bucks okay. You all know there are three universes: Microsoft, Apple and Android Google. It's still heavily Microsoft in the law world, out in the real world for lawyers most of them use Microsoft but that Apple is now getting more mainstream and getting more accepted. So people have figured it out with Apple if you go out in the world. There are a whole bunch of blogs that talk about Apple technology for lawyers. If you go out, you can make it work. Android Google, I don't think it is effective, Google Docs and Nick will talk about this next week. When you hit the terms of service of Google docs, they have the right to look at everything, everything. Return the client, Google has a right to return the client. So I don't know if you all have seen the hearings going on in the last couple of days in Congress with Google.

Everybody is talking about what they're doing with their stuff and Facebook. How they have access to your stuff. it's not as clean and as safe as you perceive or think it's going to be. You have to be careful, sometimes these worlds work together, sometimes they don't. Yeah, you know I think I have it in here but there's no ethical opinion on cloud computing in Texas as of when I last looked at it a couple months ago. But there are 20 states that have it and we will go over it. I do have some concerns about Dropbox and I am careful about what I put there, but I've yet to hear a lawyer get busted on it, alright, except when lawyers accidentally share the whole file with opposing counsel they've a link that they send to their client and they share with opposing counsel.

Optical character recognition so when you have Adobe you and you have a document that is not OCR it and you'll hear that expression in the real world what OCR is. When you have Adobe and you get this document you can't search it all you have to do is put it through the OCR part of Adobe Acrobat and then you can use search. The brilliance of that is if opposing counsel sends you 1800 pages on a PDF and you hit OCR and then you want to find the word pallet. You type in pallet and every single one goes through the document one at a time and finds that word, it's really powerful. Back in 1988, they put you in a warehouse and a major look at those 800 pages and they billed you out. \$250 an hour for two hours looking at these 800 pages, so it's a totally different world. Software, most of you are on Microsoft Word. WordPerfect was the program when I started and no one used it. No one used word, WordPerfect was it, it had macros, everybody loved it. Law firms, believe it or not they're still a decent percentage of law firms that use WordPerfect. When you get an attachment from a lawyer in WordPerfect, it's almost impossible to open, right? So word is the way, the word on that Microsoft office 365 is what I use for Outlook that's why it's on all my devices, I can get it anywhere. You can get the Microsoft bundle which is XL PowerPoint and one note browser now y'all know about browsers obviously. Explorer though, is something that sometimes has to be used for certain sites. Chase bank will only use explorers for me, I don't know why that is. But if at any time I try to go to do check scanning outside of Explorer it kicks me out. I like to use Firefox, anybody else having browsers they like to use. Chrome, you like chrome.

Okay, chrome is pretty good, yea. So that's good, so I sometimes use Safari, just because it's on my Apple devices and I have no problem with it, it's not a bad deal. Adobe Acrobat Pro that comes with that Fujitsu scant sepsis server that's part of the program. So for the 400 bucks you got to pay for the server, you also get Adobe Pro which is about 150-250 dollar piece of software. So it's worth getting the scanner to get the Adobe and Adobe does everything. No, I just buy Pro, Pro is the best. I don't use anything else. I have tried pictures and all that. I can't do it, I can't edit pictures, it's just like going back to my wife when she was in a scrapbook and you started and you never, never touch it right, that's what happens. Virus protection, I use trend micro but there's a million of them out there, right. Million of them out there and then spam filter. Now you've got to have several levels of protection, you just can't have an open Wi-Fi for your law firm. You understand that right, that's got to be password protected. If you have servers, you need to talk with an IT specialist to make sure that certain ports are open and certain ports are not. you don't want your information to be exposed, you got it.

Okay, the top for practice management software for solos and small firms are Clio Amicus cloud, Cosmo lacks and rocket matters, those are the top Clio's has done a really good job of selling the law schools and most of you in your homework put Cleo. I've not heard great things about it, just from outside. If you transitionally remember Steve, Tobin was talking about rocket matters. He thinks rocket matters are really strong, they just came out with a new version. Rocket matters, gold or something like that and it is supposed to be pretty solid. if you're going bigger I have time matters but for time matters, you change your server. It's not mobile and it's expensive so it's only if you, what I hear I think, I think you're right but I hear it's not customizable enough. I agree with that but I just said I'm just going anecdotally from what I've heard is Holly, yea.

You got complaints for that too, okay, not user-friendly. What would you like to go to Holly, so you like it, patently, thanks Holly. What would you say Kyle, you think so. Here is where your starting place really needs these Holly absolutely. How was your transition from your old software to new software, put in the next one. It's one of the issues that people run into, it's called the stickiness of your previous program that means your previous program does not like to give up the data to the new program. It's very

difficult to transfer, which is why we are still in time matters. If I was in a time matters I would probably go with one of these, these cloud-based ones. The what the reality is time matters was the best, it had a huge head start. I actually wrote an email to somebody who talked about it and it got published in techno lawyer which is a big like newsletter. I did not expect it to be published but it was and I was really critical at times. They had a 10 year head start but they lost it, they lost. They sold to LEXIS-NEXIS and LEXIS-NEXIS didn't do anything. The CEO of the company left and he was the brains behind it like Steve Jobs with Apple. So time matters lost its lead. It's not as strong, so there is a whole vacuum for case management software right now. That's why you have practice Panther, why you have Cleo, why you have rocket matters.

I called the people that got me on time who are my IT consultants and they told me about a new one called center base. They said the center base is the wave of the future but they only have 120 users. So I can't recommend it to you all because it's just too brand-new but she is pushing me to move from Time matters to center base. The biggest thing is, make sure it works for you, practice Panthers, that's what it's called, It works for Holly and her firm, just make sure it works for you. When you are going to use case management software, the very first thing you need to have is contacts, what are contacts, contacts are your clients opposing counsel and when I called I heard. The herd for me is 100-250 people that are my marketing people. If I want to do a marketing letter or newsletter I do an email list or letter to those 100-150 people that send me about 80-85% of my business. So you can picture, you can put whatever code you want for your client or for the person. You enter in the name Patton you entered patent in there put his last name the only address phone number now you got a contact, alright. Now the patent has been sued by Mr. Smith so now you have a matter. Smith vs. Patton, and you link, here's what the magic is. Here's where the magic is, you link the matter to the contact, alright. Now the patent will like you to get sued 10 times then you have 10 matters for Patton and if you want to see what's going on with Patton. Patton's 10 matters you click on his contact and you got 10 different matters, you can see them all in one fell swoop, now you got that and you can see all the deadlines so then you put the events so in Patton vs Smith there is a, if it's a transactional matter I want to get the Corporation filed in a week so I put the deadline in there and now you have the deadline. If you have a meeting with Patton a week from Friday, you put in a meeting with Patton on Friday and it populates your calendar. Now you have your calendar, now the thing is when you put in an event it links back to the matter and it links back to a contact so if you want to see what's going on in Patton's case, you just click on the matter and it will tell you all the events that are coming up, extremely important in litigation when you have scheduling waters that have deadlines you put all the scheduling order deadlines into the matter in a population calendar. You also have to do switcher deadlines, follow-ups, your daily task and then of course billing. So Patton comes in, meets with me. We have an hour bill for him. I enter a bill on the matter so I click on the matter they click on the little billing icon the type slip comes up, you fill it out. Save and close, boom, it's billed. You don't wait until the end of the month to print out your bill, you all got it. Yea, so all, everybody in the office has access to all of this, alright. So I have four employees, so all the employees have access to this so if they want to see what happened on a file they just click on the matter and they can see what's going on, yeah sure, exactly. So from central to another one of them, I mean if you go on and do a search up of law practice management software, you will have a list of 50. it is a field that is right for someone coming in and putting in a good product. I will tell you that, generally speaking, the products out there suck. You know, overall in terms of what they can be and other software that's out there. you got law firms that are dying for this and no one has filled this market space yet which is why you have so many competitors right now which is good for competitors, bad for you all. Coming out in the market right now because

there's really not to go right now but this is generally how it works, Yeah. different ones have, different ones have yeah there was somebody in Serena Green on timber Serena but she did IP work and she went on Houdini and tried to gain Ian said it was going to work for document assembly and then a week later she came to me and said it's not working.

So it's, it's there's no straight answer for that but there are some that are out there that advertise that they can do that and now I don't do that so I don't know for sure whether or not that would work and there are separate docket assembly programs that you can use, form builders and things like. Yea, you, you can put everything from this into an Excel spreadsheet and that's what everybody needs. The XL spreadsheet, everybody needs that. You just click on the contacts that you want, you hit the little button that says transfer to XL when the populace appeals for you and you're off to the races. You got it, youngish and other works. You should, if you all are starting up, it should anywhere from \$5200 per user per month Holly, what do you want in there, 49 users. So there's, I think Cleo's maybe in the 50s or 60s, 50, that's what you hear, note here is you monitors, yeah and that's one thing with billing is, there's no one that's really got the accounting side, the back and counting side of it there's no one that has really got it down yet.

Time matters had a program called billing matters, it screwed up my trust so badly, I had to spend \$50,000 on a consultant to fix it. I mean it messes up really, really bad and I trust when as you all know, trusts are sacred. When my trust got messed up, I just called Calgary, I didn't care how much it cost to get it fixed. So now we have QuickBooks and most case management software will link to QuickBooks and when they link to QuickBooks, then QuickBooks is solid and that's what I use. I use time matters linked to QuickBooks. So you all got that if you, if they tout that, rocket matters is touting right now that it has a backend accounting program on top of billing. I would run, I would run. This is QuickBooks, QuickBooks is tried and true. Okay, we talk about the ethics of cloud storage, 20 states have opinions but not Texas. They all allow cloud computing, they all have a reasonable care standard.

So what that means is, you have to do a due diligence investigation of the vendor, right. Realistically you have to do due diligence of Dropbox now they bar everybody and their grandmothers have already done Dropbox, right.

So it's not like you need to go and look at the terms of service but it's not like you have to go out and something. If you're getting some fly-by-night server in the basement in Taiwan, you need to make sure that you review the service agreement, do reasonable safeguards to protect your data and in Google like I said if you review the terms of service, you will see that they have access to your documents. You need to be really, really careful but that's what's required. Tobin and his, in his retainer letter points out that he is going to store documents in the cloud and gets express permission from his clients to do that that's a recommendation from some of the states in the ethics opinions so if you want to put that in your retainer agreement, that'll help you out and then hosted servers or servers that are off-site hosted by other people. My IT person does not recommend that, so a Local place in Bedford has their own set of servers. They have maybe four or five stories of servers there and you can buy a little piece of their server. I would not recommend doing that either, you all get it. John, you understand what I am talking about. I use barracuda for online backup and off-line backup and then I use dropbox to go back and forth between my stuff. barracuda I have, I have a server in my basement that if everything falls apart then I have it, that's a backup and then I have a backup in the cloud through barracuda. I have redundancies, I can't lose my data, can't lose my data, Document assembly software, so you are talking about, form builder and Prodoc, the two leaders. So if you want to build your documents it'll build them for you but be careful. When you

build the document, doesn't necessarily mean, it's entirely correct. You need to go through and check everything in your document. If you are doing divorce work and you are a form builder or Prodoc. Holly, there's some stuff in there, that's not accurate right. Other software, case map, has anybody heard of case map. it will map the case out for you it's up it's, it's a really interesting piece of software but it takes too long to explain but if you have a case they can map it out for you and it's really a cool piece of software. Trial pad is where you can do a trial on your iPad, its about \$89 bucks for the app. It's really solid. The transcript pad which I'll show you I use all the time, you can get transcripts, deposition transcripts, you can throw them on your iPad and you can highlight and annotate those transcripts on your iPad and it can print out reports for you. I'll show it to you, it's really cool. Westlaw and Lexis, you all know Westlaw and Lexis. Training, make sure you spend your time training on the software. It is non-billable, you can't make any money from it but you've got to learn. I will show you a note that I use, so this note was created about two years ago. I can't read it but it tells me how to bill at the end of the month. I trained with the expert in QuickBooks and she walked me through how to bill at the end of the month using time matters and QuickBooks. We did it, I wrote down every word that she said and then I repeated it back to her to say: Am I doing it right and she dialed in and went online with me and walked me through the process and by the time we got done. She said yes Jim, you're doing it right. I have every step on that deal you all know I bill in the first, right. So I billed this morning, that's why this notes up. I still have it up, if I settle a case and have to walk through a contingency fee that's what contingency is. It walks me through every step on how to go ahead and make it work and I pull that up every time I do it because inevitably if I don't pull this note up I skip, I skip a step. Training is super important. The beauty of training is you only have to do it one time. Once you do it one time and learn it. Then, you're done and I like things that are one time. I'll tell you about the bonus first raise, by the tail that bonuses are one-time, raises are forever Renée, don't you hear that. Bonuses are one-time, raises are forever. You give someone a raise, you are never going to put their salary down but if you feel like you had a good year and give a good bonus you can always keep them at the same salary. You all got that, I do bonuses Christmas and I do raises in June. That's the way I do it. Okay here's some office storage, Microsoft does some barracuda and you know who are the biggest stores. I'll have mine here, Amazon. Amazon has the most storage out there, they have leased to Microsoft, they have leased to barracuda. They are the masters in an off-site storage.

There's Dropbox, there's box. Also if you really want to have, what I call the dirty backup. You can get a 1 TB hard drive, plugged in your computer, back up into that. Make sure you put it in a safe or somewhere good and now you have yourself a backup. I put my QuickBooks on a big hard drive, it prompts me to back it up, every four times I close it and I always back it up

So you have to make the password encrypt all that stuff, right but make sure you are really careful with that. I had, there was one day I was transitioning in the office, I downloaded everything and I downloaded all the family pictures on to a, on to a hard drive. We got broken into. The one day I had in the house we had broken into, I went home and she was crying. Her clothes were everywhere, they got through every drawer. I ran to the one drawer with that hard drive and it was still there. I was happy and she's like what are you doing you know they got my underwear. I said I don't care, I got the hard drive. I always do on-site and off-site backups and I always test. I always test to make sure that they work. Paperless, there is no such thing, that is completely paperless, right. It's just less paper and that's something Nick will talk about next week. He will give you some information about the ethics of keeping abreast of the technology, you have to do that. I have very little paper. Renée, in all her cases, how must we have. Yeah, 14 drawer cabinets with 175 cases, that's what we got. We had enough time to scan it and get all gone. We

will be left with wills, original client documents, that's pretty much it. Corporate books, when we do corporations, we keep their books but most of it you can scan and shred. Don't be afraid to scan and shred. I know it's hard about 10 years ago, who was it? RadioShack, maybe 15 years ago when they had the headquarters up there, it's now TCC. They dumped a bunch of stuff into a dumpster that had personal information. Somebody was walking through and found it. They got a fine of hundreds of thousands of dollars for not shredding. You guys throw away something that has a client's medical record in it, social security number on it and date of birth on it, you're in big trouble. Shred, shred, shred, Open records yea, we don't have to shred open records but I will tell you Renée that some people put things on open records that have social security numbers and dates of birth and so I don't want it, you know I don't I don't want to mess. I don't want to, I don't want to mess with it. Security and encryption, his last fall down a little bit. Technically for your email you have to have, you should have encryption and lot.com is a good place for email, I don't use it because it's such a pain for the receiver, having to get a separate password, having to authenticate themselves.

I have not found the answer for that. I don't know any lawyers that really do a lot of encryption but it's recommended, it's not required under the ethical rules but it is recommended. Make sure you lock your Wi-Fi, right? Make sure, no one can get in your Wi-Fi. Here's some bonus software for this one, I love it's called simply file by Vitec. So what it is, when you have your Outlook. I don't know, do you all do folders for your Outlook, maybe not. Okay, I do folders from Outlook and I will have them in my cases and what a simple file does is that it suggests a folder that the email should go in so when you have it, it suggests you click a button and your email automatically goes into that folder. It saves a huge amount of time of having to open it, scan or hit a file, move, find that file, click on that, it can take all day especially with the number of emails that I get. that's a really nice piece, word break, has anybody heard a word break. So word break is, you have heard of it. Yeah what it does is when I use it for long briefs, so at the very end when you ground a briefing you probably should do it for your business plan when you ground grinding grant told you, grind your briefs down to where every unnecessary word is gone, you get word break and it'll run through the whole brief for you and make suggestions for you and suggested changes, very cheap program, worth it. I will, when I use word break, at the end of my brief, I probably suggest 10 to 12 changes every time that'll even make it tighter, even cleaner than that because you get so close. You all will know when you read a paper you get soaked or do a paper you get so close to it, you kind of lose sight of it sometimes. That's what that'll help. I use it for my credit score, I always check my credit score, especially now with all the things that are going on with aqua facts. You want to make sure that your credit score is kind of, can hang in and it gives me alerts and stuff. E-wallet, I use it for passwords on my iPad. It's an app, all my passwords are in an e-wallet. So you click on the e-wallet, it actually uses my thumbprint, recognition boom and all my stuff pops up, that makes sense. Does it work, extent also to you in the tour like 30 bucks here and by trade credit, is a work. Anne's credit score is five points higher than mine always and I don't know what she did and when she did it. It's always five higher than mine, so when we recheck it, we need to make sure, we check in together, websites, County access to cases, Texas Secretary of State, Texas Department of insurance comptrollers. You are going to need these websites to get into cases and it ends case law.

Terry County charges you 35 bucks a month, there are a lot of people who don't like that. They charge you 35 bucks a month to get into it. The Sec of State charges you one dollar for every search but it's worth it. It's worth it to go in and look at corporations when I do a search on a client, I do a search through the County. I look at the criminal cases in the county. I go to Lexis and do a search there. I, go ahead and go through the Department of insurance. That's why we do it. It's 2:30 and in 30 minutes, we will run through

it. Sure, what is loss? I pay 300 bucks a month for that, further though smart links it's called. It's just a flat fee and so I use it. Here's to do lists, you all do, to do lists. Here's a bunch of potential ones, has anybody heard of Omni focus? I think I have done it, did I tell you about it where HE heard that all this stuff is called GTD if he heard GTD: get things done. There's a whole world out there of GTD. Omni focus is about as OCD with GTD as you can imagine, what it tells you to do is when you think of something that you have to do.

You put it into the app okay and it populates the address of where it needs to be done like let's say, you gotta go and pick up something from the cleaners, right. when you are going to do another thing it'll prompt you, hey there's these six things that you need to do and they are on the way. Go to the cleaners, go to this, go to that, it's incredible. It sounds awesome, if you can get through the setup and get through the input, it's really cool. I don't know, I think it's an app, I couldn't do it so that's that, that's an app that I talked about but there are other to do list and I know people use wonder list because it can be shared between people and I know some criminal lawyers who use it. Traffic, do you all use ways? Who uses ways, yea. If you don't, if you're into, if you don't have that app, get it. I use it sometimes just to see if the route that I've been taking for the last five years is the fastest route because it'll tell you if it is fast or not. The Way is tremendous, if you need it for traffic it's really, really strong. So many people use it, that it's tracking data from so many people that it tells you where traffic jams are and on-the-fly. It will have you moved to different places on your route where you are going. sometimes I go one direction on the way out and one direction, different way, totally different way on the way back.

I came back from Houston and San Antonio and took me around Austin, on the loop around Austin because traffic was so bad. I just listened to ways, so highly recommended one thing you got to remember though. That way, when you're not using it, go to your privacy settings and make sure that it says that it's not giving data when it's not in use because it will drain your battery, it really sucks you dry real quick. So make sure when you are not using Ways, go into your privacy settings. We talk about word break, we talk about simple files. Notes, I just use the app that's notes on my phone, it goes searchable, no magic there. There is Ever note, one note but I just use the notes, yea. I have had trouble with Google maps so Ways seems to be better for me. I just type their cops. It tells you if there's a pothole that tells you there's debris on the road.

We got into a little fight there, alright. I saw it and obviously it is a conflict. Password apps, so these are password apps. This is like when I use for, for whenever it's Michael or Kyle. We are doing something together, I always make sure they have that as their password: dad is the greatest but I always put \$ sign or number in it. \$ sign can be used as an estimate to make something plural and so if you have a usual password and you throw a couple dollar signs on it you've done the special character and makes it look like an ass, yeah. and I do hello give me on my deathbed and just go yeah and then a funeral parlor put it on the iPad we got to know where the money is. Ann does that and it drives me crazy because she doesn't know where they are most the time, it is not everything, it is not a recipe box there in this bookmark in this book and I just I think yeah so you put your password in your save in your house bless the price if you forget if you get the password to the e-wallet then you're in trouble, right. Google scholar pacemaker, you know if I will have, if I'm just in a real hurry I will do some searches on Google scholar you can search Texas case law on it. It's not great, but it will do in a pinch. Case maker, Sue the State Bar, we talked about my FIFO. Virtual receptionist, very sexist, Ruby receptionist and back office Betty's. Those are the two top services. They are really solid services. Ruby receptionists are known as the best. If you are technology savvy, you don't really have to have someone answer the phones but if you want someone answering 24/7, that's the deal. I don't know what they charge, how much is it, just expensive, yeah. So

you know that they are out there but they are expensive. Alarm and security, digital watchdog is now this, this is an area that I know. 25 years ago and being a socially aggressive self, met somebody at the townhomes we are at. She said, hey let's go out with the guys you know with their husband and wife. I am like, I'm not a puppy dog. I don't need to go out whenever you tell me to show me you like the guy. I know you always say that, it turns out he was my best friend and so Tim and I were in the alarm industry. He has moved from the bottom all the way up to the top and I made friends with his friends and we became friends. I know this area. This area is blowing up right now. Alarm and security is blowing up, digital walk dog, watchdog and alarm.com. We will show you what we can do when I do the iPad tour. It's really cool stuff, if you can go ahead and get your office monitored, your house monitored with some cameras up there to give you that extra level of protection. It's important. We talked about these, find your iPhone. Anybody have that, stocking your son on it.

Yeah I stalk Michael, whenever I miss him a little bit. I'll go find my i-phone to see where he is at that I know it over figure hours at two but yeah, what's that. Sometimes you don't want to know but it is, did I tell you the story of the house getting ripped off and yeah so find my phone we caught the guy you can find my phone so, I like it just general. You probably have most of these Facebook, Netflix, YouTube, Pandora. I have Pandora and listen to it and then I have Sirius XM and I listen to it on my desktop sometimes. Just when, I just want something to break up the day. It's not wrong to listen to music while you doing work. I do, I do it with geek desk and its motorized and it can go up and it can go down. Pretty fancy, you know. she is, LinkedIn, Instagram nothing new here, Google Earth.

You all know Google Earth, right. I use Google Earth a lot. In fact, in my request for production responses, I always say that I will use Google Earth pictures in court as demonstrative exhibits because I use them all the time for car accident cases. Amazon prime, there's a new thing called Amazon prime, it has a deal that Kyle found that they can deliver stuff to your house in an hour, what was it. Amazon now, precious groceries but now so I said Kyle, he said you can get anything on this dad anything if you needed an hour anything I said, how about condoms. He started searching and he told me, all the different kinds you can get that was a good suggestion. Speed test, lose it as a weight loss app speed test you can test your deal how fast are your deals going. Alright, real quick on the iPad, so as you'll see. I see this is work, a lot of these, the boys just put on and I don't even like, I am like what is that. Okay, so this is the nest. Does anybody have a nest, the thermometer. It's pretty cool, isn't it. So right now there's no one at the office, so I'm going to switch it from the heat and cool, the economy we just. I just changed it in the office I was downstairs and this is the hallway economy and how do I know because of my email. I got an email showing that it was armed. I get emails when the last person leaves the office and arms the alarm. So when I get that email that triggers me to go ahead and get the heating and air down the economy and then if I want to see what's going, where is it. Those are the cameras all around the house and it records I only have six cameras right now but there are all the points of entry but I'm going to probably put another six more or another eight more just because I have friends in industry and they do it for me for free. what see you that's all they see is that's outside the sun, inside italics in my bedroom or have it just sounded downright on the vendor no I mean it's strange but it's really nice and it records it's got DVR back at the at the office so that if something happened that 1130 the night before I can go back and rewind and see what happened but it's nice to know that you can see what's going on in your, in your yeah. So that's the back seat broken okay anyways. you can do that for security, see what else I got on here.

Keynote, I use this right down here. I use it a lot, dropbox I used to put case files, I have it organized files, just got an old one in here. This is Fran kicking like a giraffe but I got you know all the case information in here so the way I have it set up. I have it with correspondence, discovery investigation, medical

pleadings and then we got some additional documents but you got your whole case right there this was the, the picture of him before he went and got in the accident that was a default judgment that we just had. So you got all the information right there in the dropbox. Before I go into deposition or mediation, I just download the file into dropbox, so that I have access to it at the mediation.

I walk into the mediation with an iPad and I have the whole file. if there's information that the mediator wants, I look it up maybe he wants his picture. I click send it to and send it to his, his email address and initiate the other side on his iPad or iPhone and can print it out. So that works, so drop boxes are a really good program, lose it is the weight loss app, that one down in the lower right-hand corner. I like looking at a movie trailer, that's with me. I don't have time to, to look at the whole movie, so I just look at the trailers. American airlines, you all have got that app if you do travel, here's the e-wallet. So I will show you the e-wallet, well this one doesn't have the recognition so I have to type in the whole password and I always get it wrong. So these are all my passwords every one of them that I have a put in here and even if it comes up you can see my username but I have to push the word show to show y'all with the password is similar I have not but I just have to have yeah I have that one but I view the MEC always passwords you so you have to just do, hit the + sign simply, new card, create, test, this was called test. My username is Jim and my password is class, save and it's there, that's it. And if I want to go back and see what I have, I have got different, all kinds of things in here and just mean everything and the reason why I have to have everything in here is to Skype.

Yeah but that I am going to hear and change. No, I manually go in here and change in. You all see it, and this unfortunately when you become a dad, an attorney and all that stuff. You are going to have this much you know. I mean, there's just so much you got and AT&T I mean, I had to go to Pennsylvania, Allegheny County to get records and set up a username and password. I will probably never go back but I have it. I have to go to Allegheny, Pennsylvania. I know how to get into their court records. You know Aflac has Aflac. So it's just so much but you gotta have it here. Let's see what else I got. These are my music Pandora, Shazam and Sirius XM. Chase is my app for banking. Every note and good reader are two note taking apps that I tried that I don't use. Scotttrade speed test right here will tell you how fast the Internet is but right now I don't have any Missy, you may just tell me. Have you all done this before? Okay, I will stop it. Scott trade is an account that I set up for the boys. So that they want to say, Dad is great. Yes, 2008 scared the hell out of everybody, large banks aren't playing well right now. Wells Fargo is having all kinds of problems. You know the same things going on with Chase.

My philosophy is different than a lot of people but I have money in four different banks. I don't like to be above the FDIC insured amount so if you start making money, you start putting money in the bank. I will send by the hundred thousand dollars and you are above FDIC insured. I knew people in 2008, even like people who had escrow money. That was in escrow, in the account and it got up to \$500,000. The bank went under, they only covered hundred thousand dollars, they lost \$400,000. Nothing they could do about it, FCI insured insurance either hundred they raised it to 250 up to 2008. I don't know, if they've gone back down again, that's scary.

So I used them, I used Wells Fargo, Chase BB&T. I used them for a while and then I went to Sierra which is local and when I had to get an additional loan to do my house they didn't ask for any paperwork. So I had loaned a bunch of money and I need a little bit more because it costs more than I thought and they just said how much you need. You are not going to get that Chase and Wells Fargo and those other ones. So there is an advantage to using a local bank; the problem with local banks is that they have limited assets. They do not have as much as the big banks. Yeah, everything to chase but I have very little actual

cash in Chase, they got my trust account, they got my small personal operation by personal accounts or checking accounts.

A lot of my savings is in Wells Fargo, a lot of my savings is in Sierra. I'm paranoid, I'm afraid that if for whatever reason Chase bank gets mad at me, they can go ahead and try and seize assets in my accounts. I don't want them to have assets in my account. I don't know, I don't remember what happened. I don't think it does. I think it's protected because everybody has more than that in there. I remember, I was worried about that so you know everything right now for the economy is riding high. The stock market is higher than it has ever been, unemployment rates are low, inflation throughout low, you all, I mean, this is great. I mean I lived in the 70s where there were actual lines at gas stations and it was 16% interest rate on loans, that's a prime with 16%, you all, you all never lived in the world, you know, where the price is above five. Money is cheap and free right now. It's just you know, on steroids. Eventually, it's got to an end and eventually someone's got a break and when it does, everything comes tumbling down, you just want to make sure that you are protected, just in case. That makes sense, is that good, does that answer your question. Sorry, it's not very uplifting but, Scottrade, I put \$500 in Scott trade accounts for my boys. I did two things when they were born. I put \$500 in the Scottrade account so they could invest it whenever they wanted to as they grew up and I bought them a \$50,000 whole life insurance policy. So Michael's 20 now and that policy is worth 30 some thousand dollars and I told him he can have it whenever he wants. On the Scott trade, I just wanted to get used to money trading things and Michael asked me yesterday to withdraw the money out of Scottrade and send it to them so we can start trading magic cards. I said it's there for you to buy and sell so yea, I will send it to you. I gave it to Kyle, he will spend it on something else, I know that. Okay, transcript pad, so we give you an example of a case, let's see if it's good. this is a good linkage, so I did not highlight this, let me find you a good case. Yeah, this may be it, yeah okay so the way this works is, you get, you can get it from your court reporter in word. I mean in a notepad, they will give it to you in a notepad. It downloads into this program through Dropbox so then all of a sudden it populates with this deposition transcript, alright. Deposition transcript comes in and I want to, as I'm reading through it, I want to highlight something so I just have background so I want but I see I want the name for background why would I want that there because if I ever went ahead and one just print out or do report on his background at least could have the report have his name. Going through, more background, job title, employer.

I'm working on the whole case then I have another issue come up, that issue is maintenance, it's the issue of the lady who fell off the dam, depart damn. So I asked them you know what your overall maintenance and operation functions are, you perform with respect to the dam." There's his answer, I'll go ahead and put that there. So now I have a subcategory on maintenance. I keep going through, I have more background and then I get something that's really good. So I put it in several categories and I also highlighted and that was what the kayak chute made of you know what, it was smooth and so that was just one of the issues in the case, was what that kayak chute made of and so I had that highlighted it, you see. So I went through the whole thing and then when I wanted to look and say, oh there's an issue on the artificial condition what, what did this guy say about it.

I have everything, I can go through and click on everything you said about. If I want to do a report, I can print out and send a report to myself about all of the stuff it prints out. I go back and look at what he said about safety modifications. There are some here, click on that, what he says about it, all right there. You all got it, see how that works, what's that. Now this is just, this is the transcript pad to review transcripts. Now when you, when you practice and you do any sort of litigation. You will review transcripts and you forget what you look at, right and you don't have to go and read the whole deposition again because a lot

of it is fluff. A lot of it doesn't help your case or make anything so this helps narrow it. I think it's 90 bucks for this, this app. I highly recommend it if you're going to do litigation, I use it a lot and if I've got you know several depositions on this case here. It's a great thing to do when you're sitting in front of the TV and you have to get something done. I do this, this just, I take my i-pad out and start looking through the deposition. It is so much easier than having a big old transcript, having to do Post-it notes, having view highlights, having to go, it's so much easier. So this one I recommend, Trial Pat I have not used yet. So I can't say, I can even demonstrate it for you because I haven't used it yet and I can find it right here. I don't know how I haven't used it, I want to but I haven't used it yet. So it's similar, obviously set up then, does a transcript pad and it walks you through the steps. I just haven't had the time to be able to learn it and use it but I know lawyers who swear about it. by the chive chive but that's just fun for me I Star-Telegram on there in case they don't deliver itself in the upper right. In case, they don't deliver it in time. I can go ahead and watch it. HBO go, it's always fun to have. ESPN FC for my soccer, Netflix, dish, Amazon, prime video just if I'm bored and want to watch something. Screen connect, let's see if I remember my password, yeah so this is because time matters doesn't know what it's doing. This allows me to connect in my office, so this is my desktop what you're seeing here, it's what is on my desktop at work. I use it when it's 8 o'clock and I'm leaving, I'm leaving class and I forgot what I have to do tomorrow and it gives me my calendar, so here I'll show you my time matters. Sorry let me, this is why it is, it's very clunky.

Okay, so I have two monitors so the one on the right is blank, the one on the left is here, where do my mouse go, there it is. So this is my calendar and so today, there was a dismissal hearing in the morning and then there was a class tonight. Tomorrow, I have a meeting with the client. I am meeting with Patton tomorrow. I have a meeting with the client at three and then I have a launch party at 5 o'clock. Okay, so let me see, one word is connected to a case. So, I have a summary judgment hearing on Friday morning. When you open it up, this is, this is what we were talking about. So hearing on MSJ 9:15 PM in the Hamad case and now it's connected to that case, it's connected to that contact Mr. Hamad. You all see how that works, so if I wanted to go back and see everything on the Hamad case, this is time matters by the way they were in. I go up to the matters and if you are looking at my desk right now. This will be happening magically in front of you, so these are just an example of the matters that I have and I'm working on right now. These are active cases and I'm working on them right now.

So if I wanted to, let's see, let me see if I can. So this gives me, what I have here on my list, this is a customized last. It is the statute of limitations, what we were doing with the status of the case. If there's a trial date, the matter number, the court that it's in the data was created and then a little comment that I put in here, car wreck 30,000 and meds, employment with the CRNA which assert certified registered nurse and there a slander case, collection case. I have got all these things and I have that little summary. So, if I have to see, what's going on with my cases. I just look here. You see how that works and everybody has access to this. So right now on screen I connect through my iPad to get to my, to get to my calendar at work. Don't let me get started on it because I'll go forever and then I will show you one last thing. The calendar is you, you know while yeah I feel, I did. That's the problem with time matters, I don't have that. So, I forgot that I had an 8:30 tomorrow morning until I went looking so you know, this is the way I do my email right here as you can see that's all that's in my inbox. I'm zero inbox, I will go home tonight and I will empty the rest of this inbox because I'm OCD but I have all my files over here and then up at the top you can see simplify the work. If you see up here it suggests three different folders that I put the email into, when I open email and that if it's not one of these three I just hit quick pick and it gives me a list and I pick the folders, it's going into. You all got it, you see how that works. So I'll find one, so see if

they grant it yeah. So the Supreme Court I have got a I asked for an extension on a brief that I have due on the case and I think they just granted it, thank God. Yeah, sorry I am doing my work while I am here. But so, my brief is extended to December 21. Merry Christmas, right. So 15,000 word limit, that's how long the brief is going to be. 15 thousand words, I got to work on and so, so now I got it.

Alright I got this here, so I'll usually save the file but it won't do that but if you look at the email. I think I got that extension so up here it is the Brandy Johnson case. It predicted Brandy Johnson, so all I gotta do is click that and Brandy Johnson, it goes into that file. 90%,so now I want to see what's going on with Brandy Johnson. I don't know if it's going to let me but let's just give you an example, I will give you an example of another case. Lopez It's got all my emails, always numbering. I want to look at Lopez, the brilliance of that is if you want to go back and look at every email for a case. You are just going to that folder as I use that every day all day.

Do you all get it? If something comes up on this email that I have to do, I have a notepad and I write down Johnson and start working on the brief and I have got it working on the brief. I also if you look here I have favorites, you got your junk email but I have tears, Texas trial lawyer sends me about 100 emails a day. I have a Microsoft rule that automatically puts them not in my inbox but puts them in this folder. Then I go back and look at that folder, maybe once or twice a day, glance through it, see if there is anything of interest, delete them all and make them go away. MTLA, TCT LA is Tarrant County Trial lawyers Association that has about 1/10 of the emails. MTLA, Mississippi trial lawyers Association, I have those rules set up for all three. That way, I don't have to deal with them, does that make sense? So, that's my, that's how my desktop is, have you noticed, I have two. I also have QuickBooks on here, I have Adobe on here, I have Firefox on here that's first. I use Explorer for Chase, you got word and you got your folders and that's it, it's all it takes, does that make sense, alright. Is there anything else, the only other thing is when you have family somehow. You'll share passwords and stuff and that's why these steps are coming on here, right. I have them, I have a small iPad, you all tell if you all repeat this. I will call you a liar but I have a small iPad that's in the mini iPad that I use somehow. It's hard to unwind stuff and so and you get your husband's stuff, if you get your son's stuff, you just really gotta trust your family you know, you really got to trust them. They all know my main password that I use, they know my main number password, their pin number on their bank accounts is the same pin number as my pin number. What's that, or they get my thumb and do it when I'm asleep, so that helps. You all get technology you know-how it's used in everyday world. There is a lot of fancy stuff out there but this is what I like is I don't want to be at the very front of the bell curve. I just want to be over the edge a little bit, like everybody tests it. Next week you can hear a lot of this from Nick but it's a better format. He's got a really neat deal, it runs about an hour and a half but it's really worth it.

[Audio Ends]