

# GadellNet Top 10: Legal Technology

THE GADELLNET  
TOP TEN

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Law firms must embrace new technology in order to stay competitive, efficient and mobile. We've assembled a quick list of the "must have" technologies for 2015.

## 1. DOCUMENT ASSEMBLY

Document assembly software automates the creation of legal documents that are used repeatedly, including such documents as wills, leases, contracts, and letters. You can think of document assembly as templates that can be used over and over. This shortens the time for document preparation and increases the efficiency of your practice.

## 2. DICTATION

Dictation software provides enterprise-ready speech recognition can improve overall productivity for you and your staff. Seamlessly turn around document case and client information, contracts, briefs and other legal materials with your voice rather than typing.

## 3. PAPERLESS

Paperless software, hardware and processes enable rapid retrieval of documents, helps promote your firm as an environmentally friendly organization and eliminates inefficiencies in processes when applied correctly.

## 4. VIDEO CONFERENCING

Meet with clients remotely, hold team collaboration sessions, stream/record testimonies, eliminate deposition related travel, and meet potential candidates with ease through video conferencing.

## 5. MOBILE DEVICE MANAGEMENT

Effectively and securely manage mobile devices from a central location; Remote wipe, quick updating, immediate deployment of apps, and security management all through a single software application

## 6. ACCEPTABLE USE POLICIES

These policies govern and protect your organization from your biggest liability: your employees. This should address internet use, email, mobile, BYOD, etc.

## 7. BRING YOUR OWN DEVICE

Having a bring-your-own-device policy in place can make a law firm far more efficient and effective, but it also opens up attorneys to a number of security and compliance-related concerns. Since many mobile devices lack standardized security features, they are prone to data leakage that can put a client in serious jeopardy if BYOD is left unchecked.

## 8. DEVICE ENCRYPTION

Disk encryption is a technology which protects your team's laptops and mobile devices by converting it into unreadable code that cannot be deciphered easily by unauthorized people.

## 9. REPORTING AND ANALYTICS

Your practice management and accounting software are capable of providing incredible analytics and insights into the profitability, effort and efficiency of your business. Are you taking advantage of the custom reporting functionality?

## 10. APPLICATION INTEGRATION

Time tracking, billing, accounting, practice management, eDiscovery, document management, payroll: ensuring integration between your software is paramount to eliminating duplicate entry, managing your clients, and minimizing wasted manual entry between disparate software platforms.