

Shreveport Bar Association's

"Bits & Bytes"

2005 Legal Technology Seminar

Technology for Lawyers, Paralegals,
Legal Secretaries, Office Administrators,
Law Firm & Court IT Specialists

Featuring:

Jim Calloway

Oklahoma City, Oklahoma

and

Tom Mighell

Dallas, Texas

February 21, 2005

University Club - 401 Market Street
Shreveport, Louisiana

**What You Don't Know
Can
Hurt You!**

**6 Hours CLE Credit (Also Qualifies for
6 Hours of Law Office Management Credit)**

Our Technology CLE Faculty



Jim Calloway serves as the Director of the Oklahoma State Bar Association Management Assistance Program. He received his J.D. from the University of Oklahoma, where he was named to the Oklahoma Law Review. Mr. Calloway serves as Chair of the 2005 American Bar Association TECHSHOW, and has served on the TECHSHOW Board for the past three years. He was featured speaker at the ABA Annual Meetings in 1999, 2000, 2001, 2002 and 2003; LegalTech Toronto 2000, ABA Techshows 2000, 2001, 2002, 2003 and 2004, and LegalTech Dallas 2000. He has done presentations for the National Association of Bar Executives and the National Council of Bar Presidents at their annual meetings. He has also spoken at state bar association meetings and seminars for the Missouri, Colorado, Maryland, Georgia, Texas and New York state bar associations. His articles have been published in Lawyers Weekly USA, Law Practice Management magazine, Law Technology News, LLRX. Com and GPSolo, as well as the Colorado, Maryland and Oklahoma Bar Association Journals. He published, with co-editor Mark Robertson, the book *Winning Alternatives to the Billable Hour: Strategies That Work*, through the ABA Law Practice Management section. As part of his duties with the OBA, he designed and now manages the OBA-NET, the official online service of the Oklahoma Bar. He has made over 200 presentations on law office management, legal technology, ethics and legal business operations.



Tom Mighell is a senior counsel and litigation technology support coordinator with the firm of Cowles & Thompson, P.C. in Dallas, Texas. He is the publisher of the Internet Legal Research Weekly newsletter, as well as the Internet legal research weblog, [Inter Alia](#). He is a frequent speaker and author on Internet and technology issues at technology conferences as well as solo and small firm conferences, and serves as a consultant to attorneys and other small business owners on issues of security, privacy, research, and computer maintenance. He has contributed articles to the [Law Practice Today](#) Webzine, the National Law Journal, the Internet Legal Researcher and the Texas Bar Journal on Internet legal research issues.



Richard Ray practices law in Shreveport with the firm of Perkins & Associates, L.L.C. His primary areas of practice are insurance defense, commercial litigation, trucking industry defense, and realtor professional liability defense. Richard was born in Longview, Texas, and was raised in Bossier City, Louisiana. He graduated from Louisiana State University in Shreveport in 1995, with a B.S. in Political Science. He then received his Juris Doctor from Loyola University School of Law in 1999, and has practiced with his firm since that time. Richard is admitted to practice in all state and federal courts in Louisiana and is a member of the Louisiana Bar Association and the Shreveport Bar Association, as well as the Louisiana Association of Defense Counsel and the Defense Research Institute. He will serve as President of the Northwest Louisiana Claims Association for 2005. Richard's extensive prior work experience in the IT field gives him special insight into technology issues as they relate to the legal field. Because of this experience and training, he has served as an instructor at several local technology seminars. Since 2002, he has also served as the Legal Technology Chairman for the Shreveport Bar Association and will continue to do so for 2005.

“Bits & Bytes” Program Schedule - February 21, 2005

8:00 a.m. Registration & continental breakfast (included)

8:30 a.m. 60 Tips in 60 Minutes – Jim Calloway, Tom Mighell

Everyone loves a hot tip; something you can implement right now without long range planning or expensive purchasing. We start the day's program with a fast-paced session featuring at least sixty hot tips. These will cover the spectrum, from systems to hardware, from software to shortcuts. Don't be late for this one.

9:30 a.m. Take Back Your Inbox: Effectively Managing Your E-Mail – Tom Mighell

Overwhelmed by the avalanche of e-mail invading your inbox? This session will teach practical tips for taming Outlook and effectively managing your e-mail. Learn how to better avoid spam, set up filtering rules to get rid of unwanted mail, and the best ways to handle e-mail attachments.

10:30 a.m. Break

10:45 a.m. Essential Technology Skills for Lawyers – Jim Calloway

There is clearly now more technology available than any practicing lawyer can master. It is hard to determine which skills are critical and which skills are optional. What is critical for the lawyer to master? This session will address how you can effectively secure the baseline technology skills needed by today's busy practicing lawyer while still practicing law.

11:45 a.m. Lunch (included with registration)

12:45 p.m. Our Favorite Gadgets and Utilities – Jim Calloway, Tom Mighell

Everyone loves gadgets and utilities that take the drudgery out of technology. Learn about the latest gadgets and gizmos for practicing law (and for fun, too) guaranteed to save you time and headaches. We'll also demonstrate free or low-cost software that can help you accomplish more with the software you already own.

1:45 p.m. Getting More Out of the Internet: Online Legal Research that Works - Jim Calloway, Tom Mighell

The Internet has evolved into a supreme source of legal research resources. However, online legal research is more than just typing a few words into Google for the answer. This session will demonstrate advanced techniques for using the major search engines, from search syntax that can help limit your search to meta-search tools that provide structure to your search. You'll also learn about innovative new ways to actually make research “come to you,” through e-mail alerts, website watchers, and an exciting new technology called RSS.

2:45 p.m. Break

3:00 p.m. 60 Websites in 60 Minutes – Jim Calloway, Tom Mighell & Richard Ray

Once you've learned about techniques to use the Internet, what better way to complete the day than a tour of great law-related websites? Our panelists will cover the most important sites for the lawyer to use as well as a few off-beat and entertaining ones. This program will leave your presenters breathless, our browsers not at all refreshed and every attendee with new sites to return to the office and bookmark.

SHREVEPORT BAR ASSOCIATION
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Shreveport, LA 71166-2122

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Registration Form

_____ \$130.00 SBA Members & Government Employees
_____ \$130.00 Staff of SBA Members
_____ \$150.00 Non-Members

\$10.00 Late Fee for Registration After February 14, 2005

Six (6) Hours of CLE Credit (Also Qualifies for 6 Hours of Law Office Management Credit)

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MAIL CHECK TO: Shreveport Bar Association, P. O. Box 2122, Shreveport, LA 71166-2122
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