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The Legal Tech Audit: Focus on PDFs

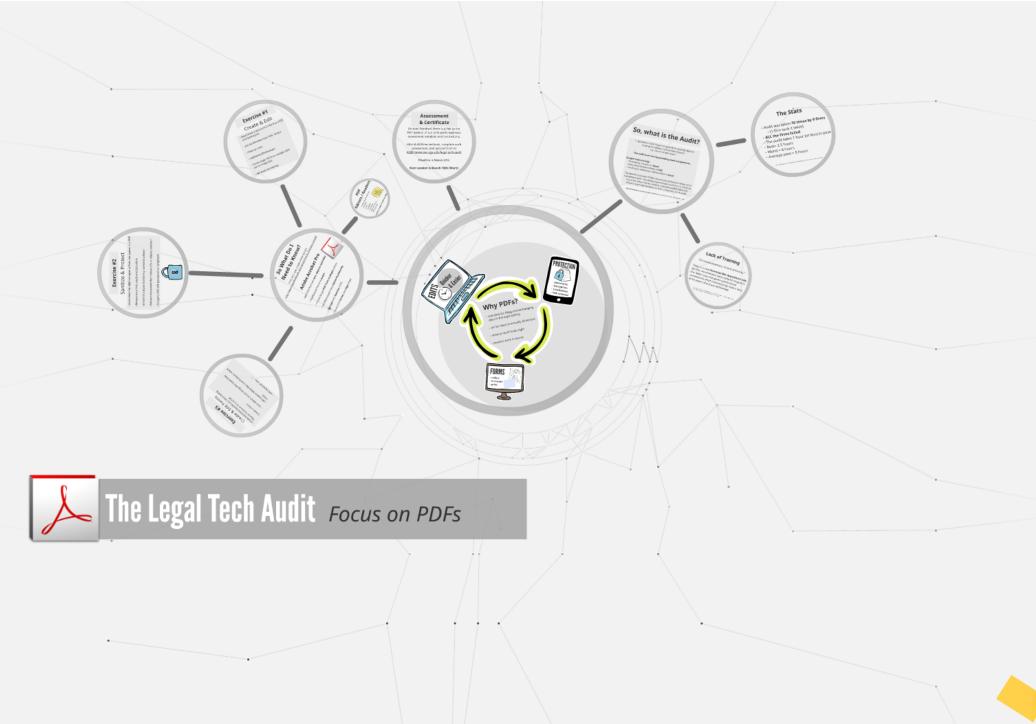
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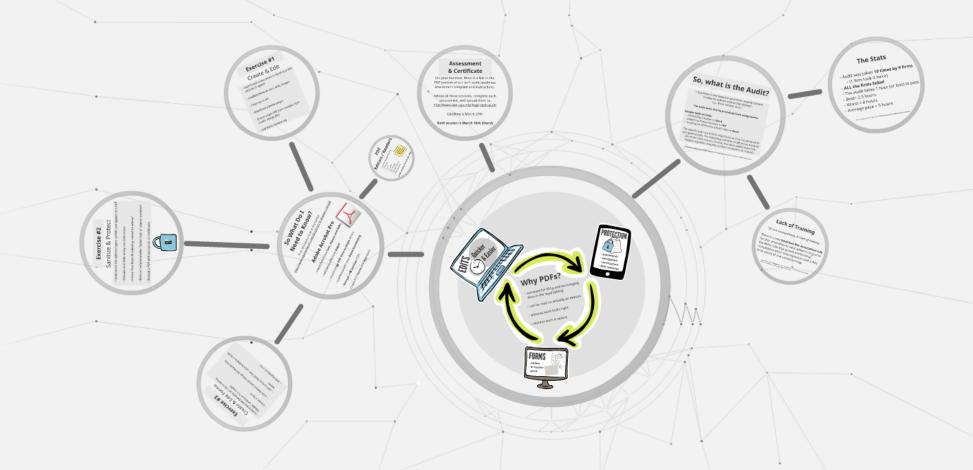
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The Legal Tech Audit Focus on PDFs







The Stats

- Audit was taken 10 times by 9 firms
 - (1 firm took it twice)
- ALL the firms failed
- The audit takes 1 hour (or less) to pass
- Best= 2.5 hours
- Worst = 8 hours
- Average pace = 5 hours

http://www.abajournal.com/legalrebels/article/could_you_pass_this_in-house_counsels_tech_test



So, what is the Audit?

"...hypothesis is that lawyers in general are woefully deficient in using the software tools at their disposal – e.g., Word, Acrobat, Excel."

The audit tests this by providing mock assignments.

Sample tasks include:

- · formatting a motion in Word
- · preparing motion exhibits in PDF
- creating an arbitration exhibit index in **Excel**.

The specific tasks are of little importance as they are designed to test general skills. The foregoing examples could just as easily be any of the other myriad, routine, low-value-added tasks that lawyers regularly complete on their computers (or should).

http://www.abajournal.com/legalrebels/article/could_you_pass_this_in-house_counsels_tech_test



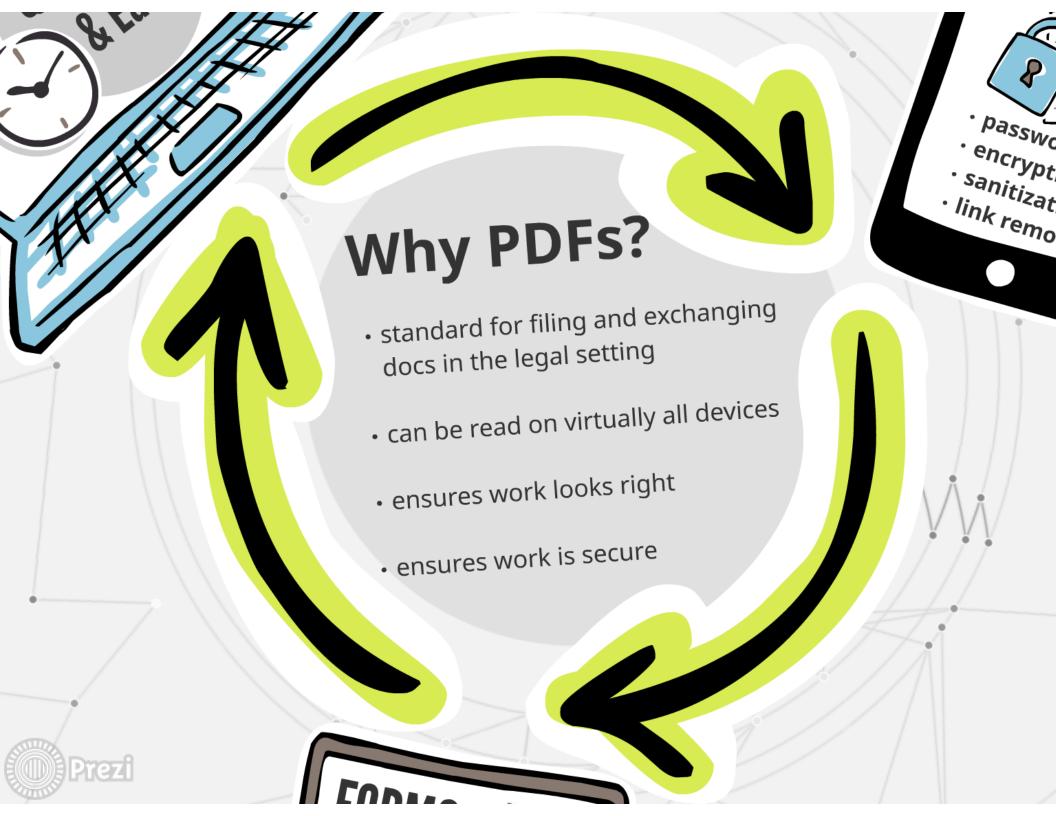
Lack of Training

"It's not incompetence, it's lack of training."

There is a new **American Bar Association rule** for this: amendments were added in August to the ABA's rules that govern professional competence which now expressly state a duty to be aware of and use technology.

Bay, Monica. "Big Law Whipped for Poor Tech Training." The American Lawyer Online. ALM Media Properties, 22 May 2013. Web. 27 Oct. 2014.



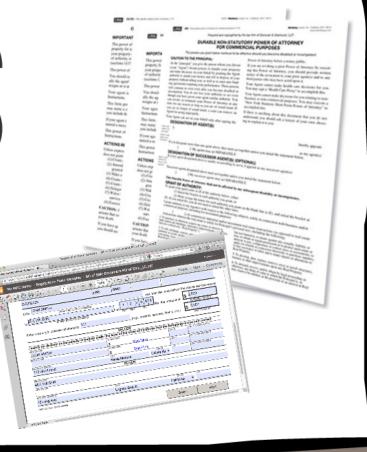








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use Pro for free in the law library at the public computers or the computer lab

Adobe Acrobat Pro (\$70 via UGA)



So What Do I Need to Know?

First, let's take a look at the full list: http://www.legaltechaudit.com/projects/LTA_Feature_List.pdf

Adobe Acrobat Pro

- Add/Edit/Remove text, objects and links
- Add/Extract/Remove pages
- Create Single PDF from multiple others
- Add/Remove/Protect Bates Numbering
- Encrypt and Sanitize PDFs
- Create PDF forms and Sign them





Exercise #1

Create & Edit

- Export/save a document in Word as a PDF (and back again)
- Add/Edit/Remove: text, links, images
- Clean up scans
- Add/Extract/Delete pages
- Create single PDF from multiple PDFs and/or image files
- Add Bates Numbering



Exercise #2Sanitize & Protect

- Understand the different types of links can appear in a PDF
- Remove most links easily and Edit others
- Ensure that Bates Numbering cannot be altered
- Remove metadata/other hidden info or objects (sanitize!)
- Encrypt a PDF with passwords or certificates





Exercise #3Create & Edit Forms

- Understand the benefits of a form being "fillable" online or in a reader
- Create a form:
 - auto-detect certain things like blank lines
 - add custom fields like radio buttons / check boxes
 - add signature area



Assessment & Certificate

On your handout, there is a link to the PDF portion of our tech audit readiness assessment template and instructions.

Attend all three sessions, complete each assessment, and upload them to http://www.law.uga.edu/legal-tech-audit

Deadline is March 27th

Next session is March 18th (Word)



LEGAL TECH

SESSIONS



Attend any of our free sessions, pass an assessment and get certified!

2015

6 Tech Sessions

2 Opportunities to Learn

x 3 Essential Programs





MS EXCEL

JAN 13th @ 11:30 am FEB 25th @ 2:30 pm



ADOBE ACROBAT

JAN 27th @ 11:30 am MAR 4th @ 2:30 pm



MS WORD

FEB 10th @ 11:30 am MAR 18th @ 2:30 pm







The Legal Tech Audit Focus on PDFs

