Weathering the Storm:

Top 10 Technology Tips to Increase Efficiency and Decrease Risk

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Charles Collins

Ward and Smith

Charles is responsible for leading the firm's evaluation and implementation of all technology platforms. He leverages his extensive knowledge and all available technology to ensure the firm provides innovative and secure solutions to clients. He has more than 15 years of experience in information technology and application development in the legal industry. He has a Yellow Belt certification in Legal Lean Sigma® and Project Management from the Legal Lean Sigma Institute.
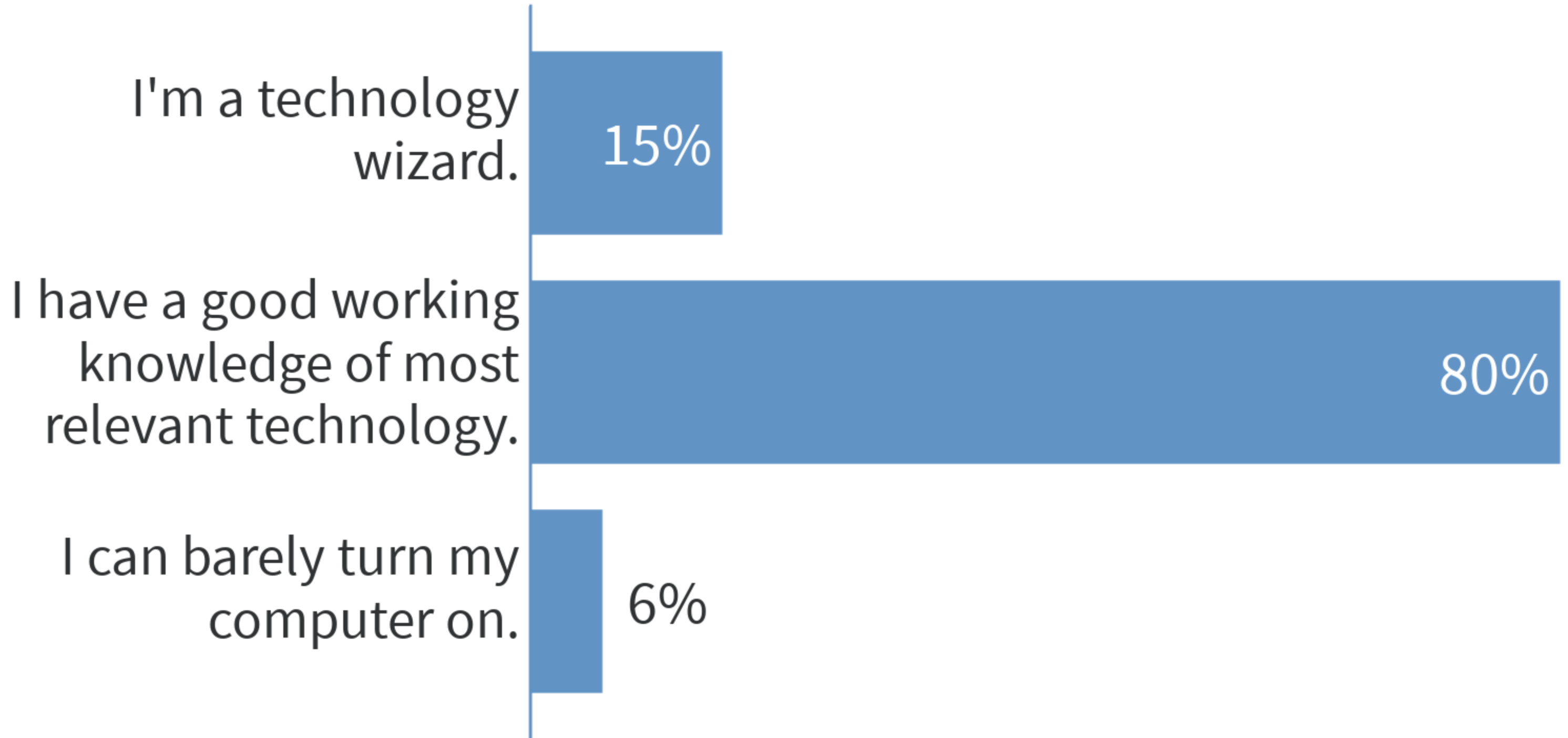
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#10

Technical Competency

How would you rate your technical competency?

I'm a technology wizard. **15%**

I have a good working knowledge of most relevant technology. **80%**

I can barely turn my computer on. 6%

#9

Legal Lean

Do you currently work with outside firms who are Legal Lean or Lean Six Sigma certified?

Yes — 18%

No — 82%

#8

Applications

What is your go to collaboration app or technology tool?
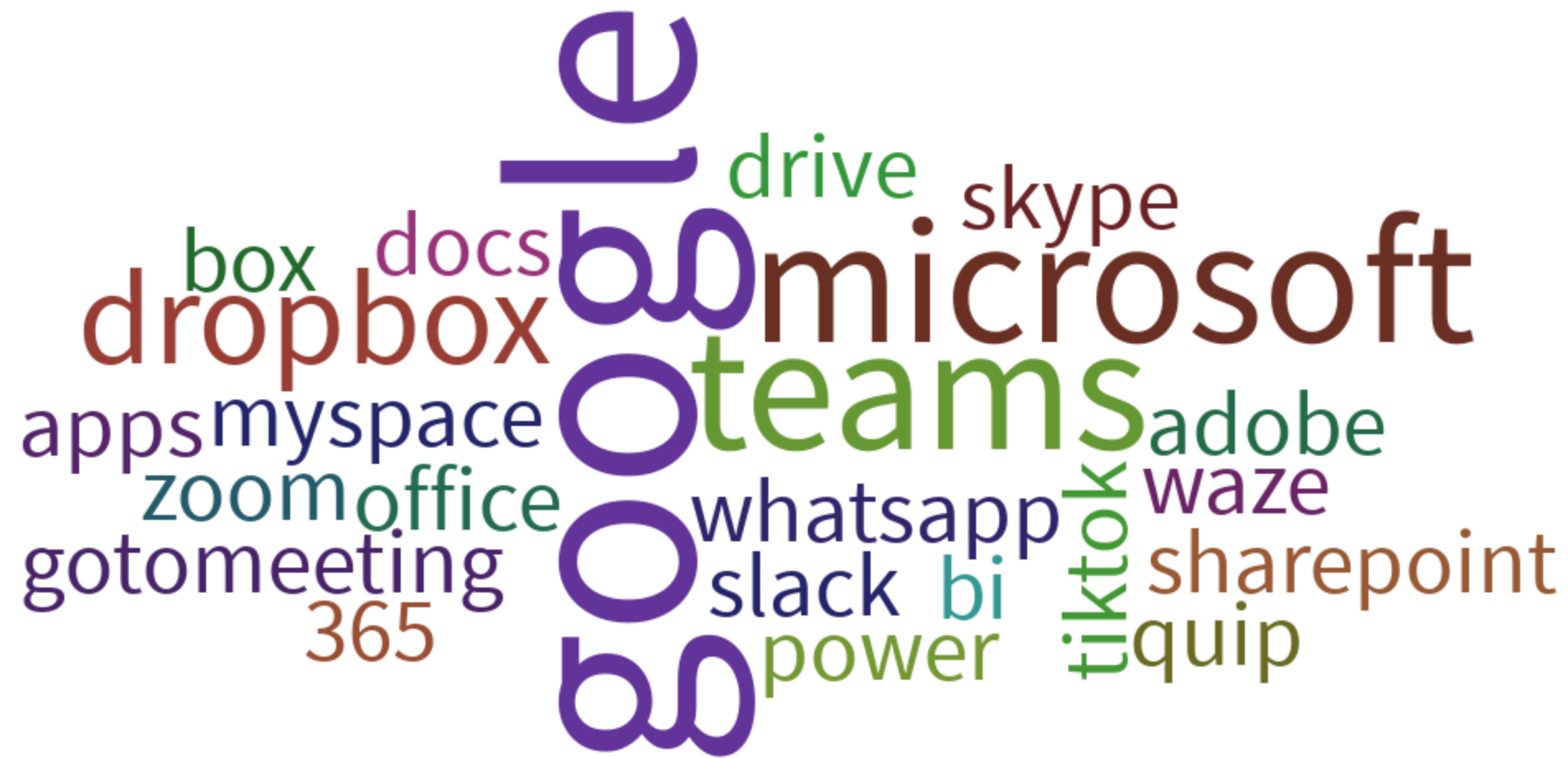
#7

Adaptation and Adoption

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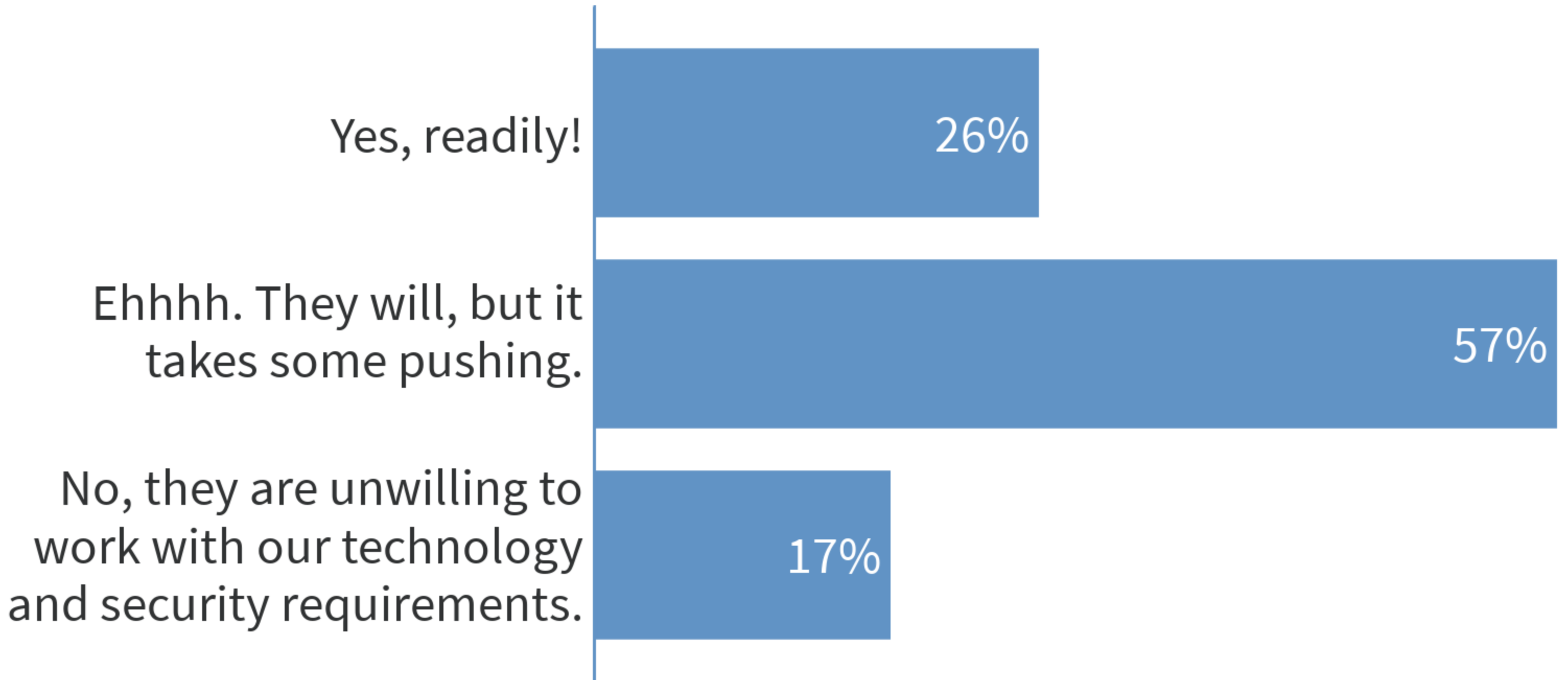
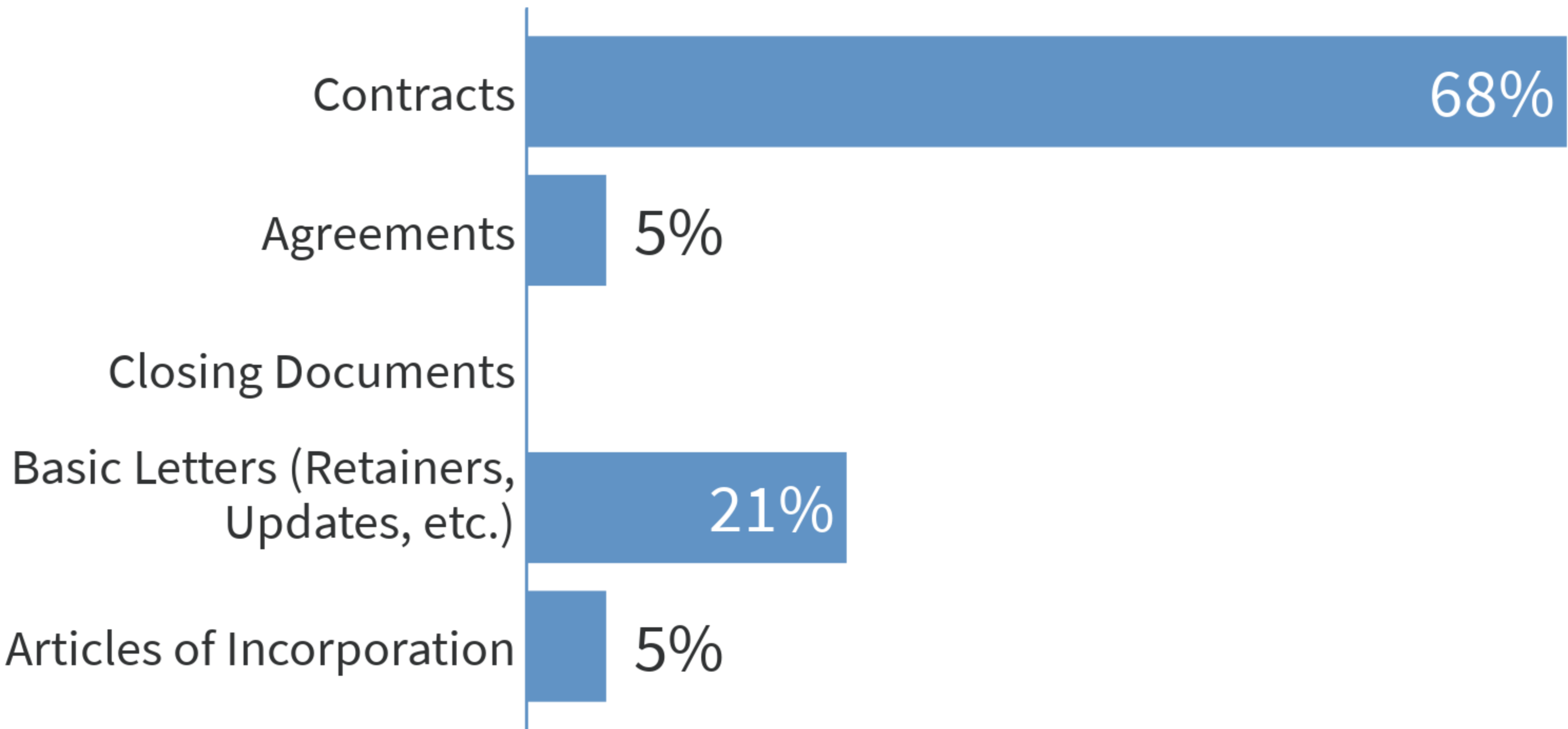# Do you find that external firms are willing to adapt and adopt to your technology and security requirements?

Response	Percentage
Yes, readily!	26%
Ehhhh. They will, but it takes some pushing.	57%
No, they are unwilling to work with our technology and security requirements.	17%

#6

Document Automation

Does your organization use document automation for:

- Contracts — 68%
- Agreements — 5%
- Closing Documents
- Basic Letters (Retainers, Updates, etc.) — 21%
- Articles of Incorporation — 5%

#5

Artificial Intelligence

Do you think the robots are going to take over?

Yes	67%
No	33%

#4

Data Breaches
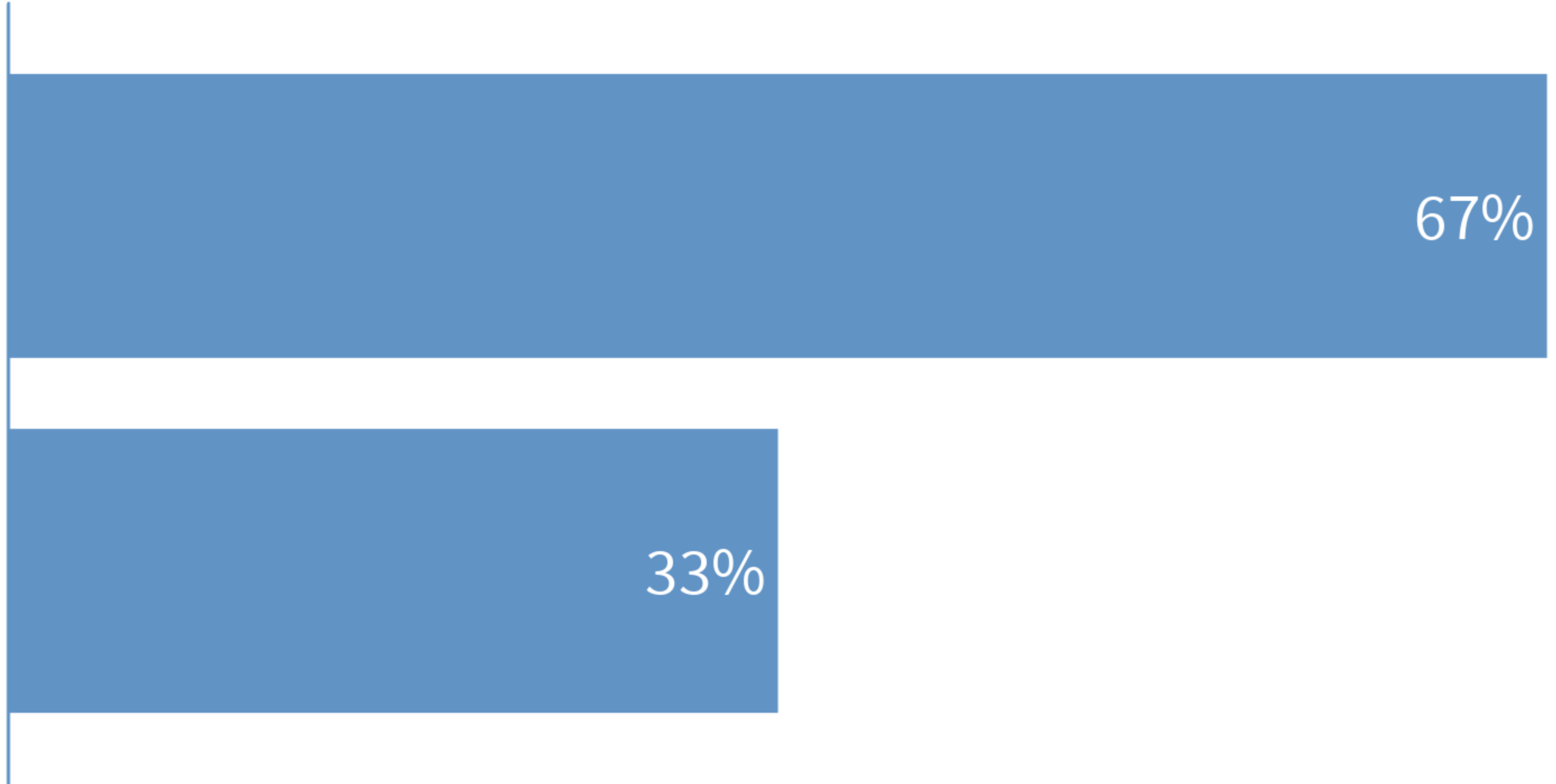
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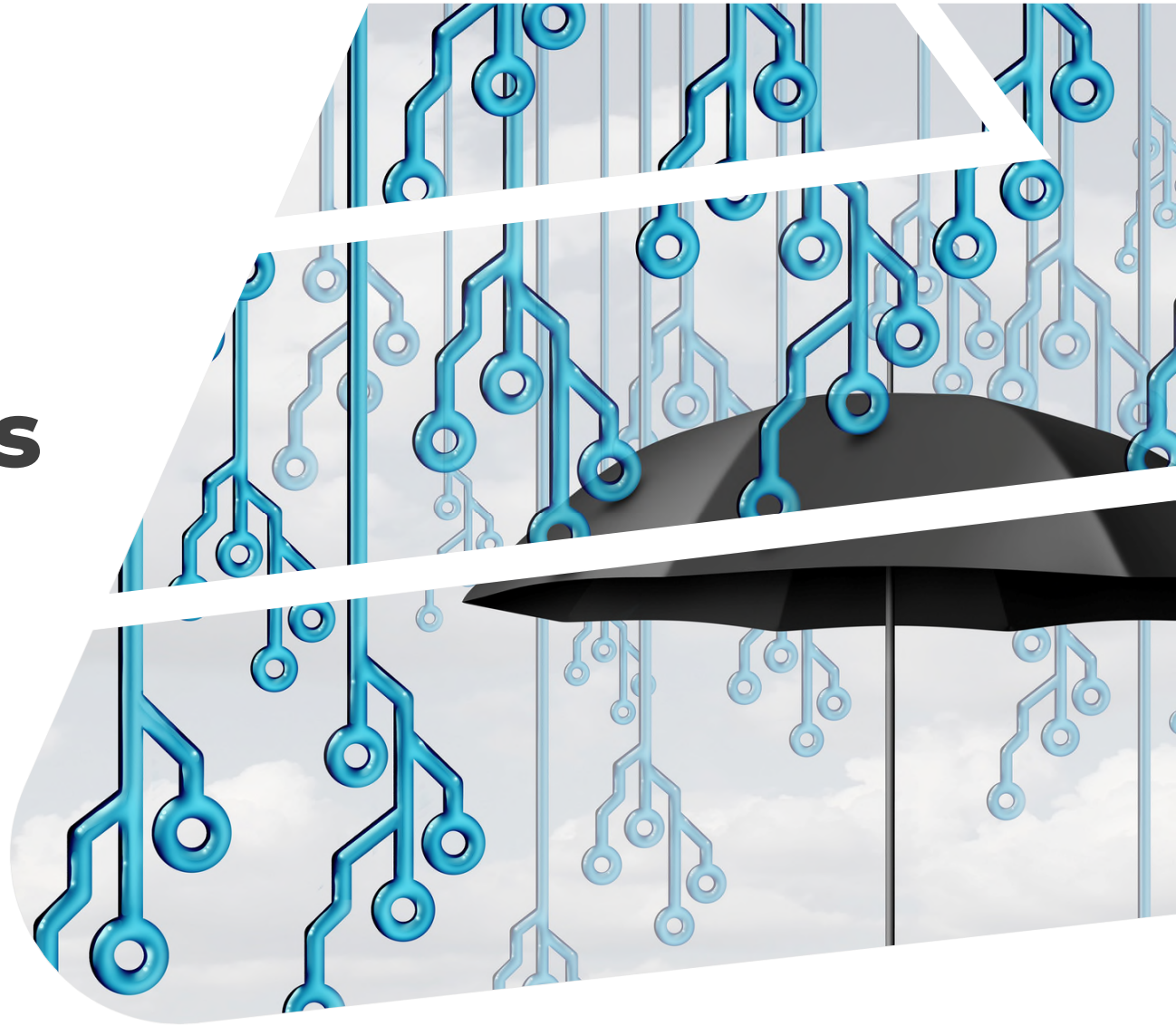
Has your organization ever experienced a data breach?

Yes	50%
No	50%

#3

Security

Does your organization have a security training program for employees?

Yes 83%

No 17%

#2

Mobile Devices and Cloud-Based Software

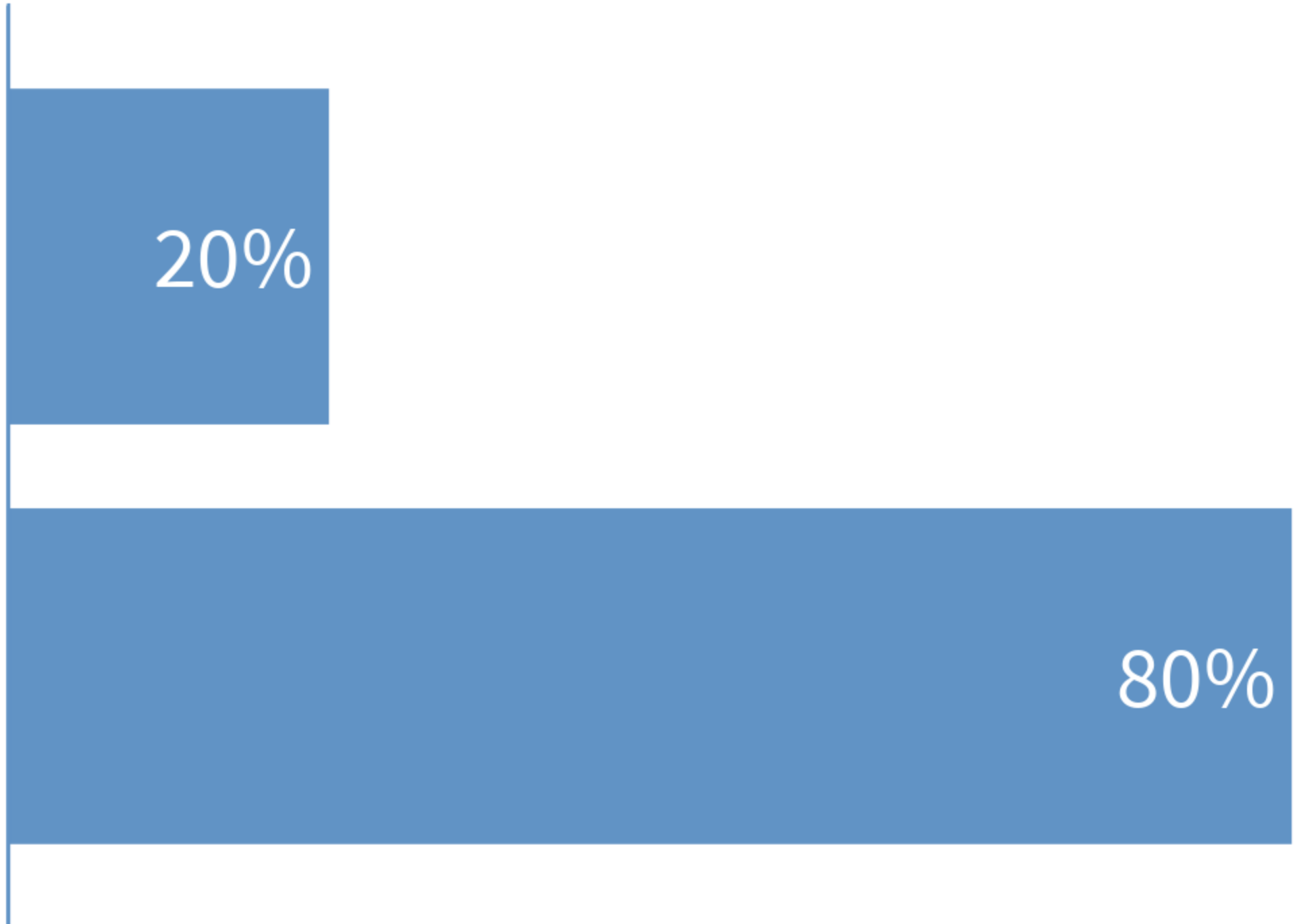**WARD AND SMITH, P.A.**
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Has your cell phone ever been lost or stolen?

Yes, I thought my life was over. 20%
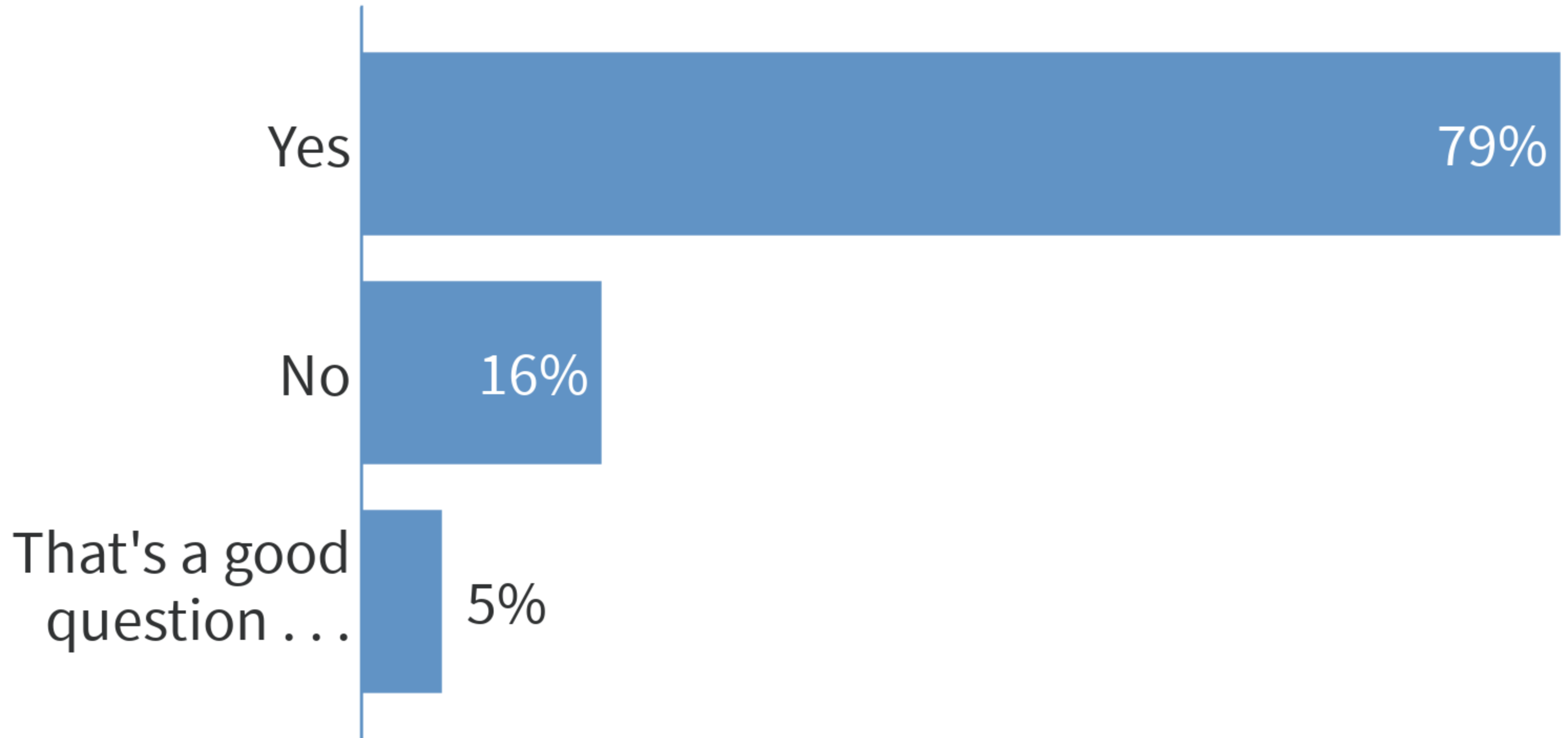
No, but the thought gives me chills. 80%

#1
Social Media

Does your organization have a social media policy?

Yes	79%
No	16%
That's a good question . . .	5%

Please text in your questions.

"Any war stories in reference to data breaches"

"What is the next big thing in lawfirm technology, in your opinion?"

"Talk about drop box concerns and privilege"

"One of the most common security measures in house counsel use?"

"Should we be asking firms what technology they use?"

"Recommend document automation software?"

"Do you recommend pushing documents to cloud?"

"Is there anything you have not discussed which is on the horizon which you think we need to be aware of as our companies move into the future?"

"Have you heard success stories using AI for ediscovery ?"

"Do you do background checks on IT vendors?"