









## Law Office Technology

(Basic hardware & software)

<b>Basic Hardware</b>		<b>Est.</b>
	Laptop: 4gb memory for speed (e.g., Dell Inspiron 15)	\$500
	Multi-function laser printer: copy, scan, fax (e.g., HP M2727: \$500, 27ppm, duty cycle 15K)	\$500
	Smart Phone (sync with office email, calendar, contacts, tasks)	\$300
	Backup of Data (e.g., 32 GB flash drive)	\$40
	Air card for Internet Service (or <a href="#">use data enabled phone as a modem</a> for free) (air card service \$50-\$60 monthly)	\$0-\$150

<b>Basic Software</b>		<b>Est.</b>
	<b>Office Suite:</b> Word Processing, Spreadsheet, Presentation, Database <a href="#">OpenOffice</a> (free) <a href="#">Microsoft Office Pro</a> (\$330 & 60-day free trial & special discounts)	\$0-\$330
	<b>Planner (Time-Mgt):</b> Calendar, Tasks, Contacts (Sync with Smartphone) <a href="#">Google Calendar</a> (free) <a href="#">Microsoft Outlook</a> (part of MS Office)	\$0
 	<b>E-mail</b> (Sync with Smartphone) <a href="#">Google Mail</a> (free) <a href="#">Microsoft Outlook</a> (part of MS Office)	\$0
	<b>Domain Name &amp; Basic Website</b>	\$65 yr
	<b>Anti-Virus &amp; Spyware</b> <a href="#">Avast</a> (free) <a href="#">AVG</a> (free) <a href="#">McAfee</a> (\$50yr) <a href="#">Symantec Norton</a> (\$40yr)	\$0-\$50 yr
	<b>PDF Converter</b> (already built in to some Office Suites) <a href="#">Pdf995</a> (free, download both files)	\$0

	<p><b>Accounting</b>  <a href="#">Quicken Home &amp; Business</a> (\$99)  <a href="#">QuickBooks Pro</a> (\$160 – same company as Quicken)</p>	<p>\$99</p>
	<p><b>Practice Management</b> (aka Case Mgt, organizes planner by client file)  <a href="#">AdvologixPM</a> (30-day free trial, \$55 monthly, Cloud LPM)  <a href="#">Amicus</a> (\$500+)  <a href="#">ClientProfiles</a> (\$1K+)</p>	<p>\$0-\$1K+</p>
	<p><b>Automated Forms</b> (document assembly, basic features included in Practice Mgr)  WordProcessing Mail Merge from Spreadsheets (free)  <a href="#">LexisNexis HotDocs</a> (\$500+ to customize your own forms)  <a href="#">Prodoc</a> (\$155+ monthly—purchased by West, check free use policy at some Law Schools)  <a href="#">Best Case Bankruptcy</a> (free working demo version, \$1,100)</p>	<p>\$0-\$155 mo</p>
	<p><b>Legal Research</b>  <a href="#">Free Legal Research on the Web</a> (list of sites)  <a href="#">WestLawNext</a> (price?)  <a href="#">Harris County Law Library</a> (WestLaw &amp; Shepards via Lexis: free for 20 min blocks)</p>	<p>\$0-?</p>
	<p><b>Specialized Software</b>  Litigation Mgt  Trial Presentation</p>	<p></p>
	<p><b>MISC</b>  Video Conferencing (free to \$30K)  <a href="#">Skype</a>  <a href="#">ooVoo</a>  <a href="#">Remote Access</a> (free to \$20 a month)  <a href="#">Efax</a> (\$20+ per month)  <a href="#">CRM4Legal</a>  Google Voice (Beta Only, permanent phone number and voice mail)</p>	<p>\$0-?</p>

- Please **help me update this list of basic legal technology** (especially with free and low-cost options)

Links:

[ABA Solo and Small Firm Lawyer Technology Center](#)

[Resources - Start and Run a Law Firm](#)

[Lemons, Lemonade and Lean Legal Technology - A Shoestring Approach to Legal Technology for the Suddenly Solo Lawyer](#)

[Small Firm Law Practice Start-Up Checklist](#)

[FindLaw](#)