

Everything's Up to Date- Preparing Practice Ready Law Students

MAALL Presentation

October 22, 2015

BUSINESS SKILLS

Billing

- Providing real bills to Summer Associates for time spent on Lexis, Westlaw & Bloomberg
- Creating assignments thinking in units of money (quarters or tenths of an hour)
- Educating students on billed back/retail pricing for Westlaw, Lexis & Bloomberg
- Always thinking in terms of billable hours
- Teaching about time tracking systems & how to properly bill time
- Emphasizing Client Matter Numbers – used for printing, copying, phone calls
- Illustrating general business side of a law firm

NOTES:

FIRM TECHNOLOGY RESOURCES

Technology

- Moving away from a Mac world & into a PC one – away from Gmail, the Cloud, Dropbox
- Having a Microsoft course (Excel, PowerPoint, Word, PDF)
- Taking KIA or LTC4 Audit test
- Showing a Document Management System (DMS) system & how it is used, how to save documents properly (rather than locally)
- Explaining the importance of security for documents, e-mail, remote access, VPN
- Showing how to use Outlook & Calendaring

NOTES:

Professional Skills

- E-mail & Calendaring etiquette
- How to manage time – keeping organized
- Practice scenarios of talking to secretaries
- Going over roles in a law firm – who performs certain tasks & who can help you!

NOTES:

Research 2.0

- Explaining limitations of Google
- Demonstrating other ways to search besides Keyword/Google like searching
- Explaining the Headnotes/Classification System
- Teaching print resources & how to use an index

NOTES:

Teaching Tips

- Demonstrating & providing homework on law firm resources
- Moving away from a strong focus on Westlaw, Lexis, Bloomberg
- Creating a class on conceptually searching focused on Boolean
- Illustrating the difference between Dockets v. Opinions
- Encouraging mindful use of expensive resources rather than complete avoidance

Contact Us:

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LAW FIRM RESOURCES

- **Corporate:** Shark Repellant, Deal Pipeline, Practical Law
- **Company:** Capital IQ, Corporate Affiliations, D&B, Thomson One
- **Industry:** IBIS, Mergent
- **Litigation:** Monitor Suite, Ravel
- **Securities:** Intelligize, Securities Mosaic
- **Tax:** RIA Checkpoint (Tax), Tax Notes
- **IP:** Docket Navigator, Thomson File Histories, BNA-Patent
- **Public Records:** Accurint, LinkedIn Premium, Almanac of Federal Judiciary
- **News:** BNA, Law360, Manzama
- FastCase instead of Westlaw, Lexis,
- Bloomberg
- Science Articles/Medical Journals (JSTORE) law firms don't have access
- **Dockets:** Bloomberg, PACER, Courtlink
- Dockets v. Opinions

ACADEMIC RESOURCES

- Westlaw
- Lexis
- Bloomberg
- CCH
- Checkpoint
- Proquest Congressional
- BNA
- Hein
- EBSCO
- JStore
- Practical Law
- E-Books
- State handbooks, quick guides, & forms
- International Materials (Print & Digital)
- Free sources- legislative history
- Print Digests (State & Federal)
- Print Statutes (State & Federal)

NOTES:

NOTES:

Law Firm Skills

- Knowing the importance of Metadata
- How to Redline, Create Styles, Table of Contents, Number properly
- Security Issues of a Firm—Firewalls, the Cloud

Connecting with Law Firm Librarians Through

- Your local AALL Chapter
- Round Table Discussions
- Networking
- Luncheons, Meetups
- Continuing Education
- Committee Work