Using Computers in the Law Office - Advanced

By Matthew S. Cornick

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Created for those with a working knowledge of basic word processing, spreadsheet, and database software, USING COMPUTERS IN THE LAW OFFICE - ADVANCED takes you to the next level of proficiency with legal technology and imparts the more sophisticated computer skills desired by law offices today. From billing and timekeeping to electronic discovery and computer-assisted legal research, the book demonstrates real-world applications of commonly used legal software programs, and builds practical skills in Tabs3, AbacusLaw, CaseMap, TimeMap, Discover FY, Westlaw, LexisNexis and TrialDirector. Hundreds of screenshots provide context for the lessons, while each chapter includes self-test questions, suggested Web exercises, review questions and exercises and an ethics question. The detailed Hands-On Exercises include Basic, Intermediate, and Advanced assignments to allow for a variety of skill levels and to help prepare you for a successful and satisfying paralegal career or enhance your current career.

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Editorial Review

Review
"I really like the organization and the content of the material in the advanced chapters. It is organized in a way that is conducive to the way I teach the course. I love the content and I really enjoy this author's writing style."

"The content is conducive to the way the course is and should be taught. I particularly like the incorporation of the Ethics question at the end each chapter. The Test Your Knowledge and Key Terms section is a great tool for helping the students study for exams. The author also does a good job with the hands-on exercises sections by including introduction lessons and lessons for different skill levels. The textbook is a valuable guide in assisting students to learn the software available to and used by many legal organizations." "The material teaches students the importance of technology in the legal field and how to incorporate it into their daily work life. Over the past 3 years, I have enjoyed teaching the class using the prior version of this text. Students have also commented on how much they learned and how it has helped them in their jobs."

"The hands-on exercises are what the real asset of the text is. Very detailed yet easily followed. You can only really learn by doing--so the hands-on is the real asset!"

About the Author
Matthew S. Cornick, J.D., is a graduate of the State University of New York at Buffalo and the Emory University School of Law. He has been teaching Civil Litigation, Legal Research, Family Law, and Introduction to Law and Ethics to paralegal students for over twenty years. Mr. Cornick frequently speaks to paralegal associations and law firms on the topic of technology in the law office. He has served on the Approval Commission to the American Bar Association's Standing Committee on Paralegals and is the author of A PRACTICAL GUIDE TO FAMILY LAW (West Publishing, 1995) USING COMPUTERS IN THE LAW OFFICE, 7e, as well as Advanced and Basic editions of that text.

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