





How does the office function?

- o Case files
- o Mail (paper and electronic)
 - o Scanning and Retention
 - o Routing
- o Legal Documents
 - o Routing and Review Methods/Processes
 - o "Read Important Things on Paper, Not on Your Computer Screen" by Sam Glover, Lawyerist.com July 15, 2014
 - o Electronic Signatures (see Rule 14.04(b) Gen. Rules of Practice)
 - o Originals (see Rule 14.04(e) and Rule 14.07 Gen. Rules of Practice)



Hearing Process

- Preparation
 - Hearing Prep Sheets
 - Reviewing pleadings and orders
 - Other systems
 - MNCIS/Odyssey
 - PRISM
 - Case Management System

Hearing Process

- Hearing
 - Electronic devices
 - Statute/Rule books
 - Examining witnesses
 - Making Hearing Notes – electronic v. handwritten
 - "Lawyers Should Take Notes by Hand" by Sam Glover, Lawyerist.com June 17, 2014.
 - Exhibits

Hearing Process

- Post Hearing
 - Exhibits
 - Review of Order
 - Follow-up tasks

Culture Shift

- ◊ Job duties/Roles
- ◊ More work? Less work?
- ◊ Different work?
- ◊ Attitude



Pros

- ◊ Less physical space needed for file storage
- ◊ Less clerical staff time for physical file management (pulling, finding, organizing)
- ◊ No lugging files to court
- ◊ Electronic documents do not get lost like paper documents in physical file can
- ◊ Less printing, faxes, paper mail
- ◊ Less paper forms
- ◊ Not necessary to purchase statute/rule books
- ◊ Efficiency gained by attorneys using electronic file

Cons

- ◊ More clerical work for attorneys & other staff (scanning, attaching documents, creating electronic file)
- ◊ Challenges of converting paper
- ◊ Conversion takes time
- ◊ Cost of equipment and software
- ◊ Dependency on electronic database/file
 - ◊ Unavailable when needed
 - ◊ Requires updates and/revisions
- ◊ Reliance on IT department availability

Getting Started

- ◊ Moving from paper to electronic communication
- ◊ Staffing
- ◊ Working with IT
- ◊ Software/Hardware needs
- ◊ Conversion from existing hard file
- ◊ Naming conventions
- ◊ Re-examine current office practices/procedures
- ◊ Flexibility is key



Software and Hardware

- ◊ Monitors
- ◊ Mobile device/laptop
- ◊ Adobe
- ◊ Case Management system
- ◊ Scanner and other multi-functional devices
- ◊ Wireless access
- ◊ VMWare (virtual desktop)



Questions and Discussion



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