

# Where Did All My Files Go?

## How to Set Up and Operate in a Paperless Office

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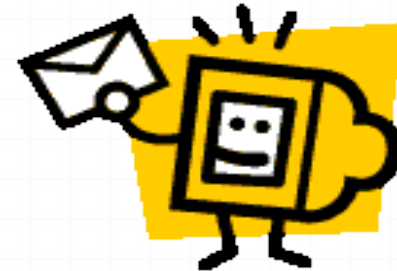
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# Where did all my files go?



# 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



# Contact Information

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