

# Technology for Law Firms



2:00 pm to 4:00 pm

Raja Aziz Addruse Auditorium  
Bar Council, 15 Leboh Pasar Besar  
50050 Kuala Lumpur

**Admission is free but advance registration is required**  
Registration for each talk will begin at 1:30 pm

## Each talk carries 2 CPD points

- ☐ **27 Mar 2014 (Thursday)**; 2:00 pm to 4:00 pm  
CPD Code: T2/27032014/CCPL10/BC6011/2  
[To register online, please click here](#)
- ☐ **22 Apr 2014 (Tuesday)**; 2:00 pm to 4:00 pm  
CPD Code: T2/22042014/CCPL10/BC3812/2  
[To register online, please click here](#)
- ☐ **27 May 2014 (Tuesday)**; 2:00 pm to 4:00 pm  
CPD Code: T2/27052014/CCPL10/BC3813/2  
[To register online, please click here](#)

This talk explores essential technology requirements and trends for law firms in this information age. You will learn how the right technology allows you to gain a competitive advantage over conventional law firms. With insight into the latest technology that will improve your firm's operational efficiency, boost overall productivity, and reshape standards, you will understand why the right question to ask is not "what is the cost of implementing technology?", but "what is the cost of **not** implementing technology?"

The first part of this talk will provide:

- ◆ a solid understanding of why a Case / Matter Management System ("CMS") is the core mission-critical software for modern law firms;
- ◆ the importance of transforming your practice from a traditional word processor-centric to case-centric operation;
- ◆ what the generic components of a full-featured CMS are;
- ◆ the available free cloud services; and
- ◆ how to improve your communication skills, internally and externally with your clients, using Corporate Extranet Instant Messenger System.

The second part of this talk will focus on:

- ◆ the best ICT practices to protect against various types of malware;
- ◆ what free / open source software is;
- ◆ how to adopt zero software costs for a typical law firm workstation; and
- ◆ how to calculate your actual total cost of ownership when you plan for successful technology deployment for your law firm.

This talk will benefit the decision-makers in law firms, lawyers interested in following the latest trends in law technology, office administrators, and senior paralegals responsible for the daily operation of law firms.

## Outline of Topics:

### Typical Operational Pains and Technical Issues

- (a) Identifying and analysing typical operational pains for a law firm: High staff turnover, timely access to files, case info retention, missing deadlines, document accuracy, and time consuming periodic status reports
- (b) Asking the right questions at the beginning of a technology event to determine the inefficiency of the manual approach

## Case/Matter Management System

- (a) The key features: Contact database, calendaring, case / matter database, workflow, document assembly and management, invoicing, client accounts, remote access
- (b) Case study: How to be more accurate and more responsive, avoid wasted effort and time, and spend more time on the interesting parts of legal practice with CMS. Is CMS suitable for your firm? Exploring the cost and return on investment

## Cloud Services

- (a) Highlighting the usefulness and risk of online storage, calendar, email and instant messenger services
- (b) Improving internal / external communication with Corporate Extranet Instant Messenger System

## Computer Security and Protection Against Malware

- (a) What are spyware, adware, trojan horses and viruses? How do they create security risks?
- (b) The best practices against malware and an overview of available protection options

## Software Licence and Free / Open Source Software

- (a) Free / Open Source software ("F/OSS"), freeware, public domain and close source end-user licence
- (b) Examples of F/OSS for law firms: OpenOffice.org, Linux operating system

## About the Speaker

**Ng Sheau Feng** has over 20 years of business and technical experience in the ICT industry. He started his career as a computer engineer, network and operating systems engineer, independent ICT consultant and web application developer, and later held various top management positions as Chief Operating Officer, Chief Technology Officer, and Vice President, of Internet and multimedia companies.

In January 2007, Ng Sheau Feng founded LEX10 Sdn Bhd, a one-stop ICT solutions provider for the legal industry in Malaysia. Under his leadership, LEX10 was awarded MSC-status in 2009, and named as one of the "deserving MSC Malaysia Pre-Seed Fund Recipients companies".

LEX10 also successfully obtained the MDeC ICON grant in 2010 and CRADLE 500 grant in 2013 for further development of LEX10's legal industry products and services.

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(Tick where applicable)

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Membership No (for Members of the Bar only): \_\_\_\_\_

Name of Firm / Organisation: \_\_\_\_\_

Address: \_\_\_\_\_  
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\_\_\_\_\_

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Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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Cancellations must be made in writing. The organiser reserves the right to modify, cancel or postpone the event, should circumstances arise that make such action necessary.

Points for the Continuing Professional Development ("CPD") Scheme will not be awarded to Members of the Bar who arrive more than 15 minutes late, are not present throughout the event, or leave before its scheduled end.

Please direct all correspondence (including completed registration forms) and enquiries to:

**Mohd Fazli Rosman** (03-2050 2105); or  
**Vilashini Vijayan** (03-2050 2095)  
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