



905 Technology in the 21st Century Law Department

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Faculty Biographies

Jeffrey S. Fraum

Senior Attorney

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Michael S. Kraft

Michael S. Kraft is the general counsel of Kraft Kennedy & Lesser, Inc., a consulting and systems integration firm. Kraft Kennedy & Lesser specializes in technological and process re-engineering solutions for law firms and legal departments.

Mr. Kraft began practicing as an Assistant Attorney General for the State of New York. He moved to private practice with the firm of Choate Doman Moore & Hahn, working in international litigation. Thereafter, he joined a financial printing firm as executive vice president and general counsel.

Mr. Kraft is a member of the Bar Association of the City of New York, the ABA, and an active member of ACCA. He serves on the Board of ACCA's New York Chapter, is the chairman of Technology Committee for the New York Chapter, and serves on the national Law Department Management and Litigation Committees. He coauthored a book, *Managing Outside Counsel*, published by ACCA, authored an article for the *ACCA Docket*, and assisted with the creation of a report on the Selection of Outside Counsel issued by ACCA's New York Chapter. He speaks regularly on information and knowledge management issues affecting the legal community.

Mr. Kraft received his undergraduate degree from the University of Miami and graduated from Brooklyn Law School.

Tracey Schreiner

Legal IT Manager

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**Technology
in the
21st Century Law
Department**

Lisa Whitney
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Current Tools

Unified Messaging

- Voicemail
- E-mail
- Faxes

Document Management

- Hummingbird
- iManage
- WORLDOX
- NetDocuments

Smart Tools

- DeltaView
- DealProof
- QuickSift
- West KM
- Lexis/DolphinSearch
 - Mark Monitor

Automated “Legal” Assistants

- Templates
- ezShip
- Numbering
 - Legal MacPac
 - SoftWise
 - ezNumbering
- CrossEyes

Transaction Tools

- Real-time collaboration
 - eRoom
 - Viack
 - Workshare Synergy
- Deal rooms
 - Hummingbird
 - iManage
 - NetDocuments

Synergy (a collaboration tool)



Outsmart Technology

Metadata awareness and removal:

- Metadata Assistant (Word)
- SoftWise (Word)
- iScrub (Word)
- ezClean (Word, Excel, PowerPoint)

Future Trends

eMail/Document Retention

- Strategies
- Tools
 - Document/record management systems
 - Hummingbird RM
 - eMail archiving systems
 - KVS
 - DolphinSearch
 - Search tools
 - IBM WebSphere
 - DolphinSearch
 - Recommend
 - Plugged in Software

Compliance

- Awareness via eLearning
- Screen and sensor e-mail communications
- Automated work flow tools
- Preservation of electronic data

Litigation Support

- Reduce paper to image (Scanning)
 - Image and OCR
- Tools
 - Summation
 - Concordance
 - Steelpoint
- ASP Services
 - Applied Discovery
 - LexTranet

Litigation Support **cont.**

- Coding Services
 - Author
 - Date
 - Subject
 - Improved searching
- Lower costs
 - http://www.hlmsj.com/pdf/Technology_Imaging.pdf
- Better search engines
- Responding to discovery requests

Away from your desk

- Remote access of network resources (VPN and Citrix)
 - Hotel
 - Court room
 - Vacation
 - Home
- Wireless connectivity
 - Blackberry
 - Palm Pilot
- Tablet PC
- Wireless LAN Connectivity
- Phones & Handhelds

eBilling

- More timely information
- Facilitate budget vs. actual tracking
- Evaluate outside legal costs by matter type, law firm, operating unit, geographic location
- Compare actual costs to potential exposure
- Manage suppliers
- Manage costs
- Increase head count
 - Keep time, DTE
- Examen, Tymetrix, etc

Product Links

■ Applied Discovery	Electronic Discovery	www.applieddiscovery.com
■ Blackberry	Wireless Messaging	www.rim.net
■ CallExpress	Unified Messaging	www.captaris.com
■ Concordance	Litigation Support	www.dataflight.com
■ ContactEase	Contact Management	www.kramerlee.com
■ CrossEyes	Word Formatting Codes	www.levitjames.com
■ DealProof	Document Review	www.expertease.com
■ Delta View	Document Redlining	www.workshare.com
■ DolphinSearch www.dolphinsearch.com	Information Management	
■ DTE	Time Tracking	www.aps-soft.com
■ eCounsel	Practice Management	www.bridge-way.com
■ eRoom	Collaboration	www.eroom.com
■ ezClean www.kklsoftware.com	Metadata Remover	
■ ezNumbering	Document Numbering	www.kklsoftware.com
■ ezShip www.kklsoftware.com	Shipping	
■ Hummingbird www.hummingbird.com	Information Management	
■ iExtensions	CRM	www.ienterprises.com
■ iManage	Document Management	www.imanage.com
■ InterAction	CRM	www.interfacesoftware.com
■ iScrub	Metadata Remover	www.esquireinnovations.com
■ KVS	Email Vaulting	www.kvsinc.com

Product Links (cont.)

■ Law Manager	Information Management	www.lawmanager.com
■ Legal MacPac	Document Templates	www.legalmacpac.com
■ Lexis/DolphinSearch	Contextual Search	www.lexis.com
■ LextraNet.com	Litigation Support/Case Management	www.lextranet.com
■ MARKMonitor	Brand monitoring software	www.markmonitor.com
■ Metadata Assistant	Metadata Remover	www.payneconsulting.com
■ Mitratech	Knowledge Management	www.mitratech.com
■ NetDocuments	Document Management	www.netdocuments.com
■ Outlook	Email & Contact Management	www.microsoft.com
■ Palm Pilot	Handheld Contact Management	www.palm.com/products
■ Plugged in Software	Search engine for email, documents	www.pisoftware.com
■ ProLaw	Practice Management	www.prolaw.com
■ QuickSift	Electronic KM	www.quicksift.com
■ RightFax www.captaris.com	Electronic Document Delivery	
■ Reconnind	Information Management	www.reconnind.com
■ SoftWise	Word Macros & Metadata Remover	www.softwise.net
■ Steelpoint	Litigation Support	www.steelpoint.com
■ Summation	Litigation Support	www.summation.com
■ Time Matters	Practice Management	www.timematters.com
■ Viack	Online Conferencing	www.viack.com
■ West KM	Knowledge Management	www.westgroup.com
■ Workshare Synergy	Document Collaboration	www.workshare.net/products

Thank you.

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