

Apps & Technology for Mediators



Christopher B. Hopkins
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Apps & Technology for Mediators



@cbhopkins

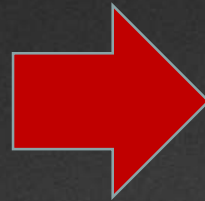


[Linkedin.com/in/cbhoppers](https://www.linkedin.com/in/cbhoppers)

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Apps & Technology for Mediators

3rd Year at DMRC Conference



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This PPT is available at InternetLawCommentary.com



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Apps & Technology for Mediators

“Apps for Florida Lawyers” Florida Bar – on YouTube

Apps for Florida Lawyers

by

Christopher Hopkins

Florida Bar – Young Lawyers Division



CHRISTOPHER HOPKINS

AKERMAN LLP

WEST PALM BEACH, FLORIDA



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What We Will Cover

- Tech Is Inevitable – and good for business
- Host Mediation Like You Would Host a Party
- Apps for Mediators

Technology Is Inevitable...
in fact, it's good for your business



Help lawyers look good...



... And they will return!

(they're using technology and so should you)

The Florida Bar News

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February 1, 2015



The future looks bright

*Survey finds Florida **law**yers are upbeat about **the** economy and increasing **their** use **of** technology*

90% - there should be a min. level of tech competence

47% - tech should be mandatory CLE

92% - use Microsoft Office

75% - on Windows 7 or higher

64% - own iPhone

42% - own iPad

The Florida Bar News

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February 1, 2015



The future looks bright

*Survey finds Florida **law**yers are upbeat about **the** economy and increasing **their** use **of** technology*

39% - use Chrome for internet

35% - do not fax ←



42% - LinkedIn

14% - Google+

12% - Facebook

3% - Twitter

Hosting a Mediation Is Like Hosting a Party



Make Friends...

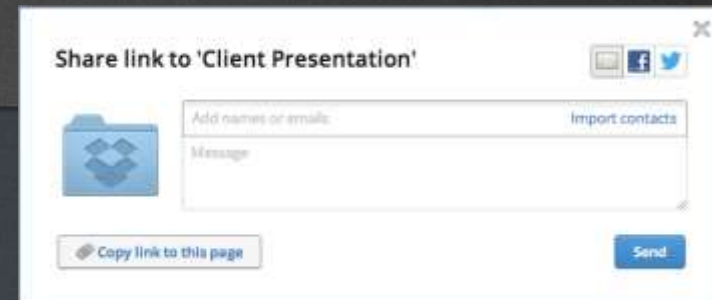
- Good Website
- Top Listing on Google
- Facebook Page
 - Show community involvement
 - Photos of office, staff people
- LinkedIn
 - Be where your clients are



Invite Your Guests...

Lawyers email and e-file

- Use email to make and keep connections
 - Lawyers will search for you later in Outlook
- No aol or Hotmail – *be professional*
- Send Outlook Calendar invites
- Accept Dropbox & Google Drive links
 - Lawyers can send you large documents /files



Electronic Payment = GET PAID

Credit Cards



Online Payment



Bitcoin



Technology Corner

Will Your Law Firm Accept Bitcoin?

By Christopher Hopkins, Chair,
Law Practice Technology Committee



In this economy, it has become commonplace for clients to seek alternative fee structures for their legal bills. Most law firms have resorted to accepting credit cards, payment plans, reduced rates, flat fee arrangements or even Paypal. Coupled with the fact that potential clients can be anywhere around the globe and seek your assistance via the Internet, a client may seek to pay your hourly rate in "bitcoin."

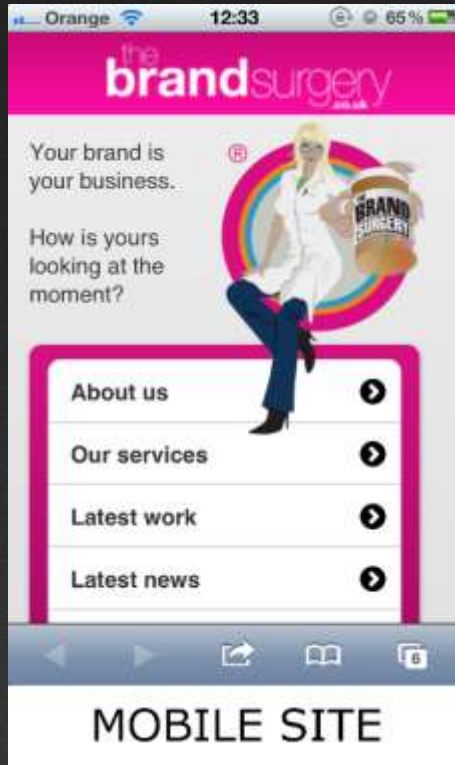
wide "bank run." Not money (e.g., identity online transactions, the case, the error was ca reset.

Two problems es Bitcoin's murky orig under a pseudonym v



Ensure Guests Arrive on Time

If I need directions or to call, which is more helpful?



Make Sure Your Website is Mobile-Friendly.

No Flash. Tap to Call. Tap for Directions.

The Right Environment



**Screens – or at least a flat blank wall.
Curtains. Dim Lights.**



The Right Environment

Polycom SoundStation2

\$362 #1 on Amazon



Good Speakerphone!

If Person on Phone can't hear, they will tune out.

Lawyer will blame you.

The Right Environment

YOU MUST HAVE RELIABLE, FAST WI-FI.



Party Favors: What to Provide Your Guests

Extension cords (3 prong)



USB Chargers

– *Anker 40w 5-Port USB \$25*



Party Favors: What to Provide Your Guests

Extra Phone Cables

1. Apple Lightning
2. USB Micro



Apple Lightning Digital AV Adapter

iPad to Projector



Party Favors: What to Provide Your Guests

HDMI Projector

Acer P1283

\$320 on Amazon (#1 rated)



Consider a Pico Projector

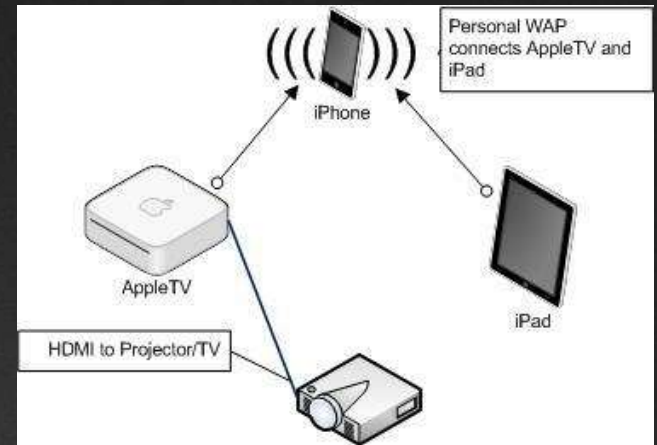
Tronfy TP-50 (\$85)



Party Favors: What to Provide Your Guests

Apple TV

\$68 on Amazon



Google Chromecast

\$68 on Amazon



Clean Up After the “Party”

Be careful of storage devices (USB drives, discs)

Member Services > Ethics Opinions

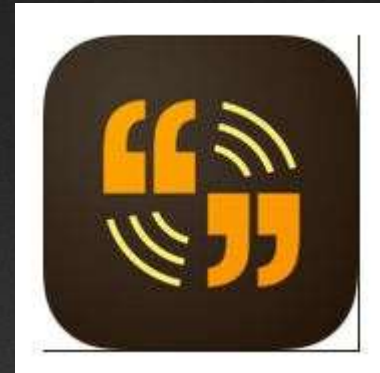
PROFESSIONAL ETHICS OF THE FLORIDA BAR

OPINION 10-2 September 24, 2010

A lawyer who chooses to use Devices that contain Storage Media such as printers, copiers, scanners, and facsimile machines must take reasonable steps to ensure that client confidentiality is maintained and that the Device is sanitized before disposition, including: (1) identification of the potential threat to confidentiality along with the development and implementation of policies to address the potential threat to confidentiality; (2) inventory of the Devices that contain Hard Drives or other Storage Media; (3) supervision of nonlawyers to obtain adequate assurances that confidentiality will be maintained; and (4) responsibility for sanitization of the Device by requiring meaningful assurances from the vendor at the intake of the Device and confirmation or certification of the sanitization at the disposition of the Device.

Apps for Mediators

Your Mediation Intro Using Adobe Voice



ScanBizCards



+ Downloaded

This app is designed for both
iPhone and iPad

★★★★★ (49)

Rating: 4+

LINKS

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[Developer Website](#)

© 2012-2015 ScanBiz Mobile Solutions
LLC

ScanBizCards Business Card Reader 4+

ScanBiz Mobile Solutions L.P. >

Details

Ratings and Reviews

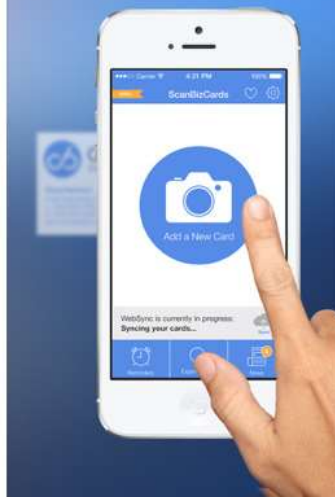
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Screenshots

iPhone

iPad

ScanBizCards is the easiest way to
capture contact information.



ScanBizCards has the most
accurate OCR. Never manually
type in a contact again!



Picture It Settled



See PictureItSettled.com for video

Negotiation Move Planning

Concession Rate Assessment

Date & Time Calculator (9 in 1)

Date Ranger

Start time point:

2014-08-28 Today

7:53 PM Now

Range to adjust to:

0 years 36 hours

2 months 120 min

45 days 0 sec

Add Subtract Reset

Sunday, December 14, 2014 at 9:53 AM

Time Difference

Time Point 1:

2014-08-28 Today

7:54 PM Now

Time Point 2:

2014-09-02 Today

1:52 AM Now

4 days :

5 hours :

58 min

Add/Subtract Time

Time 1: Time 2:

45 3 years

4 2 months

37 0 days

0 85 hours

450 0 minutes

0 22 seconds

Reset

Add Subtract

48 years: 7 months: 10 days

20 hours: 30 min: 22 sec

Work Days

Find work days between:

2014-05-27 Today

2014-08-28 Today

work days: 68

weekend days: 26

mondays: 13

tuesdays: 14

wednesdays: 14

thursdays: 14

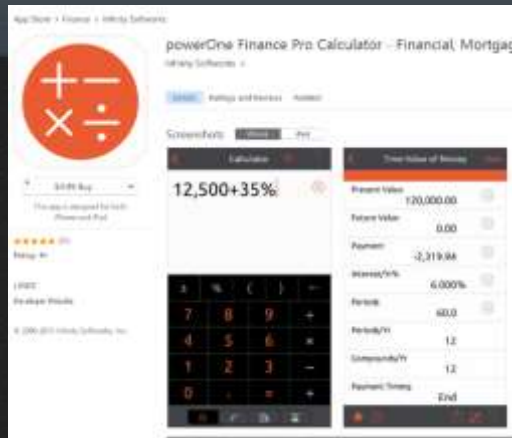
fridays: 13

saturdays: 13

sundays: 13

powerOne Finance, Business, or Scientific

(or Calculator Pro for iPad)



Finance

Time Value

Loans

Capitalization Rates

401k

Business

400 calculations

Scientific

Physics

Statistics

All have free versions, \$3 calculation packs, or \$5 full versions

Florida Rules

(Updated Feb 2015)

App Store > Reference > KosInteractive LLC



+ Downloaded

This app is designed for both iPhone and iPad

Rating: 4+

© 2011-2015 KosInteractive LLC

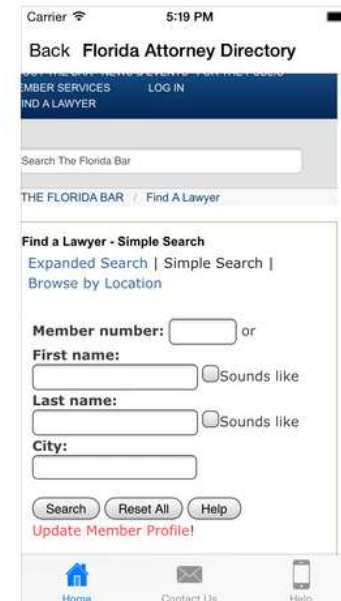
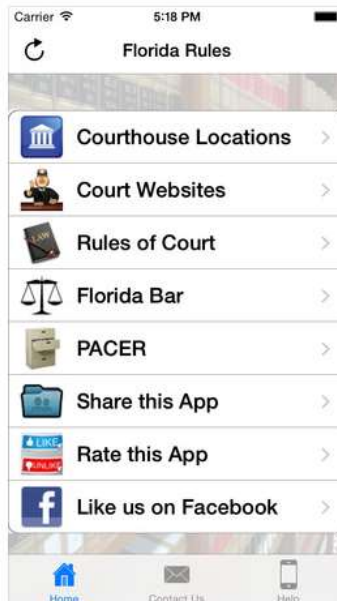
Florida Rules 4+

KosInteractive LLC >

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Screenshots

iPhone iPad



Genius Scan – PDF Scanner



+ Update ▾

Offers In-App Purchases

This app is designed for both
iPhone and iPad

★★★★☆ (6)

Rating: 4+

TOP IN-APP PURCHASES

1. Genius Scan+ \$6.99

LINKS

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© 2015 The Grizzly Labs

Genius Scan - PDF Scanner 4+

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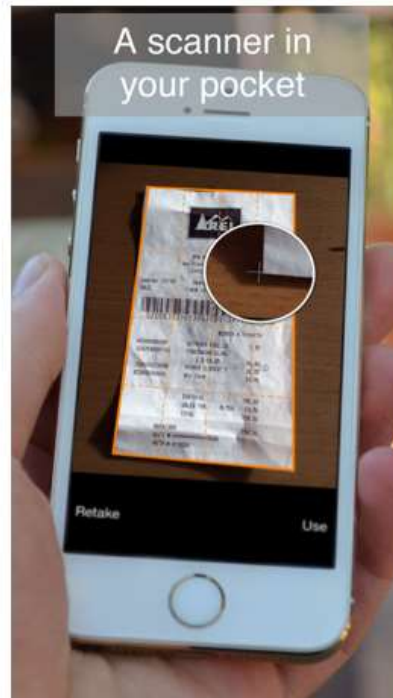
Ratings and Reviews

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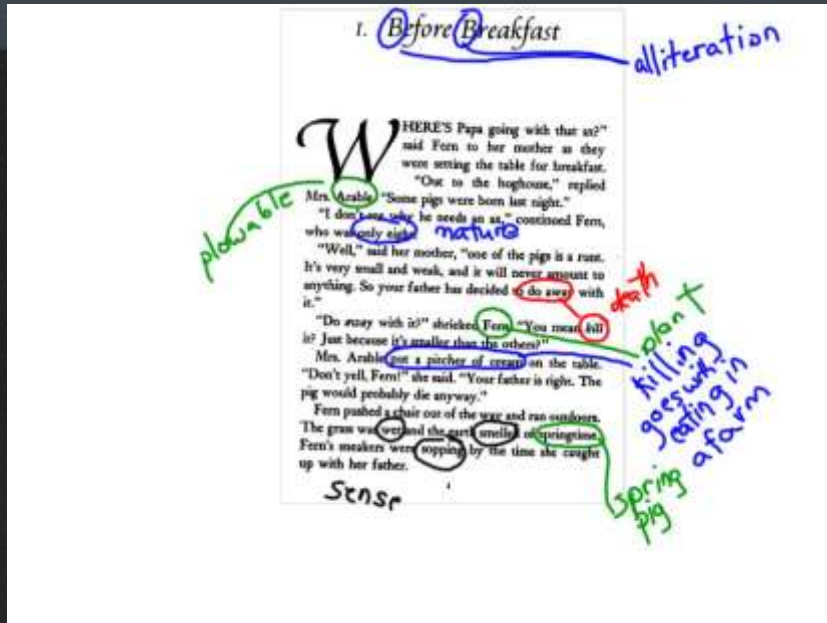
Screenshots

iPhone

iPad



Be Active During Mediation!



Annotate on Your iPad During Mediation

Skitch



+ Downloaded ▾

Offers In-App Purchases

This app is designed for both
iPhone and iPad

★★★★★ (74)

Rating: 4+

TOP IN-APP PURCHASES

- | | |
|----------------------|---------|
| 1. Skitch PDF Markup | \$1.99 |
| 2. Evernote Premium | \$4.99 |
| 3. Evernote Premium | \$44.99 |

LINKS

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© 2015, Evernote Corporation

Skitch - Snap. Mark Up. Send. 4+

Evernote >

Essentials

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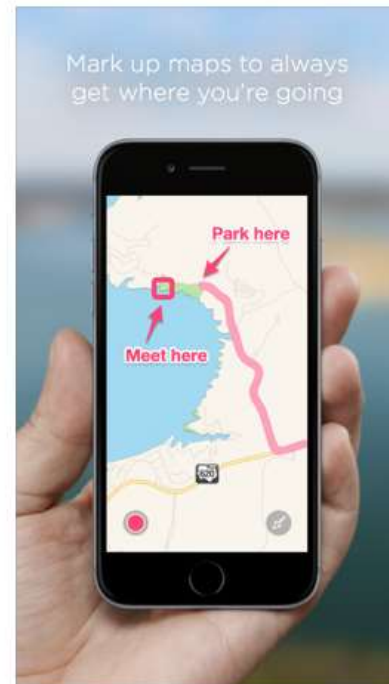
Ratings and Reviews

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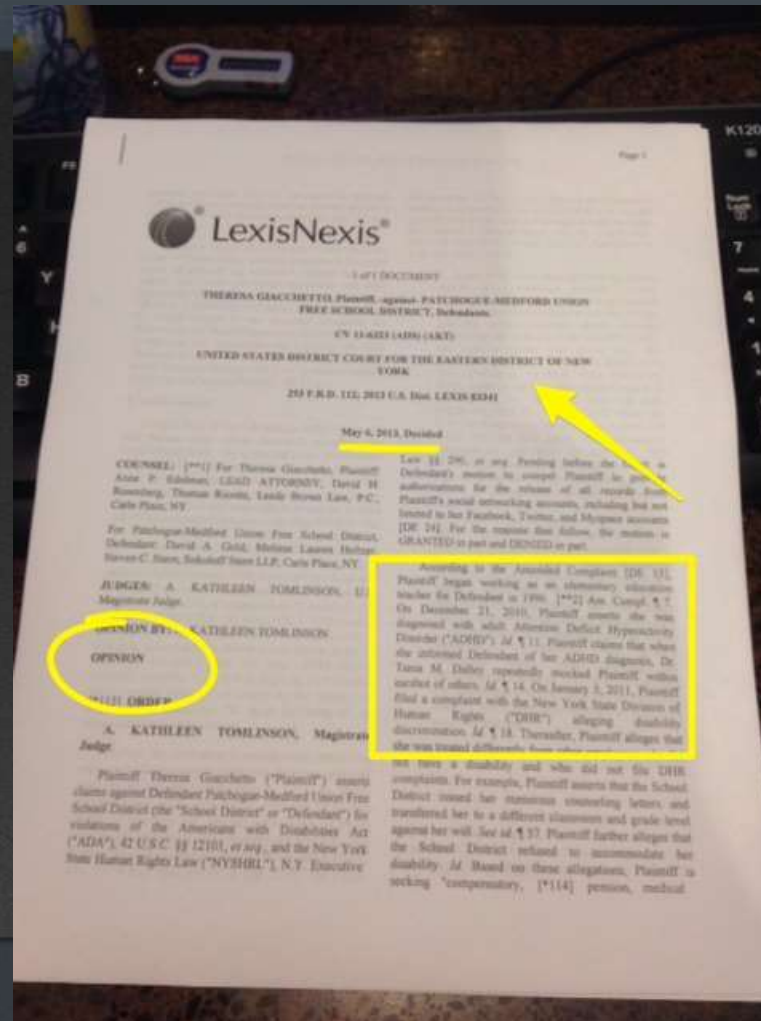
Screenshots

iPhone

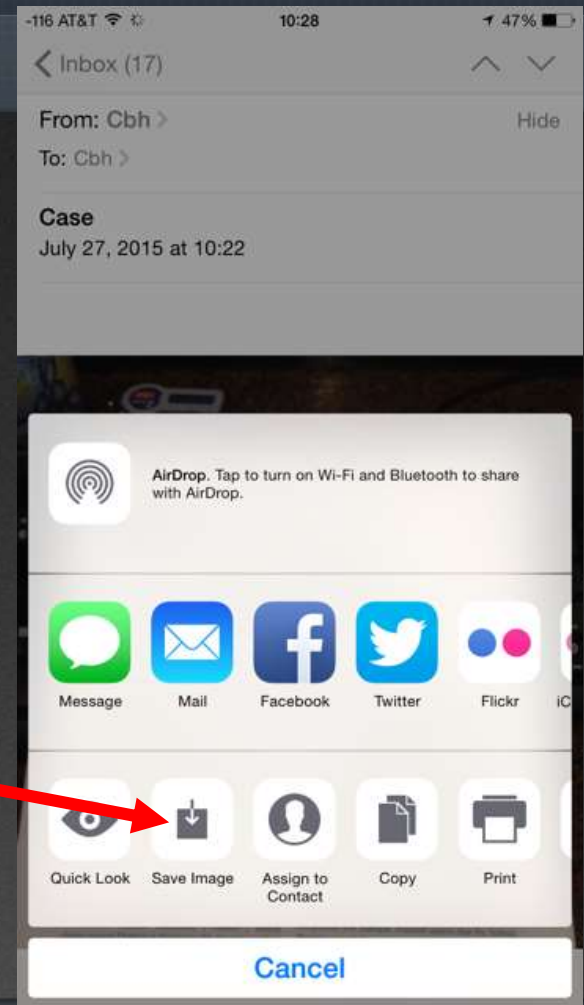
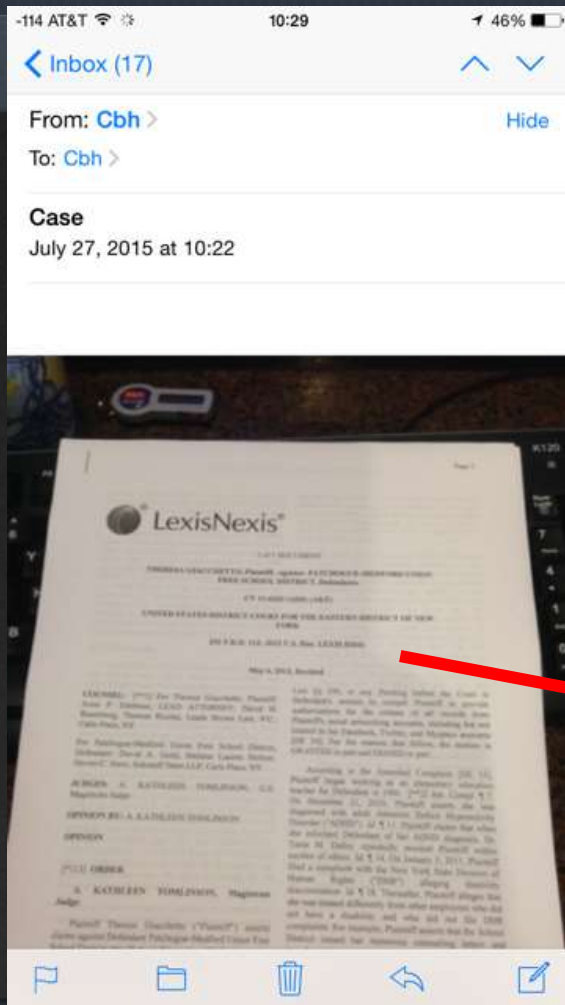
iPad



Take a picture of document that one party wants the other to see



Or have party email you a photo...



Press attachment and save.

Open Photo in Skitch...



And mark it up to show the other party!

Have Everyone Sign on Your iPad

Technology Corner



PDF Documents Are Modifiable: Learn to Sign in 10 Minutes

By Christopher B. Hopkins

Lawyers love PDF documents – but often for the wrong reasons. Last week, I exchanged settlement documents via email in two different cases. In both instances, the releases were created in Word, converted to PDF, and emailed. The purpose of converting to PDF was twofold: (1) avoid prying eyes viewing the track changes in the Word document and (2) the PDF format is “fixed” which prevents editing by the other side. Sound familiar? Well, that thinking is only half right. Ethics Opinion 06-2 requires lawyers to ensure the confidentiality of the metadata. However, PDFs should not be viewed as non-modifiable or permanently “fixed” in place – but that is a good thing.

A recent study by the ABA reveals that 89% of lawyers use a smartphone and nearly half of those are iPhones. In addition, almost 30% of all lawyers now use an iPad. While these figures may initially seem high, anecdotally, I have noticed in recent depositions and conferences that many lawyers come armed with both an iPhone and iPad. In short, the legal community has embraced mobile technology.

This brings us back to the PDF. It is an elegant software device which can both preserve a Word document as well as scan an article or record into a word-searchable, indexable, and emailable document. But just as a Word document can be “fixed” or converted to PDF, the reverse is true. Think of it like freezing water and then thawing the ice back to its original state. There are free programs which perform this task. Even the upcoming version of Microsoft Word 2013 will open and edit PDFs as if they were Word documents. The concept of the PDF as a non-modifiable, permanently “fixed” document is wrong.

So how is this good for lawyers? The practice of law is mobile, hence the statistical popularity of iPhones and iPads. How often have you been out of the office and someone has

we need to save the PDF with your signature and send a test version to yourself. Tap your finger in a blank area of the page. A title bar should appear across the top of the screen. In the upper right corner, press the box with the arrow to the right (the “forward document” icon). Select “email document” and send to yourself. The PDF bears your signature. Note, as of this writing, if you open the PDF on your iPad, it will not show your signature. Adobe claims it is a bug in the iOS rendering of the PDF. But if you open it either in any other PDF-editing program on iOS or on any other machine, rest assured, your signature is there.

You have just mastered the first step of what is called “annotation” software. Consider the implications: on the spot, clients can sign retention agreements, real estate documents, settlement releases, or any other document. Likewise, you can sign documents from the road.

There is a second step to annotating PDFs which involves highlighting or adding comments. Back in the Reader app, turn to page 8 of the Getting Started document. Press briefly in an open area of the page and then select the pen icon which appears along the top. Press the icon which looks like a cartoon “talking” bubble. Now you can comment (or “annotate”) on the text. This is helpful when revising a document to email to a client or back to the office. Next to that is a highlighter. Great for reading and highlighting medical records or large stacks of articles on the road (then print or save for later use).

Ultimately, you will want to pay for a fuller annotation program such as PDF Expert, Notes Plus, or Remarks. You will also want to get a stylus, such as the Targus Stylus or Wacom Bamboo Stylus. Stand out from the “average” 30% of iPad-carrying lawyers and use a stylus, annotation apps, and modifiable PDFs as your mobile office.

Christopher Hopkins is a shareholder with Akerman Senterfitt. Jot him a handwritten PDF note (or just a lowly email) at christopher.hopkins@akerman.com.

Have Everyone Sign on Your iPad

Adobe Reader

By Adobe

Open iTunes to buy and download apps.



[View In iTunes](#)

This app is designed for both iPhone and iPad

Free

Category: Business

Updated: Jun 11, 2013

Version: 10.6

Size: 9.2 MB

Languages: English, Chinese, Czech, Danish, Dutch, French, German, Italian, Japanese, Korean, Polish, Portuguese, Russian, Spanish, Swedish, Turkish

Seller: Adobe Systems, Inc.

© 1993-2012 Adobe Systems Incorporated and its licensors

Rated 4+

Requirements: Compatible with iPhone 3GS, iPhone 4, iPhone 4S, iPhone 5, iPod touch (3rd generation), iPod touch (4th generation), iPod touch (5th generation) and iPad. Requires iOS 5.0 or later. This app is optimized for iPhone 5.

Customer Ratings

Current Version:

★ ★ ★ 16 Ratings

All Versions:

Description

Adobe® Reader® is the free, trusted leader for reliably viewing and interacting with PDF documents across platforms and devices. Install the free Adobe Reader mobile app to work with PDF documents on your iPad, iPhone, and iPod touch. Easily access, manage, and share a wide variety of PDF types, including PDF Portfolios, password-

[Adobe Reader Support](#) [Application License Agreement](#)

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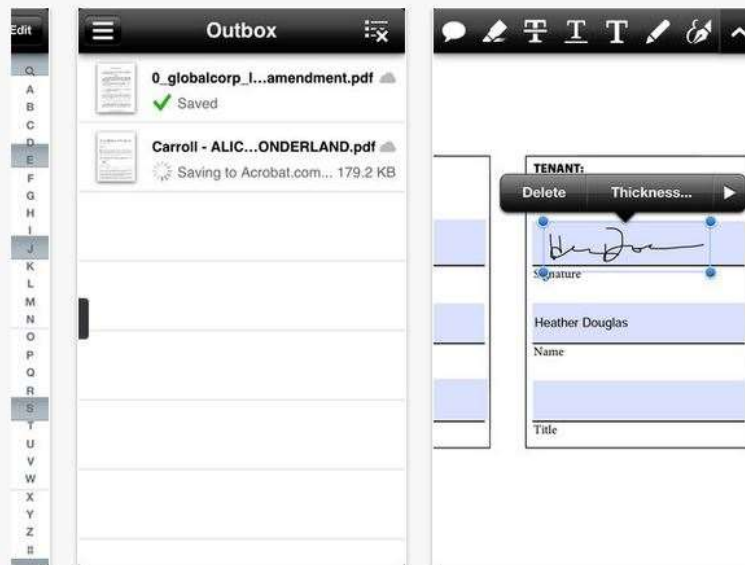
What's New in Version 10.6

- Enhanced integration with Acrobat.com
- Option to flatten when Sharing files
- View Notes attached to text markup

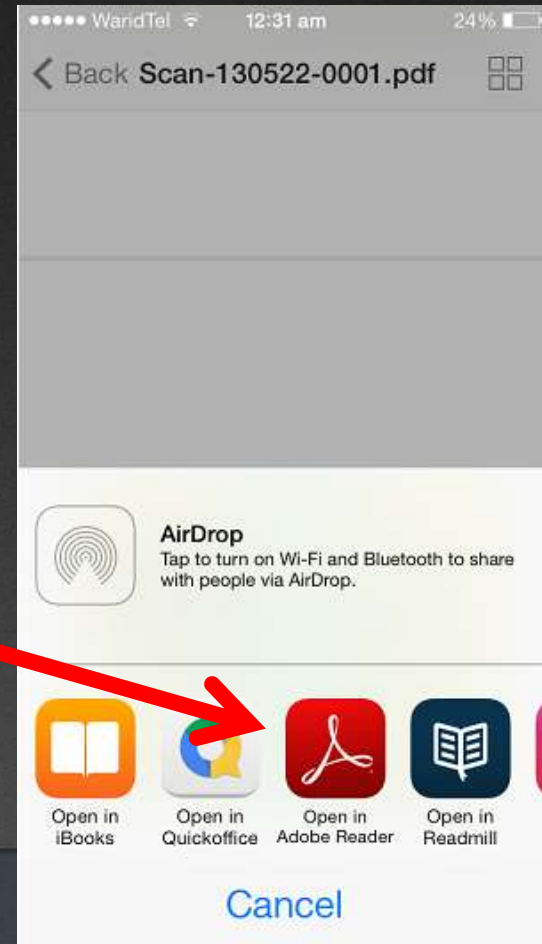
[...More](#)

Screenshots

iPhone | iPad



Open PDF in Adobe Reader



Press Where to Sign



The image shows a digital signature interface. At the top, there are two rows of checkboxes for 'Buyer' and 'Seller', each followed by a 'Time' label. Below these is a horizontal menu with buttons for 'Note', 'Text', 'Signature', 'Stamp', 'Image', 'Sound', and 'Paste'. A red arrow points from the bottom right towards the 'Signature' button. Under the menu, there are two more rows of checkboxes for 'Buyer' and 'Seller', each followed by a 'Date' label. At the bottom, there is a 'Prepared by:' label followed by a line for 'Agent's Printed Name' and a 'Phone' label.

☐ Buyer ☐ Seller Time

Note Text **Signature** Stamp Image Sound Paste

☒ Buyer ☐ Seller Date

☒ Buyer ☐ Seller Time

Prepared by: _____ Agent's Printed Name Phone

Everyone can sign right on your iPad. Then email the signed settlement agreement to all parties.

Mediation Runs Late... It's OK!

MyRadar



MyRadar Weather Radar
By Aviation Data Systems, Inc
Open iTunes to buy and download apps.

[View More By This Developer](#)



Description
Nearly three million downloads! Also check out Flightwise Flight Tracker & Flightwise.com ###
MyRadar is the fastest, easiest-to-use, weather application that displays animated weather radar around your current location.
[Aviation Data Systems, Inc Web Site](#) [MyRadar Weather Radar Support](#) [More](#)

What's New in Version 2.3.2
v2.3.2
High and Low temperatures now represented with colors.
Minor bug fixes. [More](#)

[View in iTunes](#)

This app is designed for both iPhone and iPad

Free
Category: Weather
Updated: May 11, 2012
Version: 2.3.2
Size: 5.4 MB
Language: English
Seller: Aviation Data Systems, Inc
© 2011 ACME AeroDomatic
Rated 4+

Requirements: Compatible with iPhone, iPad touch, and iPod. Requires iOS 4.3 or later.

Customer Ratings
Current Version: ★★★★★ 2270 Ratings
All Versions: ★★★★★ 27702 Ratings

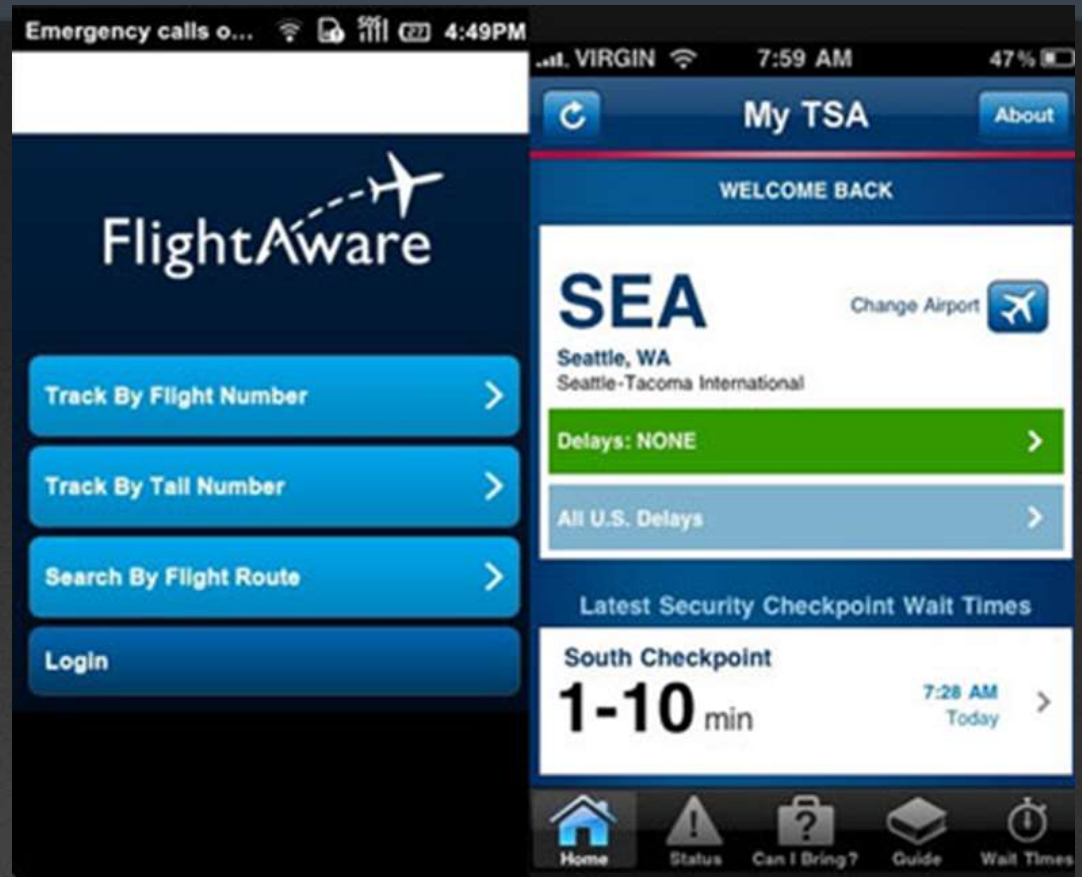
Top In-App Purchases
1. Ad Removal \$1.99
2. US National Warning \$3.99

Screenshots



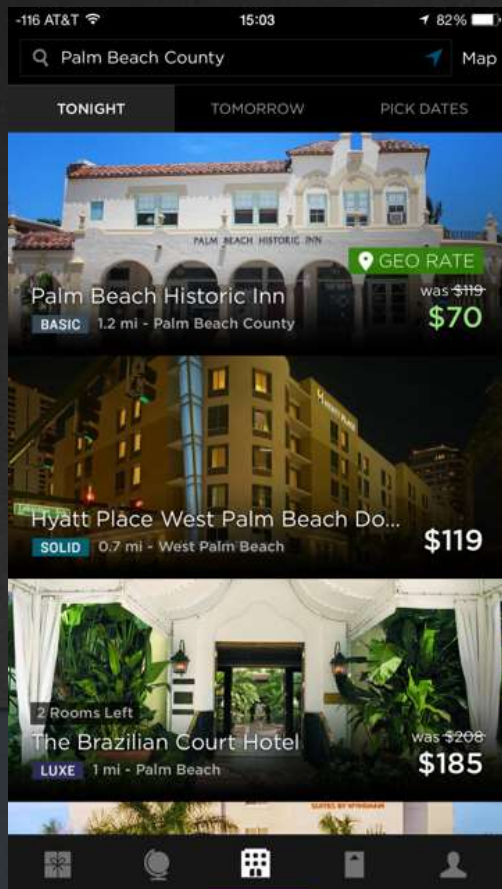
Mediation Runs Late... It's OK!

Flight Aware



Mediation Runs Late... It's OK!

Hotel Tonight



(More) Apps for Mediators

Remove a Lot of Photos from iPhone... Fast

Cleen

App Store > Photo & Video > AtomKnows LLC

Cleen - Delete photos in Camera Roll & Create photo book from Favorites 4+

AtomKnows LLC >

Details Ratings and Reviews Related

Screenshots iPhone iPad

Swipe up to favorite

Get

This app is designed for both iPhone and iPad

★★★★★ (19)
Rating: 4+

LINKS
Privacy Policy
Developer Website



© AtomKnows LLC

Your favorite photos deserve the best

8x8 True Lay Flat custom cover photo book


Cleen

Swipe down to trash



Edit Office Docs on Dropbox, Google Drive, OneDrive, Etc.

HopTo



hopTo (Office Cloud Editor & Viewer | Cloud Browser | Mobile Productivity Workspace) ^{4.5}
hopTo Inc. >

Details Ratings and Reviews Related

iPad Screenshots

Box, Dropbox, Google Drive & Your Computer in One Place

Create, Edit & Track Changes in Word

Download

★★★★★ (76)
Rating: 4+

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Developer Website

© hopTo Inc.

The screenshot on the left shows the HopTo interface on an iPad, displaying a dashboard with icons for various cloud services (Google Drive, OneDrive, Dropbox, etc.) and a section for 'My Cloud'. The screenshot on the right shows the HopTo interface on an iPad, displaying a document editor with a keyboard and a toolbar.

When Mediation Is Over...

Scan a Wine Bottle

Delectable

App Store > Food & Drink > Delectable



Download

★★★★★ (129)

Rating: 17+

LINKS

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© 2013 Delectable Inc

Delectable Wines - Wine Scanner, Ratings & Reviews

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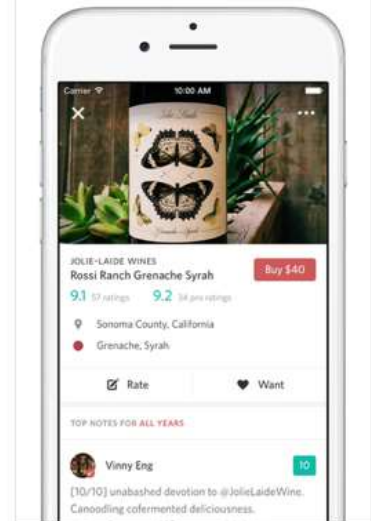
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iPhone Screenshots

Learn about any wine
by taking a photo



Get expert opinions
before choosing a wine



Find a Beer in Epcot

Beers & Ears



Downloaded

Rating: 17+

LINKS

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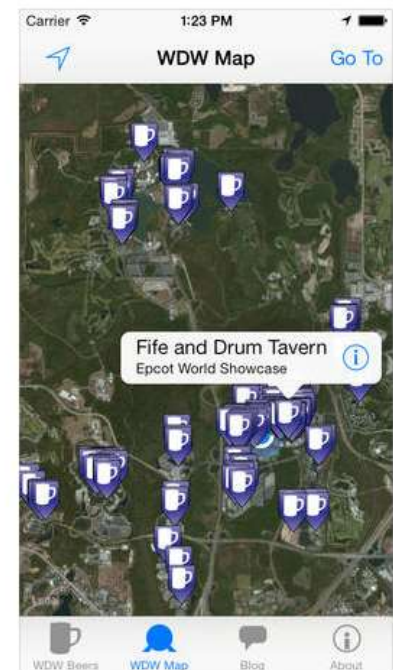
© Beermouse Productions

Beers and Ears Beer List - Walt Disney World Edition

Beermouse Productions >

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iPhone Screenshots



Check Your Heart Rate!

Azumio Heart Rate

