

# Use of Technology in Mediation 2017



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## HOPKINS.LAW

FLORIDA AND TECHNOLOGY LAW FROM A PALM BEACH LAWYER

HOME

CHRISTOPHER HOPKINS

TERMS OF USE

**McDonald**  
Attorneys at Law **Hopkins** LLC

# 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

- Mediation Strategy Early On
- Preparing for Settlement Process
- Settlement Strategies and Mistakes

**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)

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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



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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



**Your Website  
is  
Your Portal**

# Your Website

- Good Website
- Show Your Availability
- Reserve Mediation online



# Your Website

## Request a Mediation

1

Please select a date from the calendar

2

You may narrow your search results by selecting a Mediator, location and/or time of day using the dropdown lists

November 2016

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Available Appointments for Wednesday, November 9, 2016

Any Mediator

Any Location

Any Time

No Available Appointments

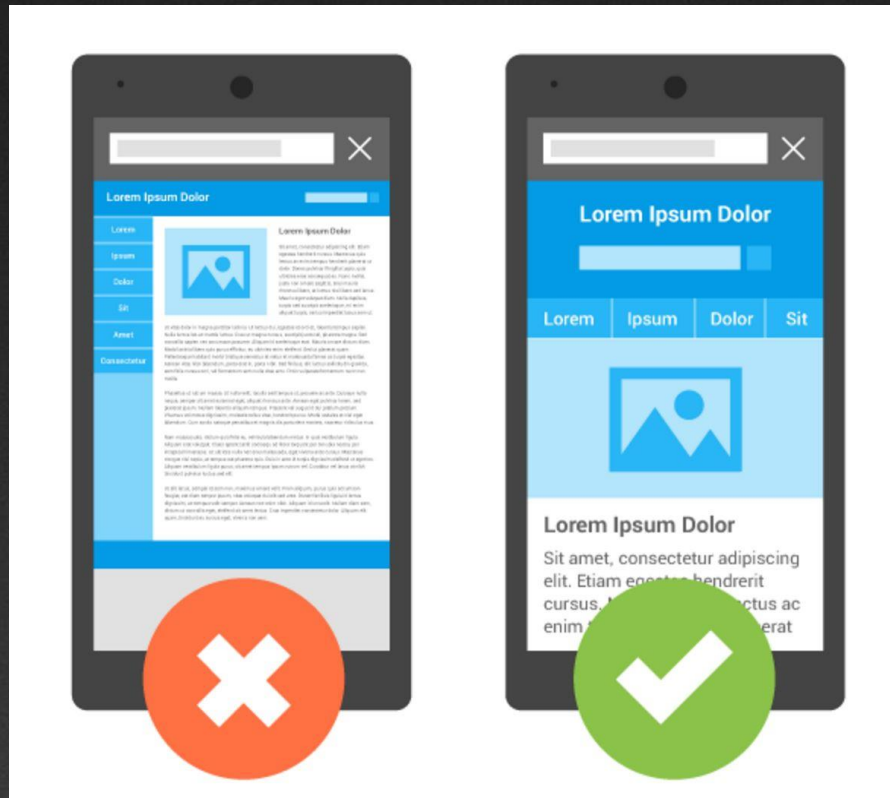
3

Create an appointment request by clicking on the 'Select' button next to the desired time slot.



# Mobile Friendly

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

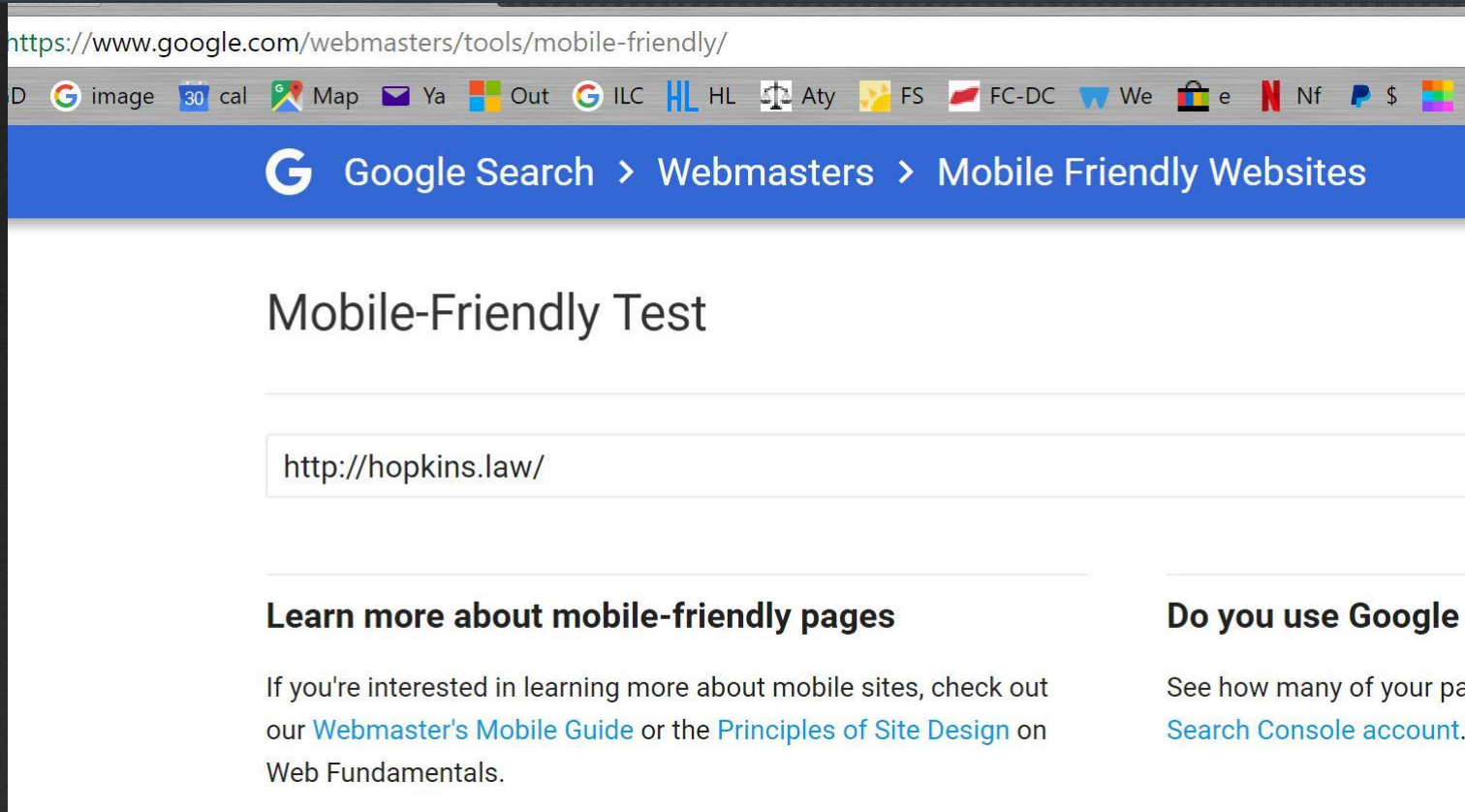


Make Sure Your Website is Mobile-Friendly.

No Flash. Tap to Call. Tap for Directions.

# Mobile Friendly

## Test Your Website's Mobility Friendliness

A screenshot of the Google Mobile-Friendly Test page. The browser's address bar shows the URL 'https://www.google.com/webmasters/tools/mobile-friendly/'. The page has a blue header with the Google logo and navigation links: 'Google Search > Webmasters > Mobile Friendly Websites'. The main heading is 'Mobile-Friendly Test'. Below it is a text input field containing the URL 'http://hopkins.law/'. At the bottom, there are two columns of text. The left column is titled 'Learn more about mobile-friendly pages' and contains the text: 'If you're interested in learning more about mobile sites, check out our [Webmaster's Mobile Guide](#) or the [Principles of Site Design](#) on Web Fundamentals.' The right column is titled 'Do you use Google' and contains the text: 'See how many of your pa [Search Console account](#).'

Google "Mobile-Friendly Test"

# Mobile Friendly

## Test Your Website's Mobility Friendliness

# HOPKINS.LAW

FLORIDA AND TECHNOLOGY LAW FROM A PALM BEACH LAWYER

HOME

CHRISTOPHER HOPKINS | TERMS OF USE

## Christopher Hopkins to Speak at NBI “Mediation in Florida” in Fort Lauderdale

0

Posted on October 17, 2016 by Christopher B. Hopkins



I am pleased to be one of three speakers at National Business Institute's CLE/CME, "Mediation in Florida: Keys to Effective Settlement Negotiations." The program is Thursday, November 10, 2016 at the Courtyard Fort Lauderdale North/Cypress Creek in Ft. Lauderdale, Florida. Lawyers...

[Continue Reading →](#)

Search ...

SEARCH

### CHRISTOPHER ON TWITTER

Tweets by [@cbhopkins](#)



**Christopher Hopkins**  
[@cbhopkins](#)



Florida Mediators & Lawyers: need CME / CLE? I'll be speaking at "Mediation in Florida" tomorrow in Ft. Lauderdale [bit.ly/2dPn3xr](#)



1h

## Google “Mobile-Friendly Test”



# Mobile Friendly

## Test Your Website's Mobility Friendliness

G Google Search > Webmasters > Mobile Friendly Websites

### Mobile-Friendly Test

http://hopkins.law/

**Awesome! This page is mobile-friendly.**

#### How Googlebot sees this page

This page uses 2 resources which are blocked by robots.txt.

Does this screenshot look incorrect? [Learn how to let Googlebot view the page correctly.](#)

► Show resources

#### Learn more about mobile-friendly pages

If you're interested in learning more about mobile sites, check out our [Webmaster's Mobile Guide](#) or the [Principles of Site Design](#) on Web Fundamentals.



# Mobile Friendly

Phone Number & Address in TEXT not graphic

**Click-to-call**, also known as **click-to-talk**, **click-to-dial**, **click-to-chat** and **click-to-text**, namely Webcall is a form of Web-based communication in which a person clicks an object (e.g., button, image or text) to request an immediate connection with another person in real-time either by phone **call**, Voice-over-Internet- ...

[Click-to-call - Wikipedia](https://en.wikipedia.org/wiki/Click-to-call)

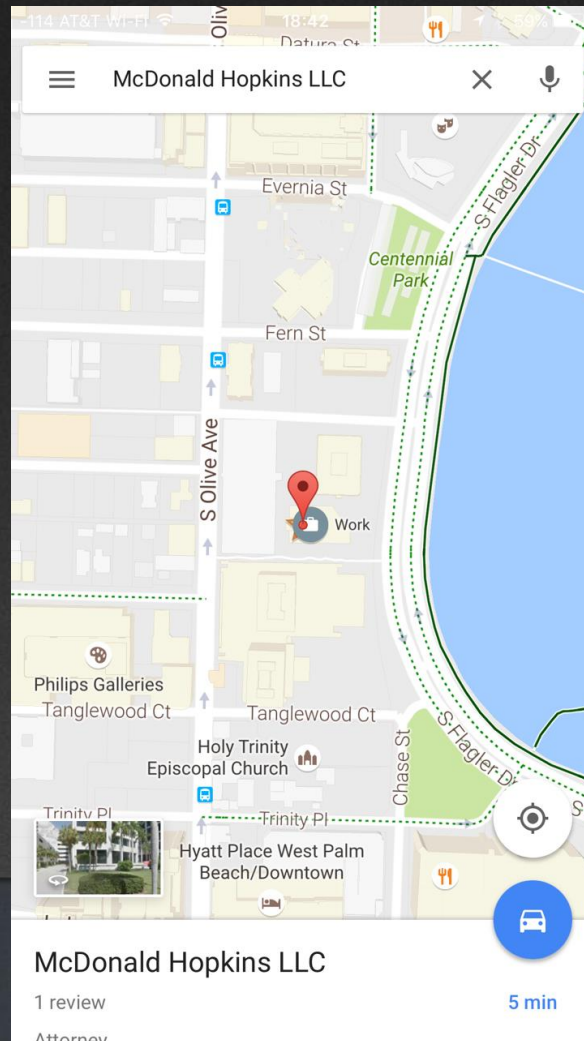
<https://en.wikipedia.org/wiki/Click-to-call>

[About this result](#) [Feedback](#)

“Click to Call”

# Mobile Friendly

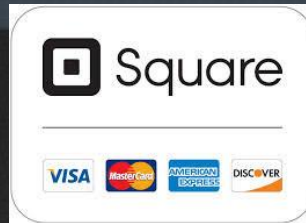
Phone Number & Address in TEXT not graphic





# Electronic Payment = GET PAID

Credit Cards



Online Payment



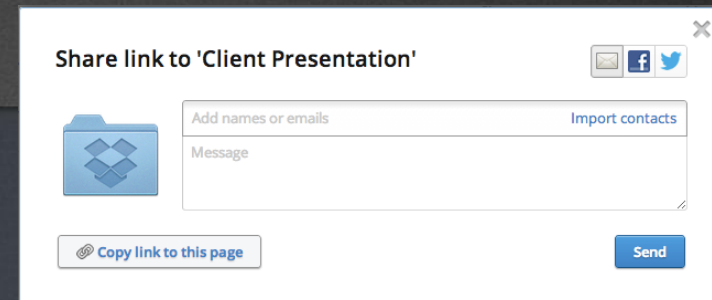
Bitcoin



# 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





# You Need Social Media

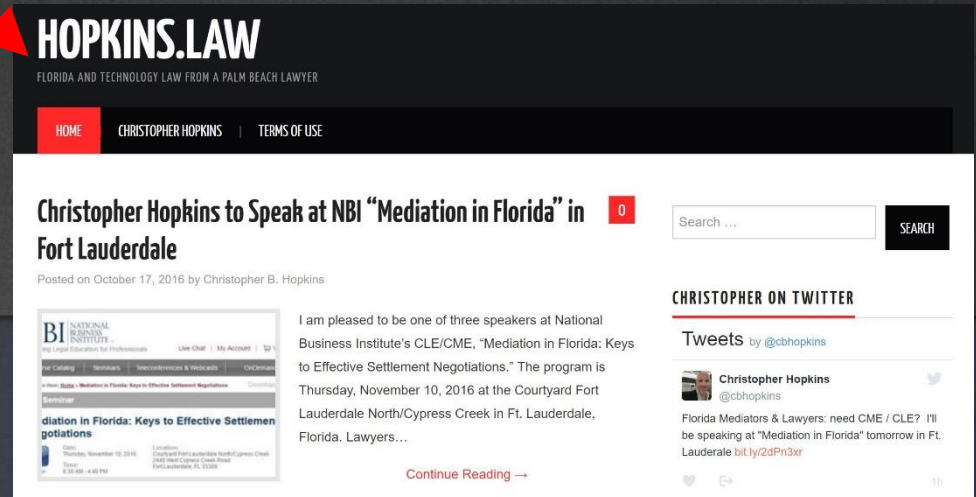
LinkedIn & [Facebook, Twitter, or Instagram]





# You Need Social Media

Use Social Media to Link to Your Website



# You Need Social Media

Use Bit.ly to Shorten Website Names

You just saved this bitmark ✕

[blog.bitly.com/post/24568850534/speedier-shortening](http://blog.bitly.com/post/24568850534/speedier-shortening)  
45 saves · 1839 clicks

**bit.ly/Kly94e**  
Your shortlink

[COPY](#)  
⌘-C

[Customize](#)

bitly blog - Speedier Shortening

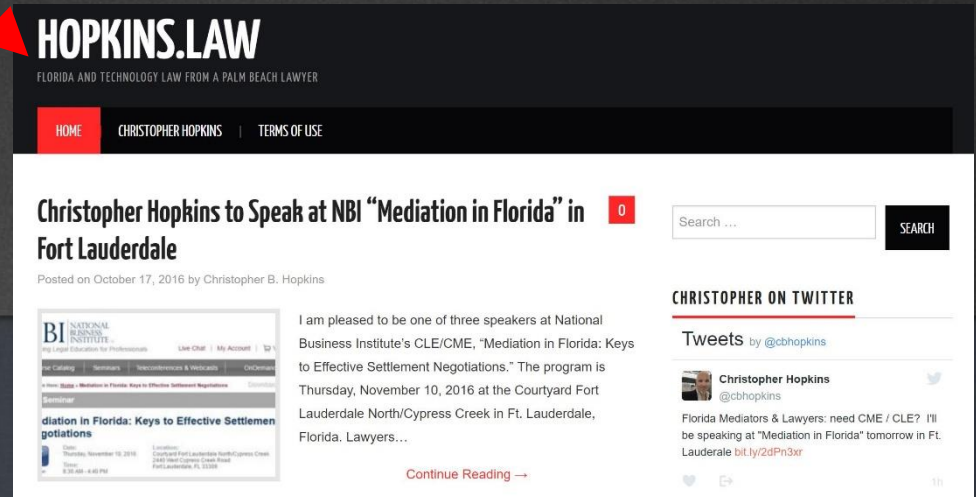
💬

🔒 Public 📁 Add to bundle

[Done](#) [Share...](#)

# You Need Social Media

Use Social Media to Link to Your Website



# You Need Social Media

Lawyer statistics = Mediator statistics

54% of people would hire lawyers who are active online

69% of 18-44 year olds LOOK for lawyers with  
a social media presence!



# Using Tech Before Mediation

**Lawyers Write Pre-Mediation Reports...**  
**Mediators Can Do a Little Preparation Too !**

# Using Tech Before Mediation

2003

## Practice Tips 'Googling' your client and your cases

By Christopher B. Hopkins

According to the media, we have a new verb: "Googling." *Newsweek* and others have acknowledged the term, referring to use of the Internet search engine, Google.com.<sup>1</sup> Among the host of search engines, Google.com has emerged as the most-preferred Internet research tool, performing over 200 million searches per day.<sup>2</sup> While Google has been used to investigate everything from prospective dates to vacation plans, it is also a discovery tool which can reveal a great deal of information about clients, litigants, witnesses, and even opposing counsel.

While millions have used the "basic" Google search, the site provides a number of services beyond merely the command-line request. Imagine finding an e-mail from a litigant who posted to the Internet a "candid" history of events. Consider the impact of finding, prior to a deposition, an e-mail from a former employee criticizing a defendant employer. This type of information exists and Google can find it.

More routinely, Google can locate current addresses of witnesses, help determine if a party has been in the news, and it can even define abbreviations in the medical records. This article will help Internet-savvy lawyers successfully use Google to search the Usenet, current events, glossary, phone listing, maps, images, and government services. As an added benefit, using another site, this article will detail how to obtain free overhead pictures of roads/intersections, suitable for automobile accident cases.

### Google Lawyering

A recent syndicated newspaper column regarding social ethics noted that it was acceptable to "Google" acquaintances, and friends in order to learn more about that person before developing a relationship (known as "Google dating").<sup>3</sup> Attorneys should consider "Google lawyering" to research clients, parties, witnesses, experts, lawyers<sup>4</sup> as well as items and locations relevant to your case. A quick Westlaw search for "google" revealed over 30 published opinions where experts and/or the court relied on information retrieved from

ries as a Google News query, so it is important to perform both searches.

Google is also developing a glossary research tool which provides definitions to words, acronyms, and phrases. Despite being in the development stage, the Google Glossary is available to the public at [www.labs.google.com/glossary](http://www.labs.google.com/glossary). We tested the system with medical terms like UTI, CVA, CBC, MRSA, and BKA to find that the Google Glossary provided accurate definitions each time. This service should be extremely helpful for clarifying nursing and medical abbreviations in subpoenaed records.

This article previously mentioned the discovery of an e-mail from a litigant describing his case and a former employee who posted a criticizing e-mail. With a few keywords, Google was able to locate some potentially valuable postings about parties and witnesses. In the first instance, a plaintiff posted a message about their wrongful death claim, describing the facts and naming the defendant. In another e-mail, a litigant described her experience at a specific nursing home in detail and sought advice. This can be accomplished by searching Google Groups, which scours the message board "groups" area of the Internet.

The Usenet is a portion of the Internet providing discussion groups on literally hundreds of thousands of topics. On any number of topics, people turn to these groups to post messages asking for advice and information. The Usenet can be researched through Google Groups at [www.groups.google.com/](http://www.groups.google.com/) advanced\_group\_search. Type in the name of a party, lawyer, witness, physician or expert and you may be surprised to find an unmoderated discussion involving your subject. Once you obtain someone's e-mail address, you can sharpen your search of the Usenet to search both by a person's name and their e-mail address. Be warned, however, the Usenet is "unverifiable" at best and includes a great deal of misinformation, possible libel, and rumors.

Current and former employees of companies post to the Internet everything from their resume to complaints. In one instance,

monstrative aid more visually appealing (note any copyrights).

Since the U.S. government has a host of various Internet resources, Google is developing a government-specific research tool which helps you find public domain government documents and Web sites ([www.google.com/unclesam](http://www.google.com/unclesam)).

Finally, for lawyers who handle auto accident cases, the traditional method of obtaining overhead images of roads and intersections is expensive and time-consuming. Without cost, there are surprisingly clear (and close up) satellite images available on the Internet which can provide an overhead view of streets (images are not dated, which is a drawback). See [www.mapquest.com](http://www.mapquest.com) and, after you search an address or intersection, click on the "aerial photo" tab just above the picture — you can zoom, re-center, as well as save the photo.

Google is not the only Internet search engine and, if it does not yield the results you desire, consider Altavista, Alltheweb, Hotbot, Lycos, Northern Light and even SearchEngines.com. Other cutting edge sites for consideration are Wisenut.com (which boasts 1 billion indexed Web pages), and kartoo.com ("metasearcher" which employs other search engines simultaneously).<sup>5</sup>

<sup>1</sup> Steven Levy, *The World According to Google*, NEWSWEEK, Vol. 120, No. 51, December 16, 2002; Randy Cohen, *Is It Ethical to 'Google' After a Blind Date?* *Everyday Ethics*, NEW YORK TIMES, December 21, 2002 (syndicated).

<sup>2</sup> *Google Tops Best Web site List*, BBC News, December 31, 2002; *Best of 2003*, PC WORLD, June 2003; Scarlet Pruitt, *Google to Deliver Targeted Ads*, IDG NEWS SERVICE, March 4, 2003; see [www.webbyawards.com](http://www.webbyawards.com) (International Academy of Digital Arts & Science 2003 "Webby" award for best News and Technical Achievement).

<sup>3</sup> Randy Cohen, *Is It Ethical to 'Google' After a Blind Date?* *Everyday Ethics*, NEW YORK TIMES, December 21, 2002 (syndicated).

<sup>4</sup> For an interesting discussion of ethics and lawyer advertisements on Google, see Molly McDonough, *Getting Googled: Lawyers Use Metatags to Help Their Web sites Pop Up on Internet Searches*, ABA JOURNAL E-REPORT, 2 NO. 12 A.B.A.J. E-REPORT 7 (MARCH 28, 2003).

<sup>5</sup> References to Google in court opinions arise in many contexts, but most frequently in decisions regarding intellectual property rights to certain terms or phrases. Interesting examples of cases citing Google include: *Coe v. Franco*, 2003 WL 21326968 (Mass. Super. May 2003) (in a case against a state Sex Offender Registry Board, plaintiff's counsel submitted an affidavit that Google located online information about alleged sex offenders that the board claimed was not available); *J&J Snack Foods, Corp. v. Earthgrains Co.*, 220 F.Supp.2d 358 (D. NJ 2002) (holder of trademark argued that "break & bake" was a unique, descriptive mark as evidenced by their expert, who found only a few vague "hits" on Google referencing the term).

<sup>6</sup> Readers interested in the competing methodology of search engines should access SearchEngineDictionary.com, SearchEngineShowdown, and SearchEngineWatch.com. See also Tom Mighell, *Find the Search Engine of Your Dreams*, TEXAS BAR JOURNAL, 66 TEX. B.J. 387 (May 2003).

<sup>7</sup> Google's value as a search tool is apparently so treasured that an advertising company sued Google, claiming a loss of business because Google changed its "ranking" system, allegedly leading to financial losses because the company's Web site was not listed high enough in responses to relevant Google searches. Scarlet Pruitt, *Google Fights Lawsuit Over Search Results*, IDG NEWS SERVICE, January 14, 2003.

<sup>8</sup> Mike Tonsing, *Search Engines You May Not Have Used Yet*, FEDERAL LAWYER, 50 APR. Fed. Law. 14 (March/April 2003).

<sup>9</sup> Christopher B. Hopkins practices with Cole, Scott & Kissane, P.A. in West Palm Beach and can be reached at [hopkins@csklegal.com](mailto:hopkins@csklegal.com)



# Using Tech Before Mediation

2016

- Google search lawyers and parties
- Lawyer bios
- Unusual news or information about the parties

*It's Not 2003... Anyone in your office can do this.*

*The Mediator should not be the only person in the room who doesn't know a party or issue is important.*

# Using Tech Before Mediation

2016

## DUMB MEDIATOR QUESTIONS

*(are you guilty? Yes, you are...)*

- Who is Your Judge?
- Are you set for trial?



**Ask More  
from Your Lawyers  
Before Mediation**

# Pre-Mediation Report

Send out TWO emails asking for them



# Pre-Mediation Report

## 11<sup>th</sup> Circuit Asks A LOT More of Their Lawyers



UNITED STATES COURT OF APPEALS  
for the Eleventh Circuit  
*Honorable Ed Carnes, Chief Judge*

Search this site

About the Court	Judges	E-Filing Information (CM/ECF)	Fees & Filing Instructions	Rules & Procedures	Forms & Information	Opinions / Oral Argument Calendars
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## Mediation Forms and Information

- [Mediation in the Eleventh Circuit Court of Appeals](#)
- [Circuit Mediation Process \(flow chart\)](#)
- [Private Mediator Procedures for Mediation of Appeals](#)
- [11th Circuit Rules 33-1](#)
- [Civil Appeal Statement](#)
- [Confidential Mediation Statement](#)
- [Brief Extensions](#)
- [Post-Settlement Dismissal Procedures](#)



# Pre-Mediation Report

## 11<sup>th</sup> Circuit Asks A LOT More of Their Lawyers

Rev. 2/11

KINNARD MEDIATION CENTER  
**UNITED STATES COURT OF APPEALS**  
ELEVENTH JUDICIAL CIRCUIT

---

### CONFIDENTIAL MEDIATION STATEMENT

11th Cir. R. 33-1(d) requires that counsel in appeals selected for mediation send the circuit mediator a Confidential Mediation Statement assessing the prospects of the appeal. Counsel should fax, mail, or email the statement so that the circuit mediator receives it at least one week before the mediation date. It should be in letter format and preferably not more than five pages. The circuit mediator does not share the statement with the other side, and it does not become part of the court file. In the statement counsel should

1. Recite the circumstances that gave rise to the litigation, including facts underlying any procedural issues in the appeal.
2. Describe any matters pending in the lower court or in any related litigation.
3. Describe any recent developments that may affect the resolution of the appeal.
4. Describe the important factors (factual, legal, practical) counsel believes affect the terms and conditions upon which the appeal may reasonably be settled.
5. Describe any efforts to settle the issues, including offers or demands before and since the judgment or order appealed from.
6. Provide a candid assessment of the strengths and weaknesses of the major points of error of the appeal.
7. Describe the necessary terms in any settlement (i.e., confidentiality, date by which settlement must close, scope of release, disposition of related litigation, etc.).
8. Describe any additional information counsel's client or the other party needs to settle the appeal and whether it is needed before the mediation.



# Pre-Mediation Statement

2016

- Ask GOOD questions suited to your types of cases
- Track how well lawyers comply
- Track to see if you get better responses
- Tailor your questions until you get GOOD responses

*Be Different. Be Proactive.*

# INTERPRETING Their Pre-Mediation Statements

- Cc their client? (does that mean something?)
- What is the lawyer looking for in this mediation?
  - Grandstand? Bully?
  - “First” mediation to set stage?
  - Predicting or Insisting that mediation is a waste?
  - Begging for your help with the other side?

*Be Different. Be Proactive.*

# **III. Preparing for the Settlement Process**

**(use technology!)**

# Opening Statement





# Opening Statement

*Don't Recite*

*Set Tone*

# Opening Statement

*Powerful but Professional Words*

*Neutral*

*Guide*

*Empowerment*

*Negotiate*

*Voice*

*Resolve*

*Stability*

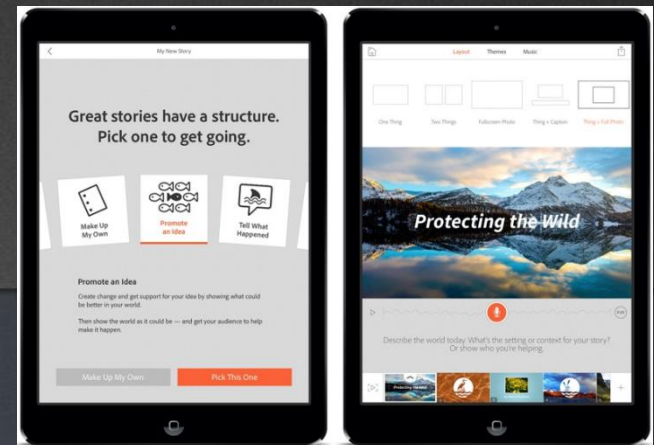
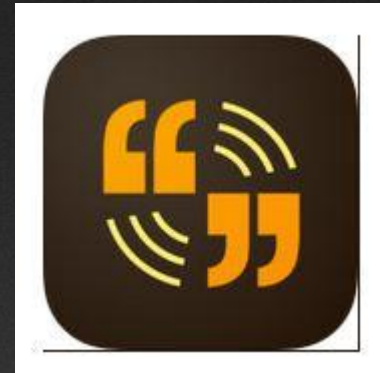
# Opening Statement

*Use Powerpoint for Your Intro*





# Your Mediation Intro Using Adobe Voice

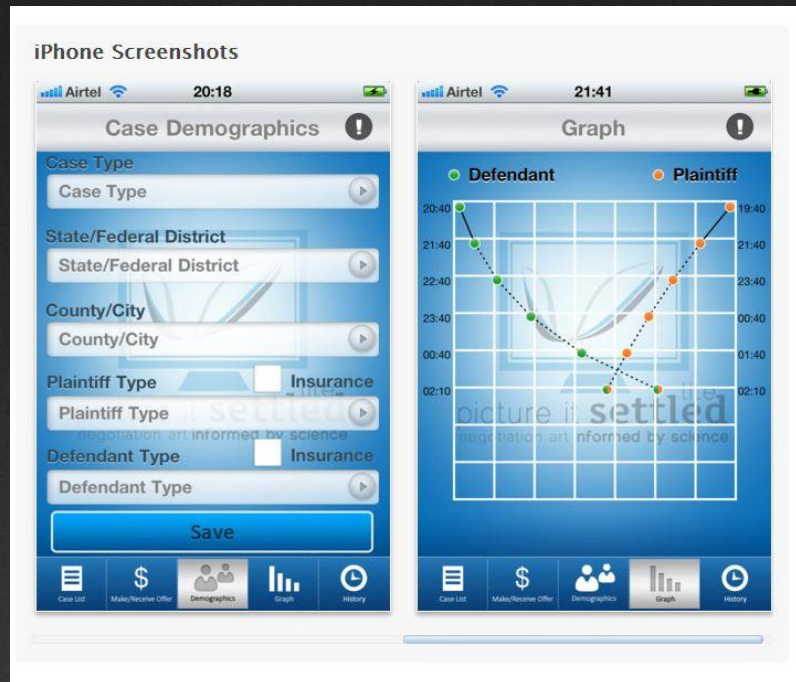


# Picture It Settled



See [PictureItSettled.com](http://PictureItSettled.com) for video  
Negotiation Move Planning  
Concession Rate Assessment

# Picture It Settled



See [PictureItSettled.com](http://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:

45

Time 2:

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

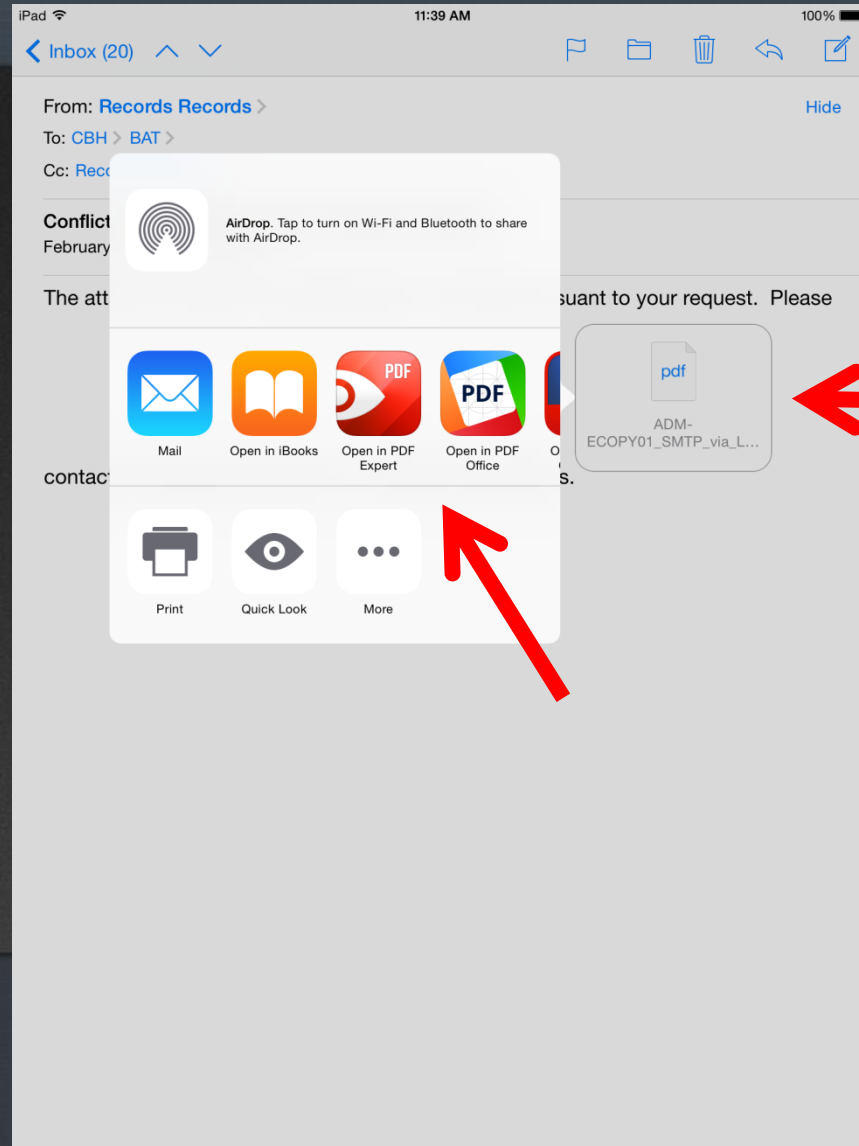
saturdays: 13

sundays: 13

# PDF Expert

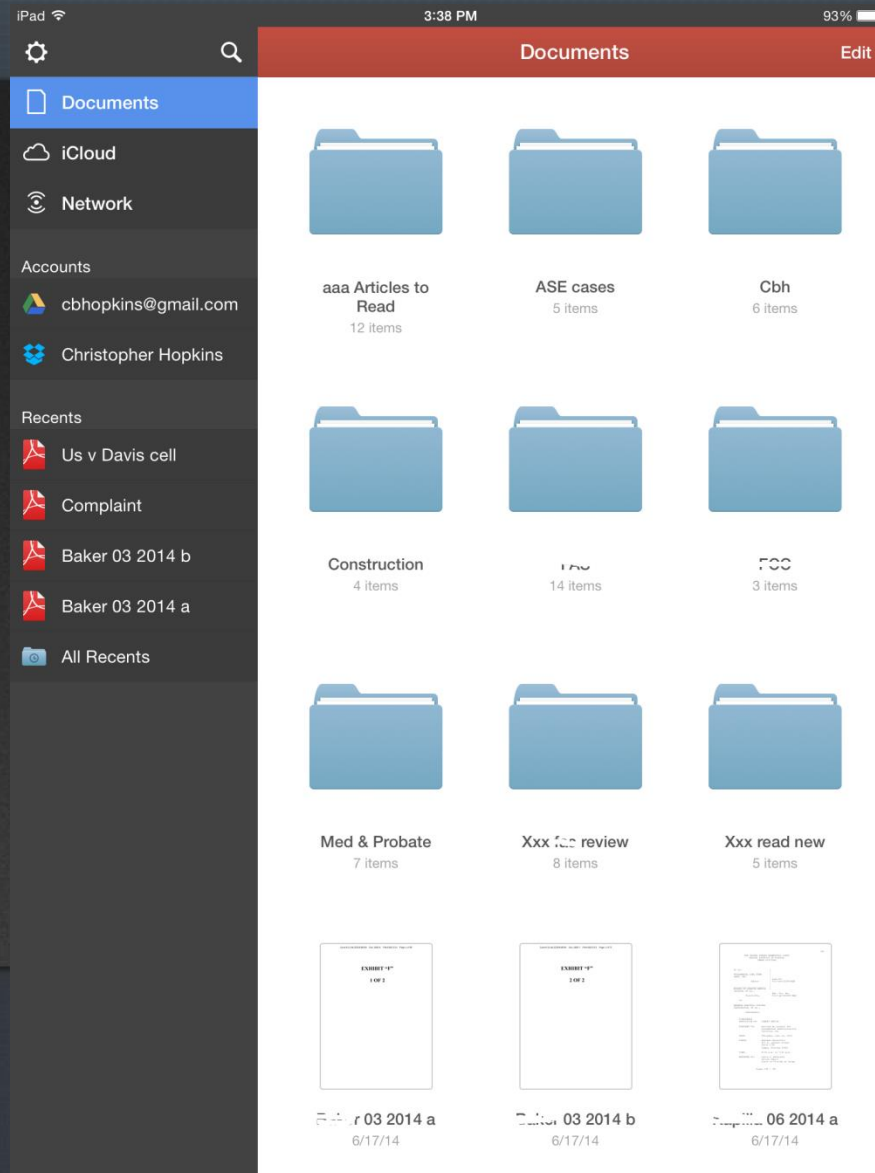


# PDF Expert





# PDF Expert



# PDF Expert

iPad 3:37 PM 93%

< Xxx re...

annasm...location x R43586 x Us v Davis cell x Complaint x Baker 03 2014 b x

Case: 12-12928 Date Filed: 06/11/2014 Page: 7 of 38

1. *Fourth Amendment Issue*

Davis's Fourth Amendment argument raises issues of first impression in this circuit, and not definitively decided elsewhere in the country. The evidence at issue consists of records obtained from cell phone service providers pursuant to the Stored Communications Act ("SCA"), 18 U.S.C. §§ 2703(c) and (d). Under that Act, the government can obtain from providers of electronic communication service records of subscriber services when the government has obtained either a warrant, § 2703(c)(A), or, as occurred in this case, a court order under subsection (d), *see* § 2703(c)(B). The order under subsection (d) does not require the government to show probable cause.

The evidence obtained under the order and presented against Davis in the district court consisted of so-called "cell site location information." That location information includes a record of calls made by the providers' customer, in this case Davis, and reveals which cell tower carried the call to or from the customer. The cell tower in use will normally be the cell tower closest to the customer. The cell site location information will also reflect the direction of the user from the tower. It is therefore possible to extrapolate the location of the cell phone user at the time and date reflected in the call record. All parties agree that the location of the user will not be determined with pinpoint precision, but the information is sufficiently specific that the prosecutor expressly relied on it in summing up to the jury in

7 of 38

# 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

[Privacy Policy](#)

[Developer Website](#)

© 2015 The Grizzly Labs

## Genius Scan - PDF Scanner 4+

The Grizzly Labs >

Details

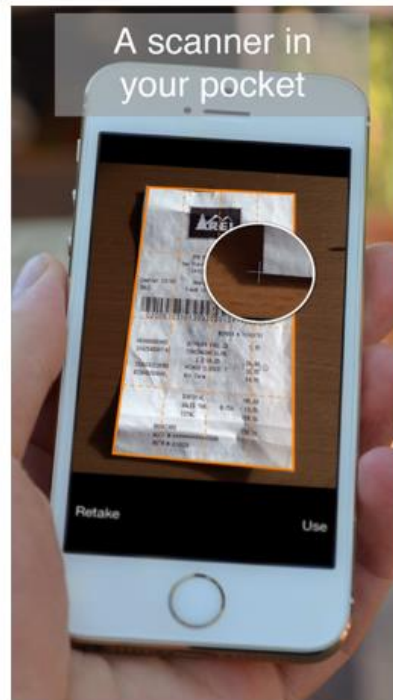
Ratings and Reviews

Related

## Screenshots

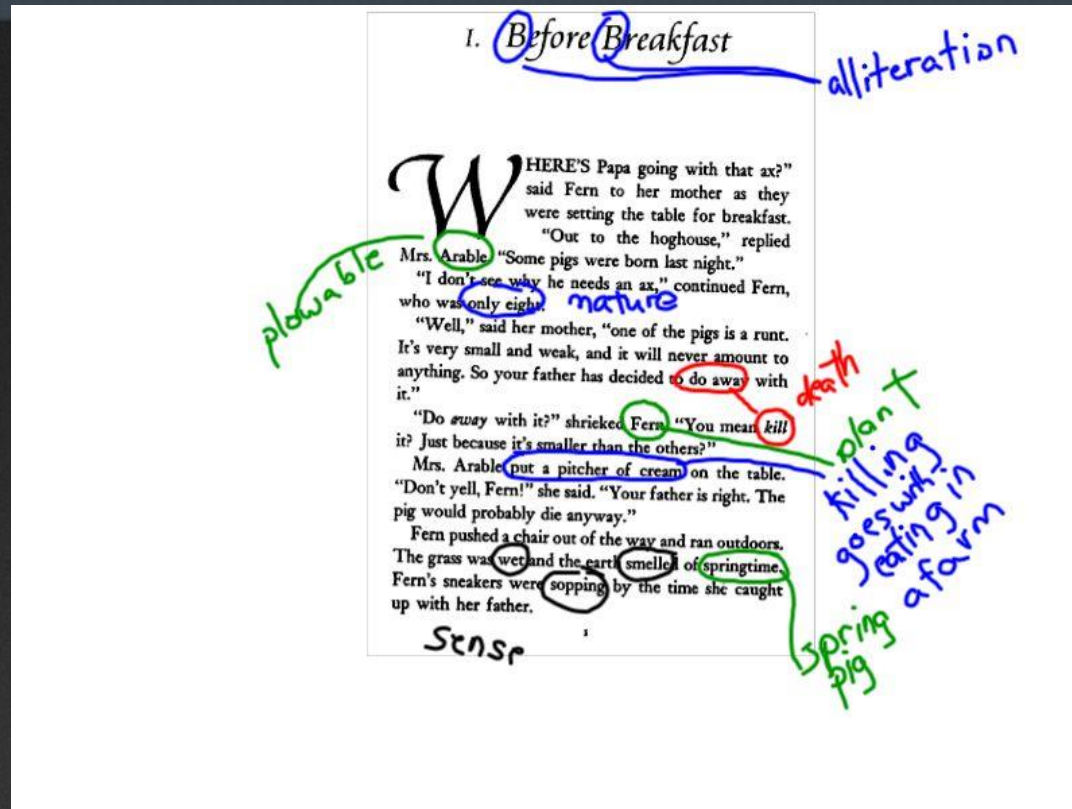
iPhone

iPad



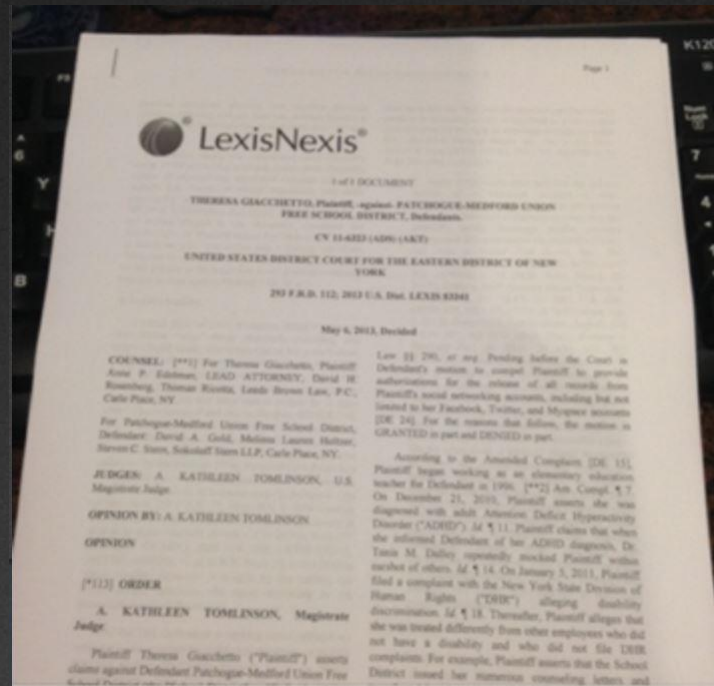


# Annotate a Photo on Your iDevice

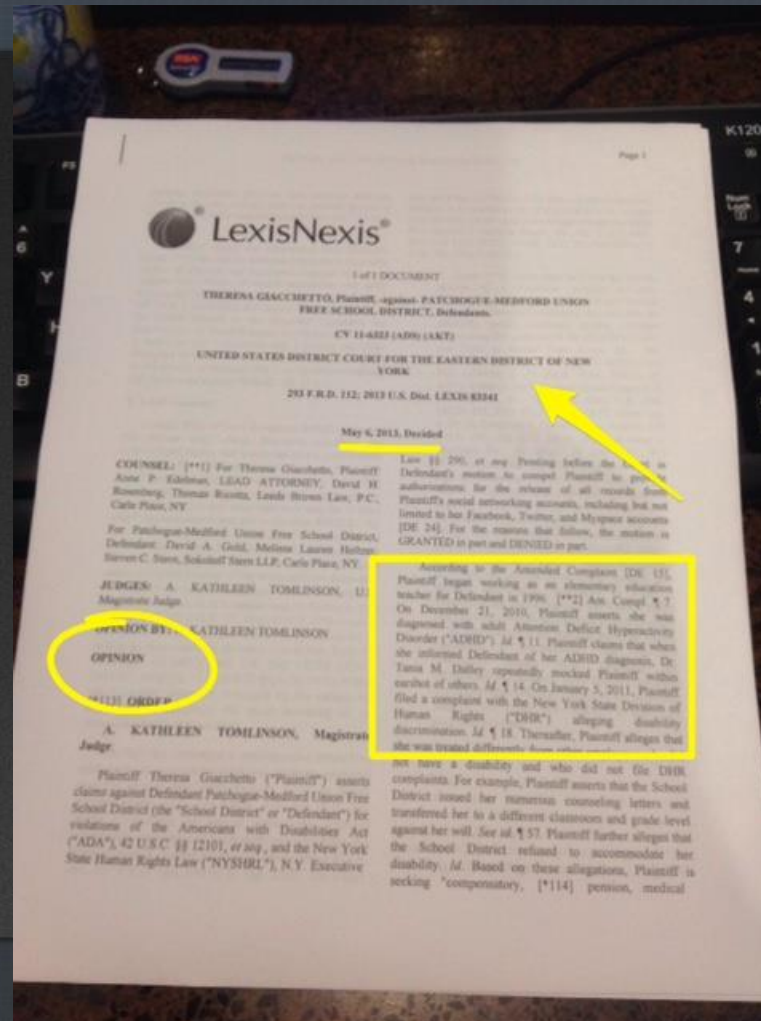


## Annotate on Your iPad During Mediation

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

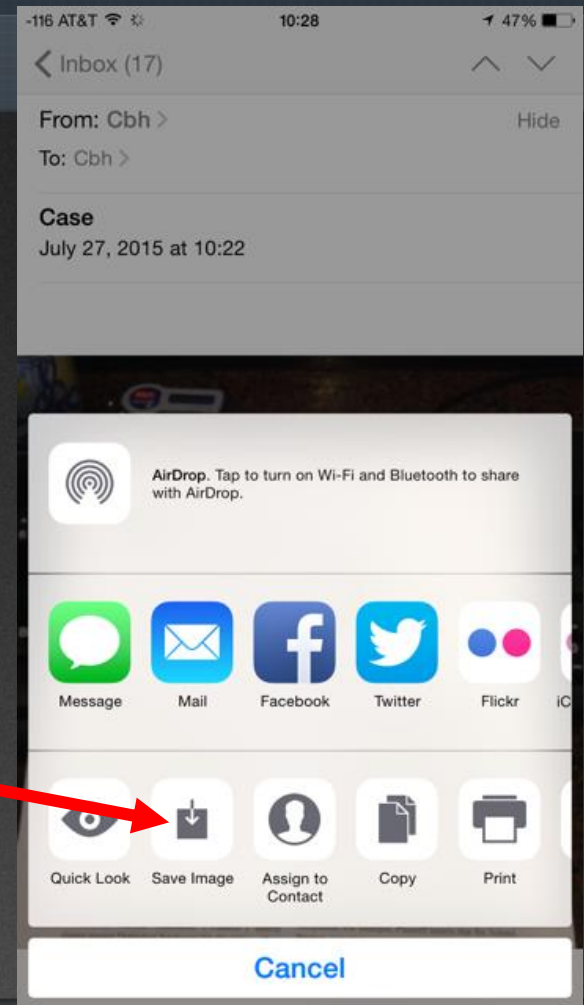
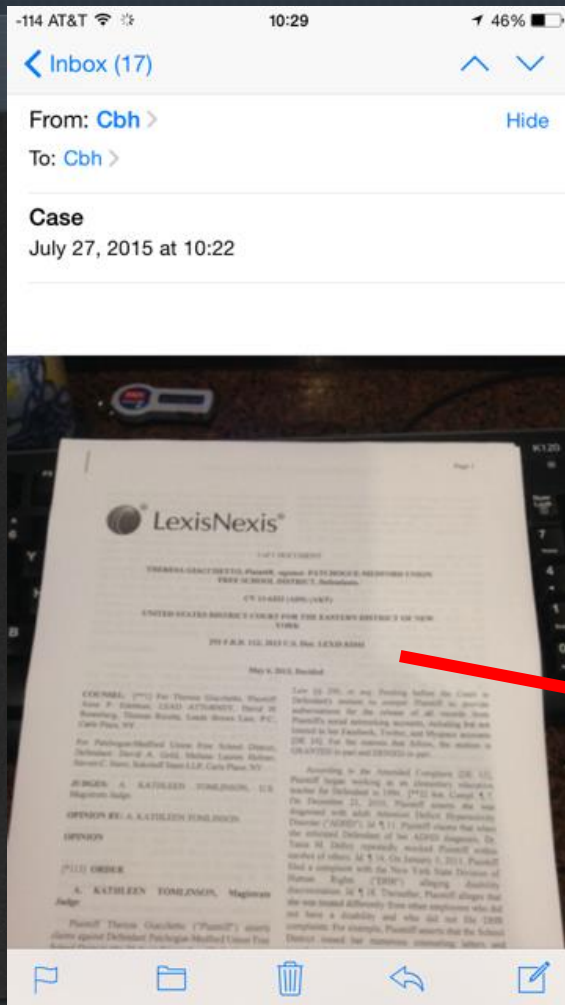


# Take a picture of document that one party wants the other to see





# Or have party email you a photo...



# Press attachment and save.



# Annotate With Photos App

Hypothetical: A party in mediation shows you an *important piece of evidence*



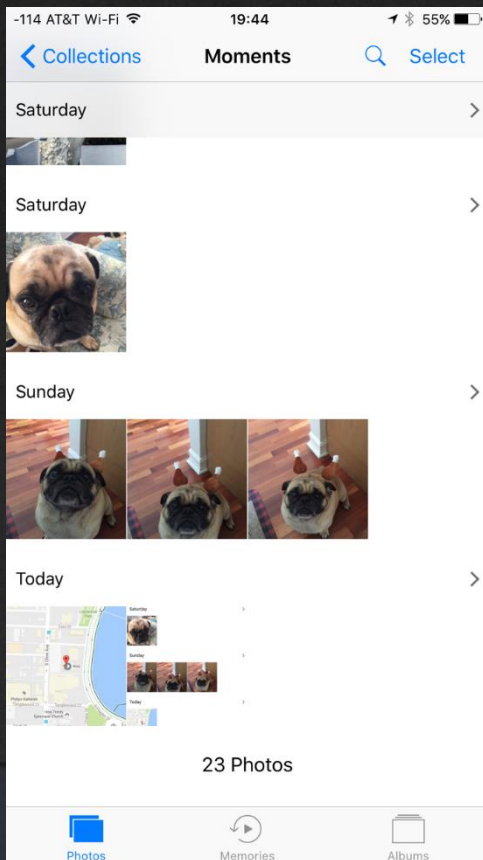
You can snap a  
picture and then  
annotate it to show  
the other side

(with the first party's  
permission, of  
course)

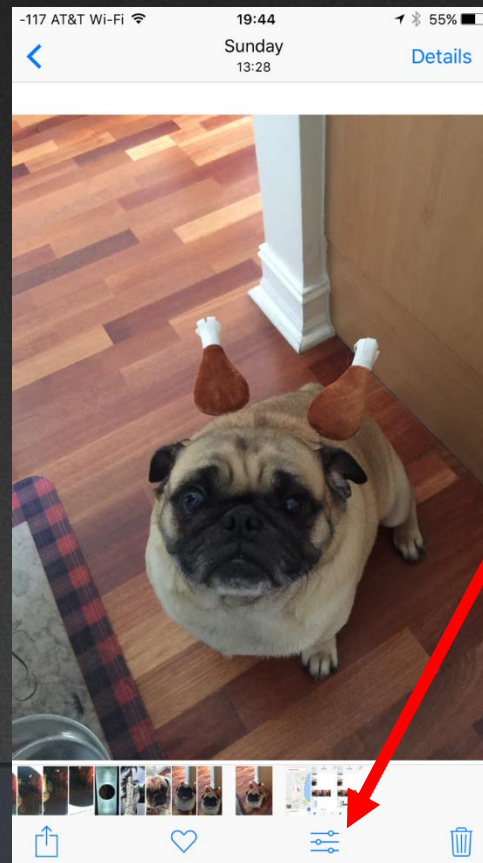


# Annotate With Photos App

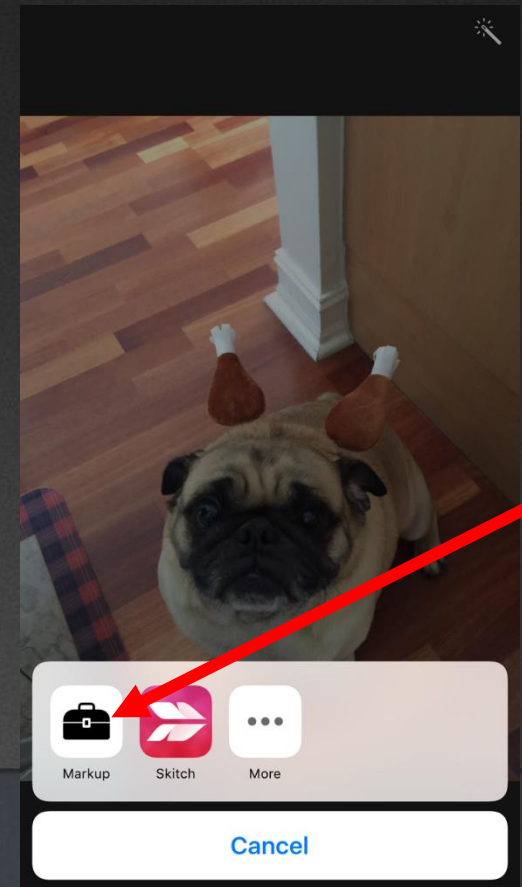
## 1. Open Photos App



## 2. Select Photo



## 3. Hit Edit, Select Markup

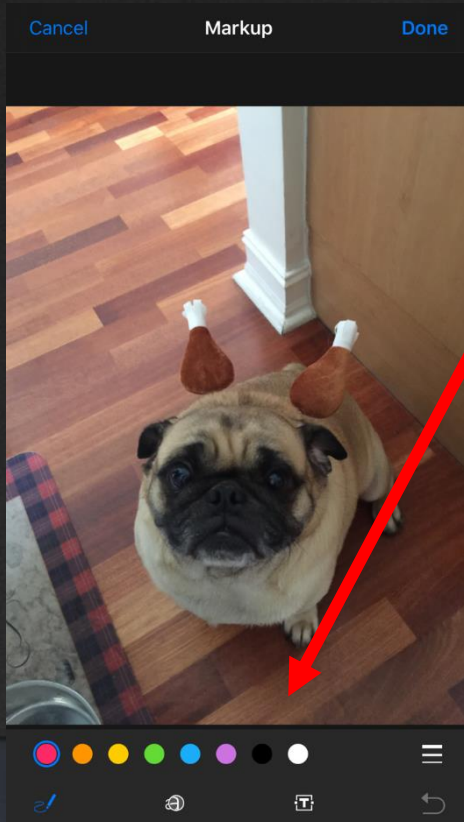






# Annotate With Photos App

## 4. Use “Palette” to Annotate



## 5. Mark Up, Text, & Enlarge





# (More Serious Use of Annotation)



**Mark it up to show the other party!**

# **IV. Settlement Strategies**

**(and mistakes)**

# Environmentals

- Get people to your office (on time and NOT flustered)
- Proper temperature
- Private space
- Ample outlets, extension cord, and wall space
- Phone chargers
- Good wifi



# Attend Via Skye – NOT phone

**YOU MUST HAVE RELIABLE, FAST WI-FI.**





# You Lead

- You Asked Right Questions in Pre-Mediation Statements
- Good Opener By You
- Set Tone
- Let the Lawyers Put on Their Best
- Use Tech (*be different*) during caucus
- Get to both rooms fast (SHORT war stories)

# 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](mailto: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.

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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](#)

[...More](#)

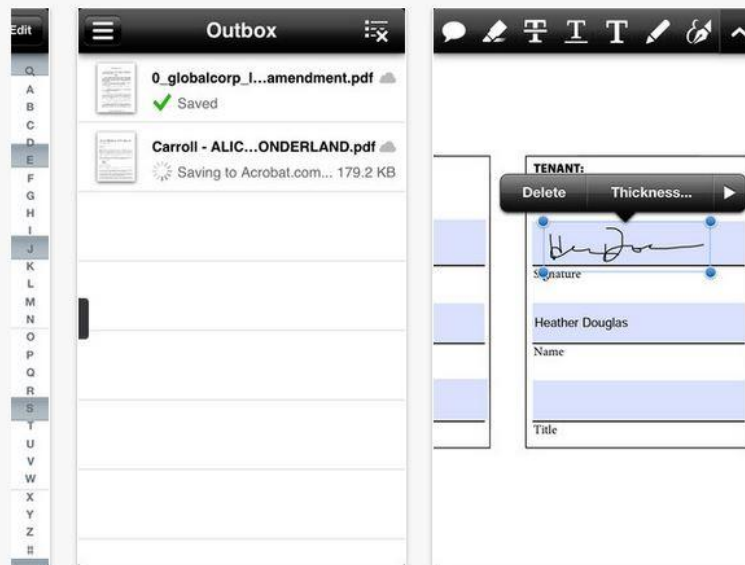
### What's New in Version 10.6

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

[...More](#)

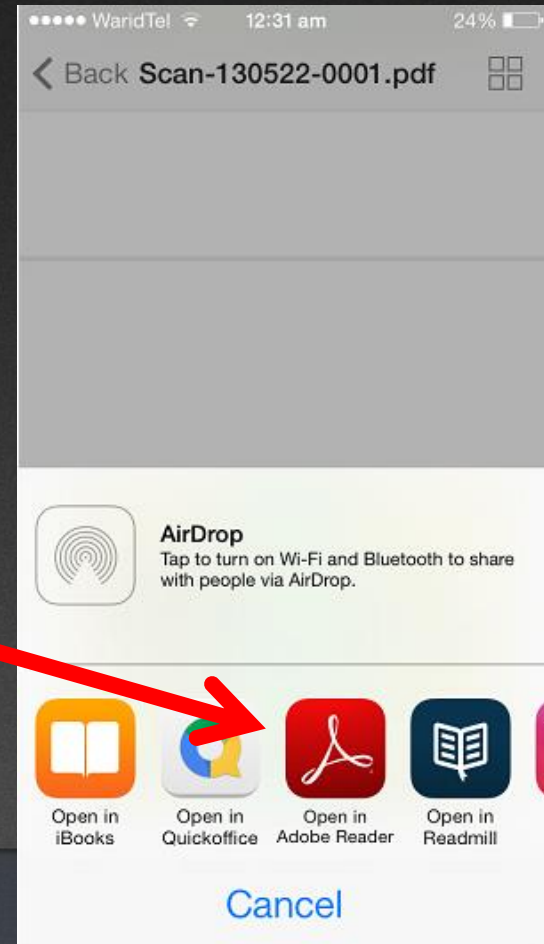
### Screenshots

[iPhone](#) | [iPad](#)





# Open PDF in Adobe Reader





# Press Where to Sign



The image shows a digital form for signing documents. At the top, there are two rows of input fields. The first row has checkboxes for 'Buyer' and 'Seller' followed by a 'Time' field. The second row has checkboxes for 'Buyer' and 'Seller' followed by a 'Date' field. Below these is a third row with checkboxes for 'Buyer' and 'Seller' followed by a 'Time' field. A red arrow points from the bottom right towards the 'Signature' button in the central toolbar. The toolbar contains buttons for 'Note', 'Text', 'Signature', 'Stamp', 'Image', 'Sound', and 'Paste'. At the bottom of the form, there is a 'Prepared by:' label followed by a line for 'Agent's Printed Name' and a line for 'Phone'.

☐ Buyer ☐ Seller \_\_\_\_\_ Time \_\_\_\_\_

☒ 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.

**Q & A**

# Christopher Hopkins

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@cbhopkins

## HOPKINS.LAW

FLORIDA AND TECHNOLOGY LAW FROM A PALM BEACH LAWYER

HOME

CHRISTOPHER HOPKINS

TERMS OF USE

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Attorneys at Law **Hopkins** LLC