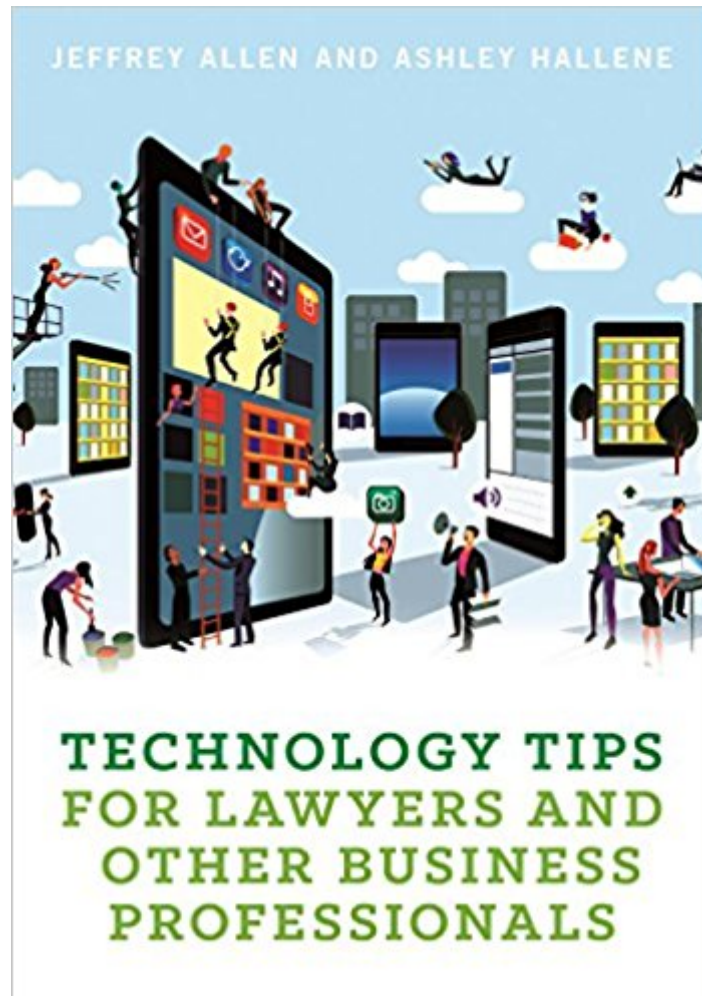




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Technology Tips For Lawyers And Other Business Professionals



Synopsis

The importance of technology in our professional and personal lives continues to grow at an ever-increasing rate. Courts have moved toward recognizing a duty for attorneys to acquire a level of basic competence in dealing with technology. The ABA Model Rules have recognized that duty in some areas for several years. Attorneys have learned and are learning that technology can help them practice more efficiently and effectively. Authors Jeffrey Allen and Ashley Hallene have done programs presenting tips on technology and practice for many years in locations all over the country. They have also written about technology for lawyers for many years. They bring these years of experience to *Technology Tips for Lawyers and Other Business Professionals*, which provides short, concise tips to save you time and point you in the right direction for your technological needs.

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Jeffrey Allen is a principal in the law firm of Graves & Allen, in Oakland, California. He runs a general practice that, since 1973, has emphasized real estate and business transactions, receiverships and related litigation. Mr. Allen also works extensively as a mediator and as an arbitrator. He actively participates in the work of the Alameda County Bar Association, the Contra Costa County Bar Association, the California Bar Association and the American Bar Association. Mr. Allen has taught at the University of California, Berkeley, St. Mary's College and the Oakland College of Law. He currently serves on the faculty of the University of Phoenix and California State

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