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Technology Tips for Lawyers and Other Business Professionals

Jeffrey M. Allen, Ashley Hallene

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Jeffrey M. Allen, Ashley Hallene : Technology Tips for Lawyers and Other Business Professionals before purchasing it in order to gage whether or not it would be worth my time, and all praised Technology Tips for Lawyers and Other Business Professionals:

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.

About the Author 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 University of the East Bay. He frequently presents at continuing education programs for attorneys, brokers, accountants and mediators throughout the United States on technology, trial and mediation technique and California, substantive law topics. He writes columns for several legal magazines and also contributes articles on a regular basis to other legal publications. He serves as the editor-in-chief of the *Technology eReport* and *GPSolo's Technology Practice Guide*. In addition to his practice in the United States, Mr. Allen is a member of the rolls of the Law Society as a Solicitor of the Supreme Court of England and Wales. Ashley Hallene is a petroleum landman at Alta Mesa Holdings, LP, and practices Oil and Gas law, Title Examination, Due Diligence, Acquisitions and Oil and Gas Leasing in Houston, Texas. She maintains a diverse solo practice on the side. Ashley is the co-author of *Making Technology Work for You (A Guide for Solo and Small Firm Attorneys)* and *The iPad for Lawyers: the tools you need at your fingertips along with attorney Jeffrey Allen*, both released in 2013. She was a contributing author to *The ABA Cybersecurity Handbook*, released in 2013. She has published articles on legal technology in *GP|SOLO Magazine*, *GP|SOLO eReport*, and the *TechnoLawyer Newsletter*. Ashley is an active member of the American Bar Association's General Practice Solo Small Firm Division, ABA's Young Lawyer Division, the Texas Young Lawyer's Association, the Houston Young Lawyer's Association, and the Houston Association of Petroleum Landmen. She is Deputy Editor-in-Chief of the Technology and s Department of the *GP|Solo eReport*. She earned her J. D. from University of Houston Law Center in 2009 and her B.S. from University of Houston in 2004.