COLORADO MUNICIPAL LEAGUE

CML Special Conference

September –22-24, 2021 • Westminster, CO

Using Technology to Improve Your Law Department

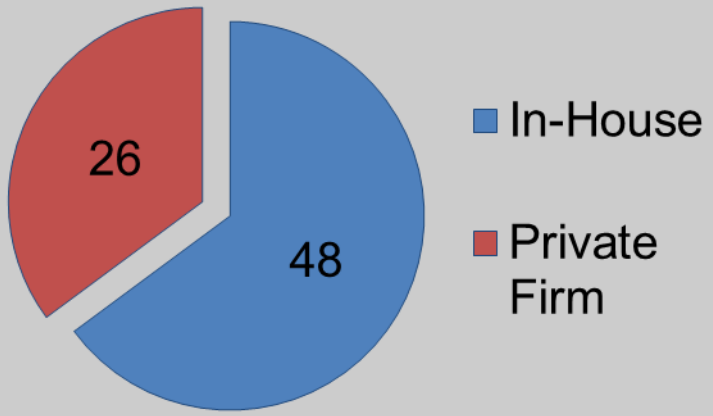
Contents of this presentation reflects the view of the presenters and not of CML.

Law Office Technology Survey

Who responded to the survey?

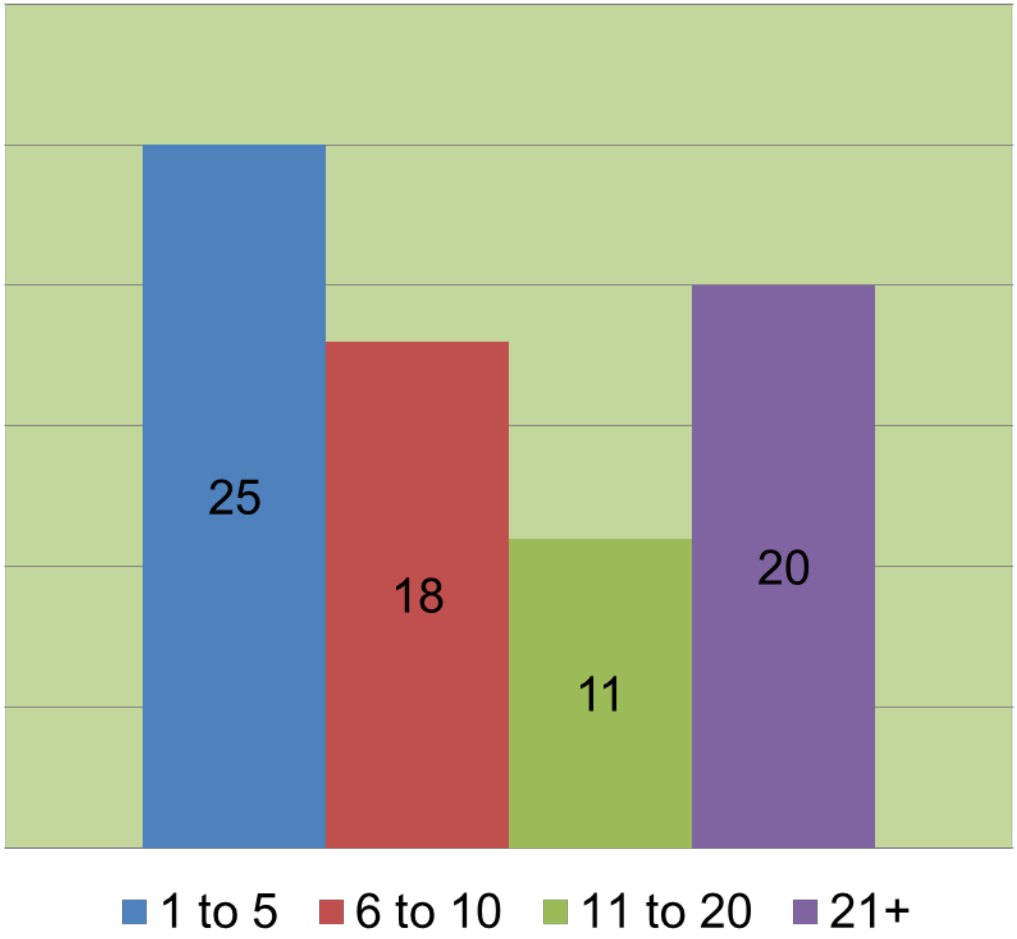
74 Survey Responses

In-House v. Private Firm



Reported Annual Technology Spend Ranging from $400 to $100,000

Size of Office (Number of Employees)

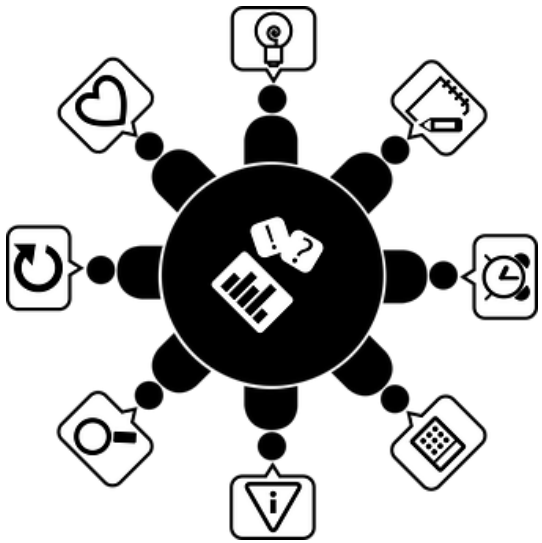


Why Technology Matters in Law Office Management

Significant Gains in Efficiency

- Document Templates reduce drafting time and create consistent final product

Why Technology Matters in Law Office Management



Improve Organization & Communication

Technological tools force you to:

- **Centralize you operation**
- **Create organized filing systems**
- **Helps communicate with leadership**
- **Improves internal communication in office**

Why Technology Matters in Law Office Management

Make Remote Work more Functional

- Tools and Documents are accessible remotely

Why Technology Matters in Law Office Management

- **Help Meet Client Expectations – modernize our work process**
- **Improve Legal Work Management – monitor quality of work product**

Why Technology Matters in Law Office Management

Easier Data Collection and Performance Tracking

- Run a report with a click of a button

What Options Are Out There

Document Management

•Software stores, manages and tracks electronic data

Matter Management

•Central source of files, including workflows

Contract Management

•Designed specifically for contract lifecycle

What Options Are Out There

- Document Assembly
- Group chat functions
- E-discovery
- E-signature

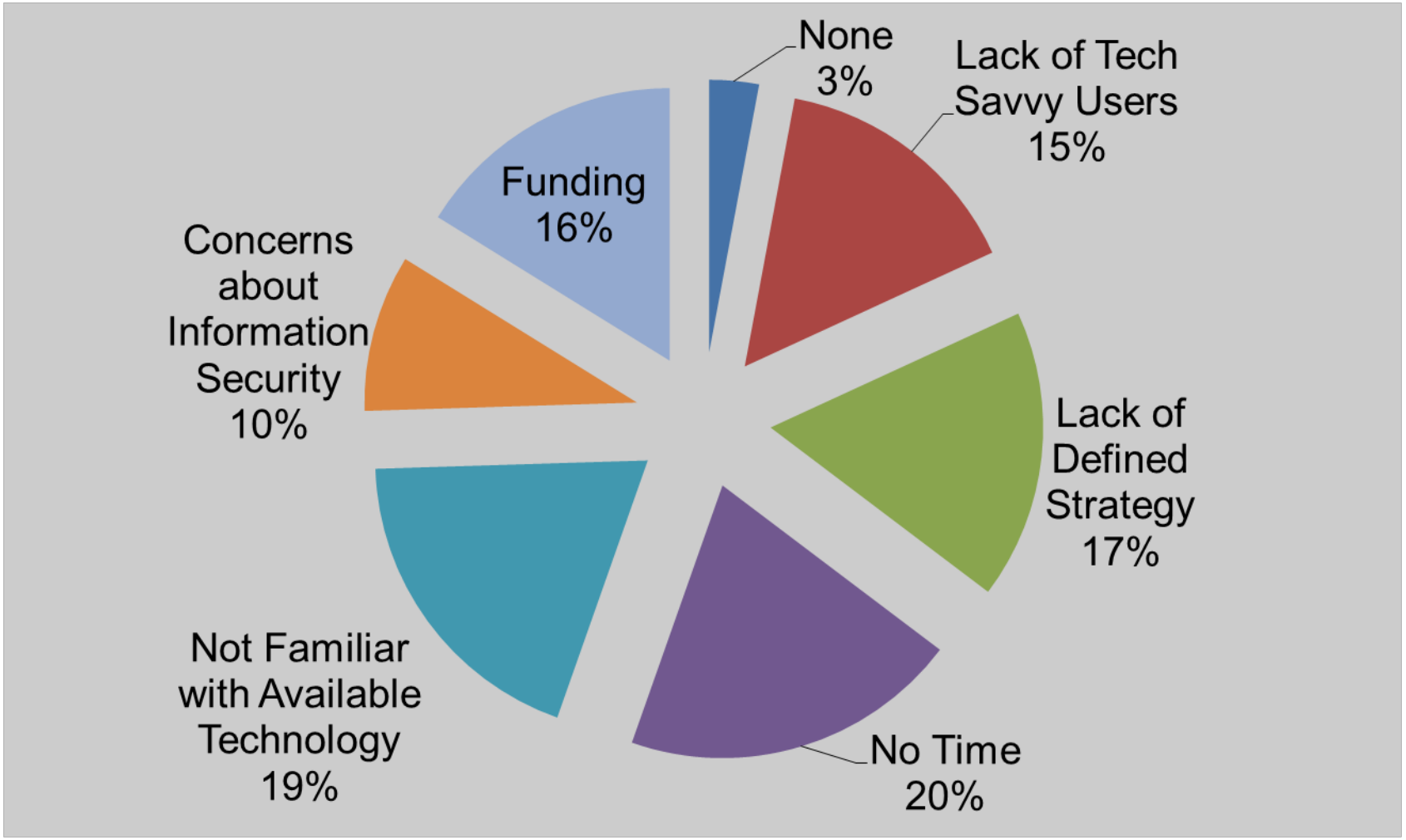
Current Use of Technology

Type of Program	Percent of Respondents
Legal Research	95% (70)
E-Signature	50% (37)
Case/Matter Management	45% (33)
Document Management	28% (21)
E-Discovery	16% (12)
Contract Lifecycle Management	15% (11)
Document Assembly	9% (7)
Legal Spend or Billing	4% (3)
Legislative Drafting	1% (1)

Planned Implementation in Next 5 Years

Type of Program	Percent of Total Respondents
None	51% (38)
Document Management	19% (14)
E-Signature	18% (13)
E-Discovery	11% (8)
Case/Matter Management	9% (7)
Contract Lifecycle Management	4% (3)
Legal Spend or Billing	4% (3)
Legislative Drafting	3% (2)

Identified Barriers to Implementation



Pre-Implementation Considerations

- Overall Strategy
- Cost and Budget Requests
- Implementation Time

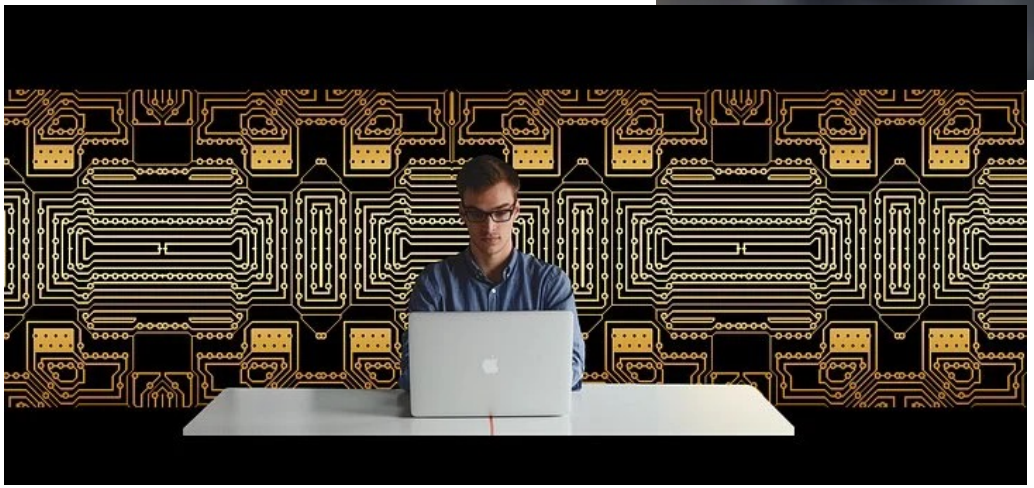
Pre-Implementation Considerations

Understand your Options

- Google
- Vendor Websites
- Tech Newsletters
- Legal Operations Groups

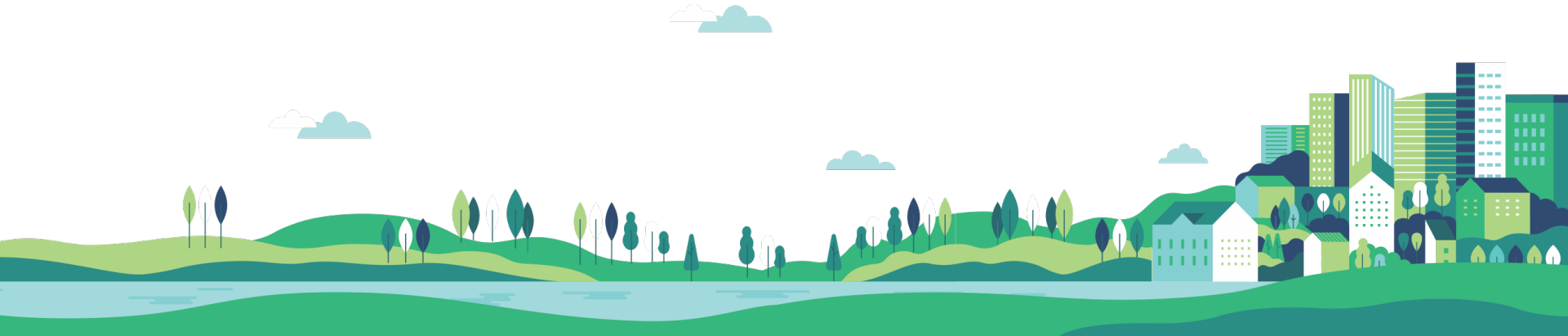
Pre-Implementation Considerations

- Technical Specifications
- Information Security
- Technical Support
- Preparation



COLORADO
MUNICIPAL
LEAGUE

2021 CML SPECIAL CONFERENCE

WESTMINSTER | SEPT. 22-24

#CMLCONF2021