

Cool Tools

Helpful Tools and Apps for Legal Professionals

In addition to the comprehensive comparison chart on Practice Management Software, we compiled this list of some other helpful programs, tools and apps for your law office. This list is not comprehensive, and we do not specifically endorse any of these products but we hope that this list will provide a starting point for your research. Do you use something else or have another suggestion? Let us know! Email us at practice20@azbar.org.

Web Based Tools

FUNCTION	DESCRIPTION	SUGGESTIONS
Appointment Scheduling	Allow others to easily schedule appointments with you	Acuity Scheduling Square Appointments Capterra
Calendaring	This service automatically calculates deadlines based on court rules and inserts deadlines as you receive emails; compatible with a variety of other calendars such as Outlook, Office 365, Clio, and more	LawToolBox
Document Management	Document and email management	NetDocuments Worldox Lex Workplace
E-discovery Tools	Assists with compiling and searching data for e-discovery projects	Nuix Relativity PageVault
Email Encryption	Encrypt emails and attachments before you send them to add security	Citrix Sharefile* HPE Security Zixcorp

Email tool	Reduce inadvertent email sharing; check email threads for deletions or editions; build email groups on the fly, and more	ReplyToSome
E-signing	Enable electronic signatures on documents	Citrix Right Signature DocuSign Acrobat Sign
Faxing	Send and receive faxes without a fax machine	eFax Intermedia
File Encryption and Back-up	Add an extra layer of security onto documents by encrypting them before you store them on the cloud	Spider Oak
Legal Research	Online legal research	vLex Fastcase*
Link Checker	Checks out short links to let you know if they are malicious or suspicious	CheckShortUrl
Note Taking	Keep track of notes, emails, and tasks on your computer or smartphone	EverNote One Note Zoom Notes

Password Management	Manage and store all of your passwords	1Password Dashlane Lastpass
Password security check	Tells you how long it would take a computer to hack your password	Howsecureismypassword
Payment Processing	Enables you to accept credit card payments and designate whether the payments are posted to your trust account or operating account	LawPay*
Phone Systems	Allows you to have a second line on your phone; may provide other phone services	Tresta Sideline
Practice Management Software	Please see our practice management software comparison chart	
Project Management	Enables you to organize projects, to do lists, and save information. Available as apps	Evernote Trello Wunderlist Slack
Scanning	Scan documents	Scan Snap
Texting	Send and receive texts on your computer; stores texts. Some programs integrate with case management software	Clio (as part of software) Kenect Zipwhip
Time and Billing	Keep track of your time electronically	Bill4Time Time:59
Trust Accounting	Maintain all of your trust account ledgers, conduct monthly three-way reconciliations; multiple pricing tiers, including ability to have CPA input all data and conduct three-way reconciliation	Smokeball Trustbooks

Virtual Receptionist		Answer 1 PATLive Ruby Receptionist*
Virtual Meeting	Conduct web meetings from anywhere	Adobe Connect GoToMeeting Zoom
Virtual Private Network	Helps you use the web anonymously and with more security	CyberGhost Mullvad Nord VPN