**Cool Tools**

*Helpful Tools and Apps for Lawyers*

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 practice2.0@azbar.org .

**Web Based Tools**

|  |  |  |  |
| --- | --- | --- | --- |
| **FUNCTION** | **DESCRIPTION** | **SUGGESTIONS** |  |
| **Appointment Scheduling** | Allow others to easily schedule appointments with you | [Acuity Scheduling](https://www.acuityscheduling.com/)[Booksy](https://biz.booksy.com/en-us)[Calendly](https://calendly.com/)[Square Appointments](https://squareup.com/appointments?bookfresh)[Sign In App](https://10to8.com/) |  |
| **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](http://www.lawtoolbox.com/)[Caret Legal](https://caretlegal.com/case-management/legal-calendaring/)[Docket Alarm](https://www.docketalarm.com/)[Calendesk](https://calendesk.com/online-booking-system-for-lawyers) |
| **Document****Management** | Document and email management | [NetDocuments](https://www.netdocuments.com/) [LexWorkplace](https://lexworkplace.com/)[M-Files](https://media.m-files.com/lp-file-management-system?utm_term=legal%20file%20management%20system&utm_campaign=MF+%7C+NA+%7C+Search+%7C+Product+%7C+Non-Brand+%7C+Various&utm_source=adwords&utm_medium=ppc&hsa_acc=5708701829&hsa_cam=21952680640&hsa_grp=174237404575&hsa_ad=730449905951&hsa_src=g&hsa_tgt=kwd-372400408719&hsa_kw=legal%20file%20management%20system&hsa_mt=p&hsa_net=adwords&hsa_ver=3&gad_source=1&gclid=EAIaIQobChMI9_v487qbiwMVCTNECB0p1gtnEAAYASAAEgIEefD_BwE) |
| **E-discovery Tools** | Assists with compiling and searching data for e-discovery projects | [Nuix](https://www.nuix.com/solutions/neo-legal-ediscovery) [Relativity](https://www.relativity.com/)[PageVault](http://www.page-vault.com/) |
| **Email Encryption** | Encrypt emails and attachments before you send them to add security | [Progress Sharefile](https://www.citrix.com/products/sharefile/)\* [Webroot](https://www.webroot.com/us/en/business/products/advanced-email-encryption)[Trustifi](https://trustifi.com/outbound/email-encryption/) |
| **Email tool** | Reduce inadvertent email sharing; checkemail threads for deletions or editions; build email groups on the fly, and more | [ReplyToSome](http://www.replytosome.com/) |
| **E-signing** | Enable electronic signatures on documents | [Progress Right Signature](https://rightsignature.com/)[Docusign](https://www.docusign.com/)[Adobe Acrobat Sign](https://www.adobe.com/acrobat/business/online-signature.html?msockid=006d769459826b3b30e3622d586c6a48) |
| **Faxing** | Send faxes using a your computerrather than a fax machine | [eFax](http://www.efax.com/)[Intermedia Webfax](https://www.intermedia.com/products/unite/details/online-faxing)[MyFax](https://www.myfax.com/) |
| **File Encryption and Back-up** | Add an extra layer of security ontodocuments by encrypting them before you store them on the cloud | [Spider Oak](https://spideroak.com/)[Carbonite](https://www.carbonite.com/professional/backup/) |
| **Legal Research** | Online legal research | [Fastcase\*](https://www.azbar.org/for-legal-professionals/practice-tools-management/fastcase/) |
| **Link Checker** | Checks out short links to let you know ifthey are malicious or suspicious | [CheckShortUrl](https://www.checkshorturl.com/) |
| **Note Taking** | Keep track of notes, emails, and tasks onyour computer or smartphone | [EverNote](https://www.evernote.com/) [One Note](http://www.onenote.com/) |
| **Password Management** | Manage and store all of your passwords | [1Password](https://1password.com/)[Dashlane](https://www.dashlane.com/)  |
| **Password security check** | Tells you how long it would take a computer to hack your password | [Howsecureismypassword](https://www.security.org/how-secure-is-my-password/) |
| **Payment Processing** | Enables you to accept credit card payments and designate whether the payments are posted to your trust account or operatingaccount | [LawPay](https://lawpay.com/)\* |
| **Phone Systems** | Allows you to have a second line on yourphone; may provide other phone services;Voice Over IP | [Tresta](https://www.tresta.com/) [Sideline](https://www.sideline.com/)[Intermedia Unite](https://www.intermedia.com/products/unite)[Ring Central](https://www.ringcentral.com) |
| **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](https://evernote.com/) [Trello](https://trello.com/) [Monday](https://www.monday.com/)[Slack](http://www.slack.com/) |
| **Scanning** | Scan documents | [Scan Snap](http://www.fujitsu.com/us/products/computing/peripheral/scanners/scansnap/)[iPhone Notes App](https://support.apple.com/en-us/108963#:~:text=How%20to%20scan%20documents%20on%20your%20iPhone%20or%20iPad.%20You)[Abbyy Finereader App](https://pdf.abbyy.com/finereader-pdf/) |
| **Texting** | Send and receive texts on your computer;stores texts; integrates with practicemanagement software | [Kenect](https://kenect.com/) |
| **Time and Billing** | Keep track of your time electronically | [Bill4Time](https://www.bill4time.com/) [Time:59](http://www.time59.com/) |
| **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 | [Trustbooks](https://www.trustbooks.com/) |
| **Virtual Receptionist** |  | [PATLive](https://www.patlive.com/)[Ruby Receptionist\*](http://www.callruby.com/)[Lex Reception](https://www.lexreception.com/)[Smith AI](https://smith.ai/industries/legal-law-firms-answering-service) |
| **Virtual Meeting** | Conduct web meetings from anywhere | [Adobe Connect](http://www.adobe.com/products/adobeconnect/meetings.html) [GoToMeeting](https://www.gotomeeting.com/)[Zoom](https://zoom.us/)[Microsoft Teams](https://teams.microsoft.com/) |
| **Virtual Private Network** | Helps you use the web anonymously and with more security | [CyberGhost](https://www.cyberghostvpn.com/) [Mullvad](https://mullvad.net/en)[Nord VPN](https://nordvpn.com/) |