**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](mailto:practice2.0@azbar.org) .

**Web Based Tools**

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| **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; check  email 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 computer  rather 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 onto  documents 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 if  they are malicious or suspicious | | | [CheckShortUrl](https://www.checkshorturl.com/) | |
| **Note Taking** | Keep track of notes, emails, and tasks on  your 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 operating  account | [LawPay](https://lawpay.com/)\* | |
| **Phone Systems** | | | Allows you to have a second line on your  phone; 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 practice  management 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/) | |