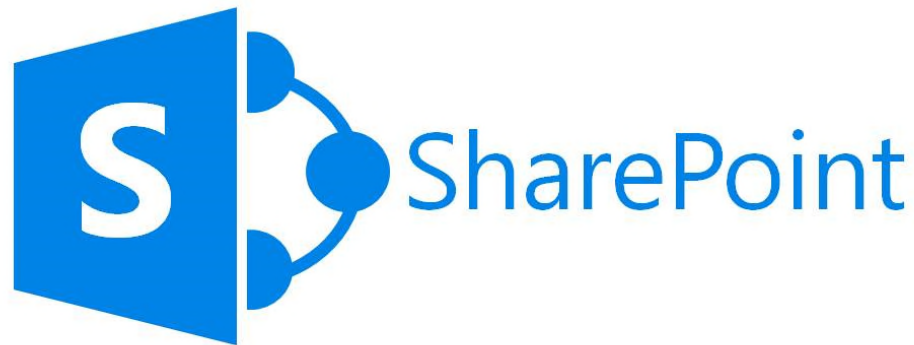TECHNOLOGY

**By: Keith Langley**



The firm is now using Microsoft SharePoint, which allows access by others to certain items of data. That means clients, opposing lawyers, experts, and others.

SharePoint provides a robust solution for file sharing among groups of individuals, internally and externally. It is the ultimate tool for seamless workplace collaboration. SharePoint keeps your data and resources in one customizable place – so your workforce can stay productive and focused on the main goal.

Some of the pros of SharePoint are frictionless integration with Microsoft 365 and other systems, encourages collaboration, data security, and SharePoint is easily customized to fit your needs.

SharePoint helps greatly in preparing privilege logs, allowing us to see when data is accessed, and in so many ways. Microsoft SharePoint is constantly evolving and improving and by using this digital advantage, the law firm stays on the cutting edge of technology use.

A client portal—a centralized, secure, online location where all relevant case information is stored and accessible to the firm and to clients—is a convenient way for firms to communicate with clients. Clients can check on the status of their case on their time, rather than setting meetings and phone calls. The result is a more communicative and transparent client experience.
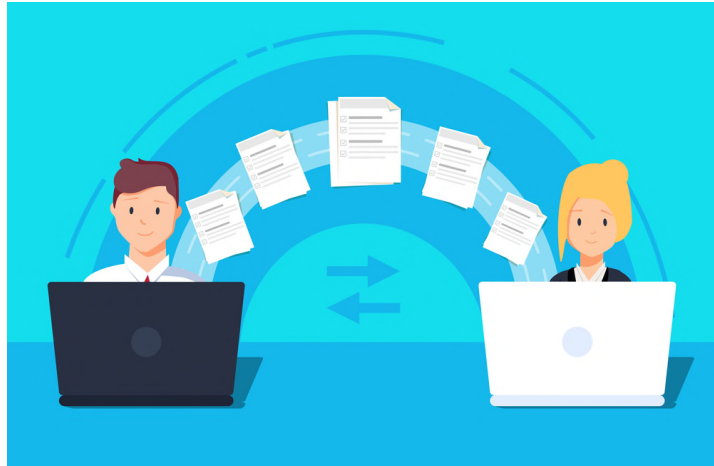
Clients and opponents can securely transmit huge electronic files to us and download our production, giving us a record of what was transmitted and when. We offer our clients streamlined group project management, collaborative document preparation and 24/7 remote access to pleadings, contracts, insurance, data and structure of the case.  We need to understand the data, when it was created, by whom, and then apply knowledge and experience to determine how to proceed and the effect.  The goal is to work better and smarter with burgeoning technology.  Collaboration can and should be enhanced.

Out with boxes (or truckloads) of documents and in with technology, metadata, knowledge!