



TECHNOLOGY CHECKLIST

LAW PRACTICE NEEDS ANALYSIS

Y/N

- Are functions automated now? / List additional functions we wish to automate: _____
- Are existing pieces of equipment mutually compatible?
- Does everyone in the office use the same software?
- Are our word processing procedures standardized?
- Is our billing system interfaced with accounting?
- Are the accounts payable checks computer generated or prepared manually? (Circle one)
- Are we keeping track of client expenses, i.e. copies, fax, long distance, postage, etc.?
- Are we getting telephone messages delivered timely and accurately?
- Does the office get flooded with interoffice memoranda?
- Is the payroll prepared manually in-house?
- Do the attorneys carry boxes to the court house?
- Do the paralegals spend hours preparing manual document index systems?
- How do we check for conflicts of interest?
- What type of calendaring system do we use for docket control purposes?