

Practice Smarter, Not Harder, With These 50 iPad and iPhone Apps

By JoAnn L. Hathaway

When talking technology in 2012, it's becoming more and more apparent that yesterday's news is closer to last week's. We find that technological advances are moving rapidly, providing ever-expanding options.

It's not uncommon to hear people voice feelings of frustration with their inability to keep up with technology. If this sounds like you, take comfort—you're not alone.

In his blog, Derek Beres succinctly drove home the point that more is not necessarily better when he posted:

As psychologist Barry Swarz argues in his book, *The Paradox of Choice*, we often think that the more options we have, the better. The reality, however, is that the more choices we're offered, the more overwhelmed we feel. This applies to more than apps. In his book, Swarz explains that in a supermarket study in which shoppers were offered a display with 24 jars of jam, only 3 percent of the shoppers were able to choose one jar to buy. But when shoppers were offered a display with just six jars, 10 times more of them were able to settle on a choice. More does not necessarily mean better.¹

With the world of iPhone apps exceeding 500,000 (and growing), deciding which apps are the best for you can be difficult. This article should help narrow down your "jars of jam" and guide you toward useful apps for the legal professional.²

Business Apps

Court Days Pro

\$2.99, iPhone/iPad

This date calculator is a rules-based calendaring app for attorneys and legal professionals, providing the ability to calculate dates and deadlines based on a customizable database of court rules and statutes. Once the rules are set up in the app, calculations are performed using a customizable list of court holidays.

TranscriptPad

\$49.99, iPad

An app that gives you the freedom of sophisticated transcript review anytime, anywhere, created by the legal professionals that brought you TrialPad for iPad.

JuryTracker

\$4.99, iPad

An attorney-developed trial app that allows you to observe and report on juror

behavior in a consistent, concise, and effective way.

iJuror

\$9.99, iPad

Allows you to add juror information seat by seat. Drag and drop to choose jurors, alternates, or dismissals and much more.

Jury Duty

\$29.99, iPad

Gives you the tools to customize voir dire and save juror information without the distracting handwritten seating chart.

TrialPad

\$89.99, iPad

A trial presentation and legal file management app named by *Technolawyer* as the #1 New Product of 2011! Easy, effective, and intuitive, it can be used to present and annotate evidence at trials, hearings, and in ADR settings.

GoToMyPC

Free, iPhone/iPad

With your GoToMyPC subscription, you have the freedom to go anywhere and connect to your Mac or PC.

Law Practice Solutions is a regular feature brought to you by the Practice Management Resource Center (PMRC) of the State Bar of Michigan, featuring articles on practice management for lawyers and their staff. For more resources offered by the PMRC, visit our website at <http://www.michbar.org/pmrc/content.cfm> or call our Help-line at (800) 341-9715 to speak with JoAnn Hathaway or Diane Ebersole, Practice Management Advisors.

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Adobe Reader

Free, iPhone/iPad

The global standard for reliably viewing and sharing PDF documents across platforms and devices. Access PDF portfolios, password-protected PDF documents, and Adobe LiveCycle rights-managed PDF files.

Documents To Go Premium

\$16.99, iPhone/iPad

View and edit Microsoft Office documents anywhere.

SignMyPad

\$3.99, iPad

Away from your practice visiting a client? This handy PDF tool allows you to obtain signatures anywhere without the need to print and rescan. Great for paperless document transfer.

Dragon Dictation

Free, iPhone/iPad

An easy-to-use voice recognition app. Tap the big red record button on your screen and start speaking. Your words magically appear.

Flex Search

Free, iPhone/iPad

Search Google, Bing, Wikipedia, Wolfram Alpha, Answers.com, the Merriam Webster Dictionary and Thesaurus, and much more. Considered an excellent aggregate search engine.

FileApp

Free, iPhone/iPad

Copy files to your iPhone either wirelessly or via USB; supported files include PDF, MS Office documents, iWork, OpenDocuments, and more. Open files in other installed apps and sort alphabetically by folder, date, file type, or recently opened date. To copy, move, create, and rename folders and more, try FileApp Pro.

CardMunch

Free, iPhone/iPad

Digitize cards with CardMunch. Its newly added capability to access deeper and richer

information about the person behind the card via the LinkedIn profile makes this a must-have app.

Time Master + Billing

\$9.99, iPhone/iPad

If you need to track time and expenses, consider this great, newly updated app. Optional modules include invoicing, exporting to QuickBooks, wireless syncing, and more.

Square

Free, iPhone/iPad

Accept credit cards and cash with the free Square card reader.

QuickVoice Recorder

\$2.99, iPhone/iPad

Send text e-mails using just voice with Voice2Text Mail.

Mind Tools

Free, iPhone/iPad

Access more than 100 concisely explained tools that make you a better boss, including tools for leadership, team management, strategy, problem solving, decision making, and more.

Reference AppsBlack's Law Dictionary

\$54.99, iPhone/iPad

Considered the standard for the language of law, this app contains more than 45,000 terms, alternate spellings, and equivalent ex-

pressions for more than 5,300 terms. Includes West key numbers.

LawStack

Free, iPhone/iPad

In brief, a legal library in your pocket.

Legal Terms Pro

\$2.99, iPhone/iPad

A comprehensive database of thousands of contract, motion, case, judgment, plea, and general law terms. No Internet connection is required.

Wolfram Lawyer's Professional Assistant

\$4.99, iPhone/iPad

An innovative reference tool with detailed reference information and data in major contemporary legal fields as well as bonus research information such as demographics and financial computations. This app will be your first stop for quick look-ups and fact checking.

Google Translate

Free, iPhone/iPad

Translate words and phrases between more than 60 languages. For most languages, you can speak your phrases and hear the corresponding translations.

Michigan Compiled Laws

\$4.00, iPhone/iPad

Laws for the state of Michigan in an easy-to-use interface. Does not include all repealed laws or the state Constitution.

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Productivity Apps

Evernote

Free, iPhone/iPad

An easy-to-use app that helps you remember everything across all the devices you use. Stay organized and save your ideas by taking notes, capturing photos, creating to-do lists, recording voice reminders, and making them all completely searchable.

Keynote

\$9.99, iPhone/iPad

A powerful presentation app, allowing creation of a world-class presentation complete with animated charts and transitions.

Dropbox

Free, iPhone/iPad

Bring all your photos, documents, and videos anywhere. After you install Dropbox on your computer, files you save to your Dropbox are available from any compatible device.

PaperPort Notes

Free, iPad

Lets you take notes on an iPad using a keyboard, your handwriting, or your voice. Allows the creation of note sets, each of which can contain multiple pages with a variety of backgrounds to choose from, including a blank white page, a grid, or a page that looks like a white or yellow legal pad. This app is best paired with an external keyboard for lengthy note taking.

Ignition

\$99.99, iPhone/iPad

This app by LogMeIn, Inc. provides anytime, anywhere remote access to all your computers. Remotely control your PC or Mac

or view, transfer, and save files or folders from your iPad or iPhone. It's a one-time purchase that works with LogMeIn software on your computers.

Eye Glasses

\$2.99, iPhone/iPad

Reading glasses in your pocket. This app is ideal for anyone who needs to see more clearly.

GoodReader

\$4.99, iPhone/iPad

This super-robust PDF reader allows you to read virtually anything, anywhere, and includes markup functionality. Internet giant Mashable described this app as a "Swiss Army knife of awesome!"

Meeting Mngr Pro

\$2.99, iPad

Allows you to connect to an unlimited number of iPads, instantly push documents to others for review or ask questions on the device, take presentation notes, and more. Each user must purchase, download, and install the app on his or her device to participate.

Idea Flight

Free, iPad

Great app to share ideas, documents, and presentations and direct the experience of an audience easily on your iPad.

Remarks

\$4.99, iPad

A 2012 newcomer, this app is a full-featured PDF annotating application with a variety of tools to fine-tune your marks, allowing you to do pretty much anything

you can do to a paper document—highlighting, underlining, text strikeouts, and drawing. With an extremely simple interface, Remarks allows you to take notes, convert to PDF, and view, print, and edit on your computer.

Notability

\$0.99, iPad

Discover freedom to capture ideas, share insights, and present information in one place on your iPad. This app powerfully integrates handwriting, PDF annotation, typing, recording, and organizing to take notes.

Pages

\$9.99, iPhone/iPad

A powerful word processor designed exclusively for the iPad and iPhone that allows you to create, edit, and view documents wherever you are.

Numbers

\$9.99, iPhone/iPad

With more than 250 functions, this app allows you to build spreadsheets from the ground up and make tables, charts, photos, and graphics.

Exhibit A

\$9.99, iPad

Present your key documents, photos, and videos in a beautiful full-screen HD display that cannot be achieved by simply mirroring your iPad.

RLTC: Evidence

\$4.99, iPad

An image presentation software for trial lawyers, it organizes and annotates documents and images on the iPad and presents them via the iPad VGA adapter.

Quickoffice

\$9.99, iPhone/iPad

This Microsoft Office tool offers an intuitive, easy-to-use interface for advanced editing of Word, Excel, and PowerPoint files with integrated file management and convenient access to multiple cloud services.

Printer Pro

\$6.99, iPad

Print attachments, documents, web pages, and more directly to Wi-Fi printers or to printers attached to your Mac or PC using the helper application installed on your computer.

OnLive Desktop

Free, iPad

This recently released app offers a seamless, no-compromise, instant-response, cloud-based PC desktop wherever and whenever you want it. It brings a high-performance PC experience, regardless of content, even with fast-action interactive media. Pair it with a Bluetooth keyboard to feel like you're working with a mobile Windows computer.

News AppsFlipboard

Free, iPhone/iPad

Named Apple's iPad App of the Year and one of *Time's* Top 50 Innovations, Flipboard creates a personalized magazine out of everything being shared with you. Flip through Facebook feeds, tweets from your Twitter timeline, photos from Instagram, and more.

Instapaper

\$4.99, iPhone/iPad

Save web pages in optimized format for later offline reading.

Zite

Free, iPhone/iPad

A personalized magazine that automatically learns your preferences and gets smarter every time you use it. Delivers news, blogs, articles, and more.

AppAdvice

\$1.99, iPhone/iPad

A mega-list of recommended iPhone and iPad apps, both free and at cost.

Read It Later

\$2.99, iPhone/iPad

Called a "DVR for the web," Read It Later lets you save web pages to read whenever

you choose, even offline. Add to your reading list from any device or download the complete web page in Read It Later's article view.

Utilities AppsWi-Fi Finder

Free, iPhone/iPad

Find more than 650,000 Wi-Fi locations worldwide. Filter by location type and provider, and save the results to your favorites.

Find My iPhone

Free, iPhone/iPad

Misplaced your iPad or iPhone? Install the Find My iPhone app on another iOS device to find it and protect your data. Open the app, sign in with your Apple ID, and the app will help you locate your missing device on a map.

AppShopper

Free, iPhone/iPad

Stay up to date on the newest apps, sales, and freebies. Organize apps in your wish list and get notifications when there is a sale or an update. Sync with AppShopper.com so your wish list and apps are updated automatically and can be managed in your web browser.

Conclusion

Apple has sold 55 million iPads to date and 37 million iPhones in the first quarter of 2012 alone, so clearly the popularity of these devices isn't waning. The selection of apps should only continue to grow, offering legal professionals exciting new ways to practice smarter, not harder. ■

Note: To access an electronic copy of this article with hyperlinks to each app, visit <http://www.michbar.org/journal/>.

JoAnn L. Hathaway is a practice management advisor for the State Bar of Michigan Practice Management Resource Center. Previously, she worked in the field of professional liability insurance, focusing on law firm risk management and legal malpractice claims. She is a registered professional liability underwriter, a Michigan-licensed insurance producer, a certified Clio consultant, an Adobe Acrobat certified expert, and a certified independent consultant for Lexis-Nexis Time Matters and Total Practice Advantage.

FOOTNOTES

1. Derek Beres, *5 iPhone Apps I Can't Live Without* <http://www.completelyyou.com/home/blog/well_being/iphone_apps/index.html> (accessed February 17, 2012).
2. Discussion of iPhones, iPads, and corresponding apps does not constitute a guarantee or warranty of the products or an endorsement over other products not mentioned.