

Along with the SCBA Education Committee & Family Law Section presents:

ORGANIZING AND MANAGING DOCUMENTS IN THE LAW OFFICE

What do we do with them, how do we do it, why do we care?

- Converting documents into digital formats (the “paperless” office)
- Processing, organizing, accessing and using digital material in the law office and litigation
- Transmitting and Tracking Files to:
 - The Expert
 - Opposing Counsel
 - Spreadsheets, Emails and PDF's
- Use of existing technologies: tips and tricks:
 - Adobe
 - Excel
 - Outlook
- Creating, Organizing and Using The Electronic File and Use of Exhibits at:
 - Mediation
 - Deposition
 - Trial



John Johnson

John Johnson is a Certified Family Law Specialist and AV rated attorney with extensive experience in complex family law matters, including cases involving thousands of documents and hundreds of exhibits. He has developed efficient methods for processing, tracking, organizing and using documents in the law office and litigation and has authored the chapter on “The Use of Technology in Family Law Litigation”; Aspatore Books, a Thomson Reuters publication (2010). For additional information, visit <http://perrylaw.net/attorneys/johnson.asp>.



Cindy Craig

Cindy Craig is a Director in the Consulting Department of Burr Pilger Mayer, Inc. in Santa Rosa, CA. She works extensively with legal professionals, business owners and individual clients on marital dissolution issues, dissenting shareholder actions and other litigation support services. She has presented numerous programs to appraisers and attorneys through the ACFLS, ABA and California Society of CPAs. For additional information, visit <http://www.bpmcpa.com/People/CynthiaCraig.asp>.



Darlene Elmore

Darlene Elmore is a Certified Public Accountant, with an office in Santa Rosa. Her practice is focused on providing forensic accounting analysis and services, business valuation, with a special emphasis on family law matters. She is accredited in Business Valuation and certified in Financial Forensics by the American Institute of Certified Public Accountants. She has over twenty five years of experience as an accountant and has worked in public accounting for the last eighteen years. For additional information, visit, <http://elmorecpa.com/About-U.s>.

Date: Thursday, March 29, 2012
 Time: 3:45 pm check in; 4:00 - 7:00 pm Presentation
 Place: SCBA, 37 Old Courthouse Sq., Ste. 100, Santa Rosa CA 95404
 Cost: \$60--SCBA Members; \$70--Public;
 MCLE Credit: 3.0 Units General MCLE Credit*



Only water and light snacks will be provided so please bring a brown bag meal.

Please sign me up for **Organizing and Managing Documents in the Law Office on Thursday, March 29, 2012**

Name: _____ Firm: _____ Phone: _____

CHECK ENCLOSED: _____ VISA/MC NUMBER: _____

Amount: \$ _____ Exp: _____ CVV: _____ Zip Code: _____

PHONE: call 707-542-1190 x18 (credit card payments) • **FAX** this form to: 707-542-1195 (credit card payments) • **MAIL** this form to: Sonoma County Bar Association, 37 Old Courthouse Sq., Ste. 100, Santa Rosa, CA 95404 (check or credit card) • **WEB:** go to www.sonomacountybar.org and click the class on the MCLE Link; follow instructions • **QR Code:** Scan the QR Code on this page with your mobile device to register. Requires a reader app to be installed on your mobile device.