

Fight the Paper! Steps to Reduce Paper and Get Your Electronic Files Organized

Presented by Paul Unger, Affinity Consulting Group

Register now at www.osbar.org/seminars (search for FP20)



Friday, March 27, 2020

1 p.m.–4:15 p.m.

Webcast Only

CLE credits: 3 Practical Skills

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Most lawyers still maintain a paper file *and* an electronic file. Reducing dependence on the paper file is not an easy step, but it's an essential one. Stop doubling the work caused by maintaining parallel systems. Gain the essential tools and protocols needed to eliminate or greatly reduce paper in a law office or legal department from an expert who has spent more than 20 years assisting lawyers with "going paperless."

Special pricing available for legal support staff.

Attendees are encouraged to bring their laptops and/or tablets to follow along and enhance the learning experience. Please note: technical support or assistance is not available during the program

LIVE WEBCAST



Includes online access to recorded seminar for 60 days after the live event.

- \$115 ONLD member
- \$125 Paralegal, legal assistant, or support staff
- \$145 OSB member
- \$155 Non-OSB member



Questions or need help with registration?

Call the OSB CLE Service Center:
(503) 431-6413 or (800) 452-8260, ext. 413

50-Year and Active Pro Bono OSB members and Oregon judges and their lawyer staff — please call the OSB CLE Service Center at (503) 431-6413 or (800) 452-8260, ext. 413 to register for the live seminar.

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Columbus, OH

- 12:30 Registration
- 1:00 Why Lawyers Still Rely on Paper in 2020
- 1:10 Steps to Paper Reduction
- 2:00 Document and Email Management for Lawyers
- 2:30 Break
- 2:45 Document and Email Management (continued)
- 3:15 PDF for Lawyers
- 4:15 Adjourn

General Information

Cancellations: Cancellation requests must be received by the OSB CLE Service Center at least 72 hours prior to the date of the seminar to qualify for a refund. Refunds are subject to a \$25 cancellation fee.

Tuition Assistance: Email a request stating your financial situation to cle@osbar.org no later than one week before the seminar.

Dietary Restrictions or Accessibility Accommodations: Please call (503) 431-6375 or (800) 452-8260, ext. 375, at least 72 hours before the date of the seminar.

Meet Paul Unger:



Paul J. Unger is a nationally recognized speaker, author and thought-leader in the legal technology industry. He is an attorney and founding principal of Affinity Consulting Group, a nationwide consulting company providing legal technology consulting, continuing legal education, and training. He is the author of dozens of legal technology manuals and publications.

His most recent books are: *Tame the Digital Chaos – A Lawyer’s Guide to Distraction, Time, Task & Email Management* (2019) and *Fight the Paper* (2019). He is a member of the American Bar Association, Columbus Bar Association, Ohio State Bar Association, and New York State Bar Association. Paul specializes in document and case management, paperless office strategies, trial presentation and litigation technology, and legal-specific software training and professional development for law firms and legal departments throughout North America.

Here’s what Oregon lawyers have said about Paul Unger’s seminars:

“Outstanding presentation—informative, interesting, and great practical application.”

“Learned a lot of cool tips and ideas to integrate in my practice.”

“Terrific presenter. Very clear and engaging. Very knowledgeable.”

“Love Paul—have heard him speak many times at the ABA Tech show. Please bring him back!”



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