

# *Practical Tips for the Electronic Office*

Preparing your firm for e-filing

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# Minimum Equipment

- Court requirements

- A personal computer running a standard platform such as Windows or Macintosh
  - Word processing software
  - Internet access and a browser
  - Software to convert documents into PDF
  - Scanning equipment may be useful

- Sheet-fed scanner

- Should be easy to use on network

- Full version of Adobe Acrobat

- Print to PDF as a printer
  - Edit PDF files
  - Many plug-ins available (Bates numbering, OCR, etc.)

# Incoming Documents

## ■ Primary email

Establish a firm-wide account, such as [efile@mylawfirm.com](mailto:efile@mylawfirm.com)

Make sure the email server is reliable

Have one staff member manage this account and calendar deadlines

Forward documents in hard copy or by email

Account can be an email group

## ■ Secondary email

Use your own email address: [jcochran@mylawfirm.com](mailto:jcochran@mylawfirm.com)

Check this account for instant updates

# Instantaneous Filing: the Double-Edged Sword

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- Review a hard copy of your document before filing
- Repeat
- Allow time for filing

# Security

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- Word, Wordperfect documents may contain hidden information
- PDF files are more secure

# Further Information

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- [www.flmd.uscourts.gov](http://www.flmd.uscourts.gov)
- [www.lexisnexis.com/fileandserve](http://www.lexisnexis.com/fileandserve)
- [www.acrobat.com](http://www.acrobat.com)
- [www.scansoft.com](http://www.scansoft.com)
- [www.hp.com](http://www.hp.com)