**Cool Tools**

*Helpful Tools and Apps for Lawyers*

This list is not all inclusive and we do not specifically endorse any product, but we hope this list will provide a starting point for your research.

Do you have a favorite tool? Let us know! Email us at [practice2.0@azbar.org](mailto:practice2.0@azbar.org) or call (602) 340-7332.

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| FUNCTION | DESCRIPTION | | SUGGESTIONS |
| Appointment Scheduling | Allow others to easily schedule appointments with you | | [Acuity Scheduling](https://www.acuityscheduling.com/)  [Booksy](https://biz.booksy.com/en-us)  [Calendly](https://calendly.com/)  [Sign In App](https://10to8.com/)  [Square Appointments](https://squareup.com/appointments?bookfresh) |
| Calendaring | This service automatically calculates deadlines based on court rules and inserts deadlines as you receive emails; compatible with a variety of other calendars such as Outlook, Office 365, Clio, and more | | [Calendesk](https://calendesk.com/online-booking-system-for-lawyers)  [Caret Legal](https://caretlegal.com/case-management/legal-calendaring/)  [Docket Alarm](https://www.docketalarm.com/)  [LawToolBox](http://www.lawtoolbox.com/) |
| Deposition Preparation and Analysis | Prepare for deposition; AI analysis of deposition transcripts and documents; contradiction analysis | | [Depo Copilot (Filevine)](https://www.filevine.com/depo-copilot/)  [Deposely](https://www.deposely.com/) |
| Document  Management | Document and email management | | [NetDocuments](https://www.netdocuments.com/)  [M-Files](https://media.m-files.com/lp-file-management-system?utm_term=legal%20file%20management%20system&utm_campaign=MF+%7C+NA+%7C+Search+%7C+Product+%7C+Non-Brand+%7C+Various&utm_source=adwords&utm_medium=ppc&hsa_acc=5708701829&hsa_cam=21952680640&hsa_grp=174237404575&hsa_ad=730449905951&hsa_src=g&hsa_tgt=kwd-372400408719&hsa_kw=legal%20file%20management%20system&hsa_mt=p&hsa_net=adwords&hsa_ver=3&gad_source=1&gclid=EAIaIQobChMI9_v487qbiwMVCTNECB0p1gtnEAAYASAAEgIEefD_BwE)  [LexWorkplace](https://lexworkplace.com/) |
| E-discovery Tools | Assists with compiling and searching data for e-discovery projects | | [Nuix](https://www.nuix.com/solutions/neo-legal-ediscovery)  [PageVault](http://www.page-vault.com/)  [Relativity](https://www.relativity.com/) |
| Email Encryption | Encrypt emails and attachments before you send them to add security | | [Progress Sharefile](https://www.citrix.com/products/sharefile/)\*  [Trustifi](https://trustifi.com/outbound/email-encryption/)  [Webroot](https://www.webroot.com/us/en/business/products/advanced-email-encryption) |
| Email Assistant | AI-powered email assistant. Provides summaries of emails, links you to relevant documents to draft a reply, create and save email templates | | <https://www.trycandle.ai/> |
| Email tool | Reduce inadvertent email sharing; check email threads for deletions or editions; build email groups on the fly, and more | | [ReplyToSome](http://www.replytosome.com/) |
| E-signing | Enable electronic signatures on documents | | [Adobe Acrobat Sign](https://www.adobe.com/acrobat/business/online-signature.html?msockid=006d769459826b3b30e3622d586c6a48)  [Docusign](https://www.docusign.com/)  [Progress Right Signature](https://rightsignature.com/) |
| Faxing | Send faxes using a computer rather than a fax machine | | [eFax](http://www.efax.com/)  [Intermedia Webfax](https://www.intermedia.com/products/unite/details/online-faxing)  [MyFax](https://www.myfax.com/) |
| Fee Calculation | Assist attorneys in setting fees for non-hourly billing models | | [Altfee](https://www.altfeeco.com/) |
| File Encryption and Back-up | Add an extra layer of security onto documents by encrypting them before you store them on the cloud | | [Carbonite](https://www.carbonite.com/professional/backup/)  [Spider Oak](https://spideroak.com/) |
| Interpreter | Interpretation, live translation, and document transcription/translation | | [Interprenet](https://interprenet.net/?utm_medium=email&_hsenc=p2ANqtz-_q5eqQaJrrUgXFxZIUcoChycUF3jAoW5r2AQPhvEbghcOUWK3SBtC4lSGCLh74vqUGqjh5Tc_avtqVWQobP6cX7LrC8f1rup8aV6NBy1NEEP7nXyc&_hsmi=355994768&utm_content=355994768&utm_source=hs_email) |
| Legal Research | Online legal research | | [vLex Fastcase\*\*](https://www.azbar.org/for-legal-professionals/practice-tools-management/fastcase/) |
| Link Checker | Checks out short links to let you know if they are malicious or suspicious | | [CheckShortUrl](https://www.checkshorturl.com/) |
| Message Storage | Capture and store text messages | | [FirmScribe](https://www.firmscribe.com/features) |
| Note Taking | Keep track of notes, emails, and tasks on your computer or smartphone | | [EverNote](https://www.evernote.com/)  [One Note](http://www.onenote.com/) |
| Password Management | Manage and store all your passwords | [1Password](https://1password.com/)  [Dashlane](https://www.dashlane.com/) | |
| Password security check | Tells you how long it would take a computer to hack your password | [Howsecureismypassword](https://www.security.org/how-secure-is-my-password/) | |
| Payment Processing | Enables you to accept credit card payments and designate whether the payments are posted to your trust account or operating account | [LawPay](https://lawpay.com/)\* | |
| Phone Systems | Allows you to have a second line on your phone; may provide other phone services; Voice Over IP | [Intermedia Unite](https://www.intermedia.com/products/unite)  [Ring Central](https://www.ringcentral.com)  [Sideline](https://www.sideline.com/)  [Tresta](https://www.tresta.com/) | |
| Practice  Management Software | Please see our practice management software comparison chart | [Practice Management Comparison Chart](https://www.azbar.org/media/xhkhdajs/practicemanagementproviders.pdf) | |
| Project Management | Enables you to organize projects, to do lists, and save information. Available as apps | [Evernote](https://evernote.com/)  [Slack](http://www.slack.com/)  [Trello](https://trello.com/) [Monday](https://www.monday.com/) | |
| Scanning | Scan documents | [Abbyy Finereader App](https://pdf.abbyy.com/finereader-pdf/)  [iPhone Notes App](https://support.apple.com/en-us/108963#:~:text=How%20to%20scan%20documents%20on%20your%20iPhone%20or%20iPad.%20You)  [Scan Snap](http://www.fujitsu.com/us/products/computing/peripheral/scanners/scansnap/) | |
| Texting | Send and receive texts on your computer; stores texts; integrates with practice management software | [Kenect](https://kenect.com/) | |
| Time and Billing | Keep track of your time electronically | [Bill4Time](https://www.bill4time.com/) [Time:59](http://www.time59.com/) | |
| Trust Accounting | Maintain all your trust account ledgers, conduct monthly three-way reconciliations; multiple pricing tiers, including ability to have CPA input all data and conduct three- way reconciliation | [Trustbooks](https://www.trustbooks.com/) | |
| Virtual Receptionist |  | [Lex Reception](https://www.lexreception.com/)  [PATLive](https://www.patlive.com/)  [Ruby Receptionist\*](http://www.callruby.com/)  [Smith AI](https://smith.ai/industries/legal-law-firms-answering-service) | |
| Virtual Meeting | Conduct web meetings from anywhere | [Adobe Connect](http://www.adobe.com/products/adobeconnect/meetings.html) [GoToMeeting](https://www.gotomeeting.com/)  [Microsoft Teams](https://teams.microsoft.com/)  [Zoom](https://zoom.us/) | |
| Virtual Private Network | Helps you use the web anonymously and with more security | [CyberGhost](https://www.cyberghostvpn.com/) [Mullvad](https://mullvad.net/en)  [Nord VPN](https://nordvpn.com/) | |

**\* Denotes the vendor offers a discount to State Bar of Arizona members**

**\*\* Denotes the product is free for State Bar of Arizona members**