## **Table of Contents**

# CHAPTER 9. PROFESSIONAL LIABILITY INSURANCE: COVERAGES AND COSTS

- § 9:11 Elements of an application—Areas of practice
- § 9:12 Elements of an application—Time management
- § 9:48 The conditions—Extended reporting period

# CHAPTER 11. USING COMPUTERS TO AVOID LEGAL MALPRACTICE [New]

- § 11:1 Computerized versus manual prevention systems
- § 11:2 Law office computer applications
- § 11:3 Law office computer applications—Word processing
- § 11:4 Law office computer applications—Standardized document preparation
- § 11:5 Law office computer applications—Time/Docket control
- § 11:6 Law office computer applications—Conflicts of interest prevention
- § 11:7 Law office computer applications—Legal research
- § 11:8 Law office computer applications—Telecommunications
- § 11:9 Law office computer applications—Timekeeping and expenses
- § 11:10 Law office computer applications—Billings and accounts receivable
- § 11:11 Law office computer applications—Financial reports
- § 11:12 Law office computer applications—Other accounting applications
- § 11:13 Impediments to law firm computerization
- § 11:14 The lawyer's computer purchase checklist
- § 11:15 The lawyer's computer purchase checklist—Vendor and/or manufacturer considerations
- § 11:16 The lawyer's computer purchase checklist—General hardware considerations
- § 11:17 The lawyer's computer purchase checklist—Keyboard considerations
- § 11:18 The lawyer's computer purchase checklist—Monitor/ Display (CRT) considerations
- § 11:19 The lawyer's computer purchase checklist—Printer considerations

#### PREVENTING LEGAL MALPRACTICE

§ 11:20	The lawyer's computer purchase checklist—Software application program general considerations
§ 11:21	The lawyer's computer purchase checklist—Word processing software considerations
§ 11:22	The lawyer's computer purchase checklist—Spelling dictionary software considerations
§ 11:23	The lawyer's computer purchase checklist—Mailing list software considerations
§ 11:24	The lawyer's computer purchase checklist—Data base management considerations
§ 11:25	The lawyer's computer purchase checklist—Accounting software considerations
§ 11:26	The lawyer's computer purchase checklist—Docket control software considerations
§ 11:27	The lawyer's computer purchase checklist—Conflicts of interest prevention software considerations
§ 11:28	The lawyer's computer purchase checklist—Litigation support software considerations
§ 11:29	The lawyer's computer purchase checklist—Legal research software considerations
§ 11:30	Sources of software for the law office

## Bibliography