

Robert T. Noone – Logan WV  
West Virginia C.I.P.



# **When Smart Phones . . .**

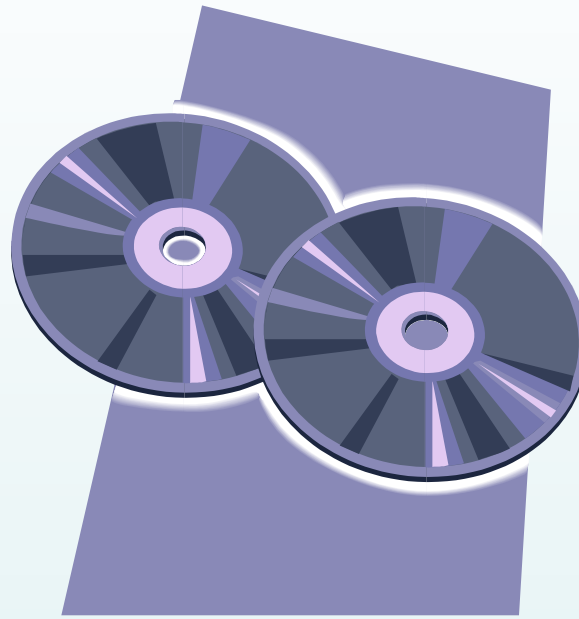
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**HAPPEN TO DUMB LAWYERS**

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**Are you happy to see me, or is that a flashdrive in your pocket?**

**AUTO CORRECT  
HAS BECOME  
MY WORST ENEMA**

# HANDLING YOUR OFFICE REMOTELY

1. What do you want to do AWAY from the office.
2. [GoToMyPC.com](http://GoToMyPC.com)
3. [LogMeIn.com](http://LogMeIn.com)

VIEW OF MY OFFICE the second and third weeks of Sept:



# Remotely Work . . .



- GoToMyPC.com – Been using it for 8 years with no glitches. Work with Mac or PC from anywhere.
- Free apps for iPad, iPhone, Kindle Fire and Android devices.
- Access your files, network, email and programs – even ones your device doesn't usually support.
- Avoid unnecessary trips to the office.
- I use on multiple computers... (How it differs from Dropbox, etc.)

**LogMeIn.com FREE is going away, here's some alternatives recommended by PC World:**

TeamViewer — <http://www.teamviewer.com/en/index.aspx>

RealVNC — <http://www.realvnc.com/>

Join.me — <https://join.me/>

WebEx Free — <http://www.webex.com/>



Access Your Mac® or PC from Anywhere

- My Computers
  - Access Activity
- My Account
  - 24/7 Support
  - Beta Participation
  - Log Out

How-to Videos

- Billing (1 min 45 sec)
- Get Started (3 min 50 sec)
- Create a Desktop Shortcut (51 sec)
- Re-install or Replace (1 min 33 sec)

Robert's Computers

**Tell Your Message Near and Far**

With GoToWebinar®, there's no limit to how far your message can reach. Present unlimited webinars with up to 1,000 people per presentation.

Try It Free  
30-Day GoToWebinar Trial

**You're invited to participate in the GoToMyPC beta program** and try out the [latest features](#). [Join the beta](#) and make your feedback count!

Rover ( <a href="#">Options</a> )	Offline ?
UpperRoom ( <a href="#">Options</a> )	Connect

Click "Add This Computer" to install GoToMyPC on this computer.

[+ Add This Computer](#)

You have a **Personal 2-Computer Annual Plan**. [Change plan](#)

You can tell when your machines go offline . . .

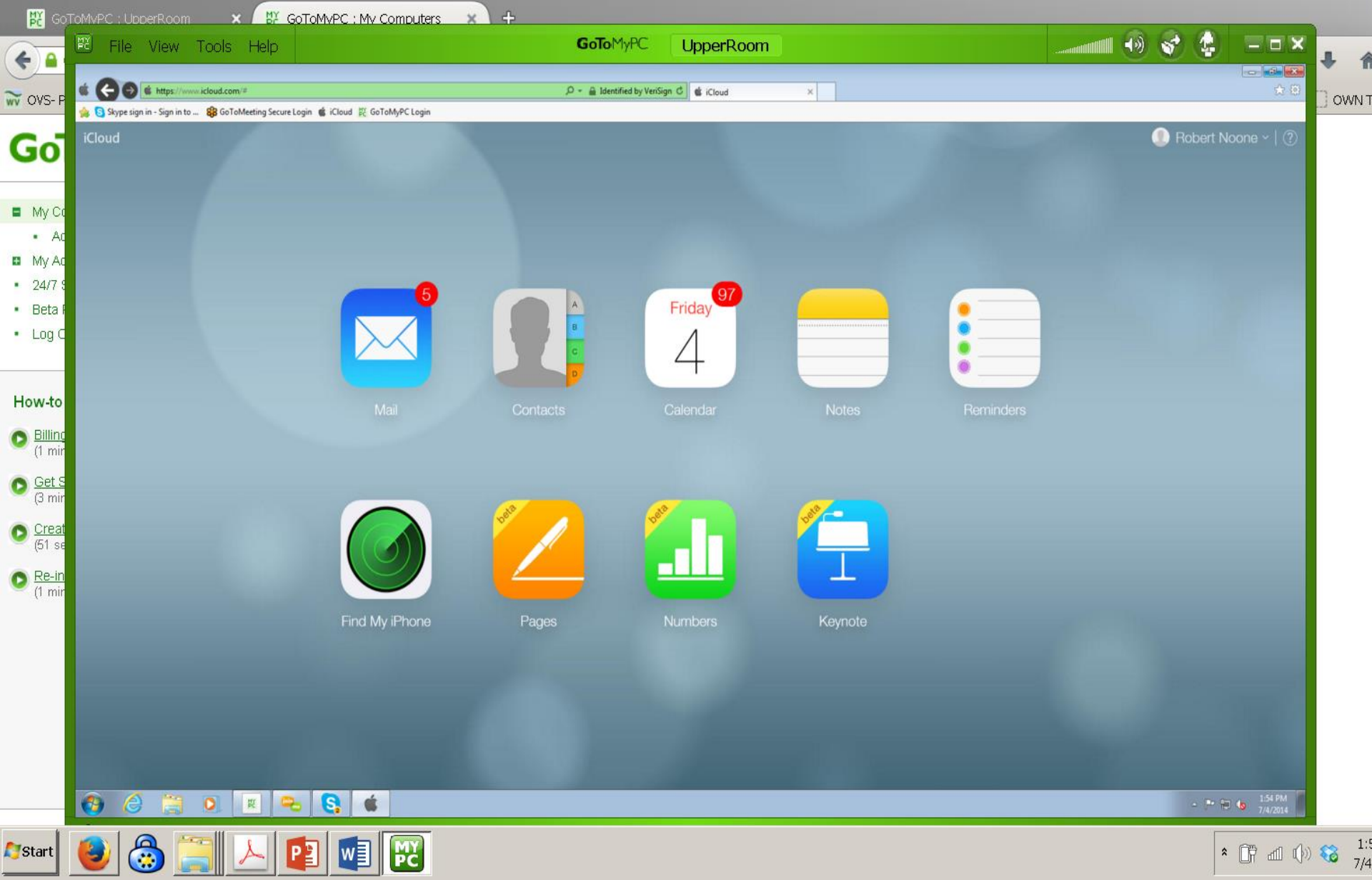
You can print back to your office Printer

You can sync folders and transfer files.

NOTE: How To Videos are located on log in screen.

Shortcuts put login as one step on your desktop.

1. You must enter a secure access code before being “admitted” to your remote screen... 2. Then it is business as usual. . .



# PAPERLESS for Less

1. Pick a Starting Point
2. Stick with the Starting Point with a simple Method
3. Possession may be 90 percent of the law, but RETRIEVAL is 90 percent of the law practice.
4. My FAVORITE SCANNER: SCANSNAP S1500  
Although Fuji reports it is no longer produced. See i500 x



# **WARNING - DISCLAIMER**

The next slide discussing off site file storage  
May not meet the requirements of your jurisdiction.

Just because I use it because it's free...

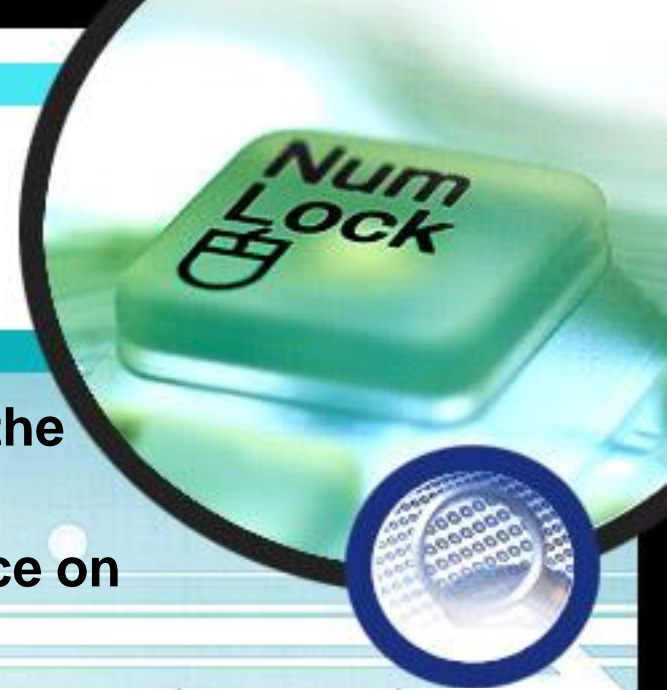
And meets the 1989 payment schedule assigned for  
Court Appointed lawyers. At \$45/hr, and average  
overhead conservatively at \$30/hr... you decide if Free  
storage meets your appointed lawyer budget – then  
you decide if it meets your ethical obligation.

**We Report - You Decide**  
*Fair and Balanced Bob*





# **DROPBOX ...**

- 1. Free or Paid. How to Get the Most out of the Free Service.**
- 2. Setting up your file Structure for your Office on Dropbox. (include uniform DATE STRUCTURE: “2014 07 10”)**
- 3. Setting up TEMPLATES. (Samples)**
- 4. Dropbox Training – free vids.**
- 5. Sync with your other machines – free.**
- 6. Setting Up Poor person’s Network**
- 7. What Does it look like? Choose folders.**



# **Dropbox**

## Favorites

-  Desktop
-  Recent Places
-  Downloads
-  iCloud Photos
-  **Dropbox**
-  OneDrive
-  Google Drive

## Libraries

## Homegroup


















## Computer

-  Local Disk (C:)
-  Recovery (D:)
-  HP\_TOOLS (E:)
-  My Book (G:)

## Network

## Dropbox library

Includes: 1 location

Name ^	Date modified	T
▲ Dropbox (28)		
C:\Users\Bob G7		
 .organizer	8/11/2013 3:44 PM	F
 AA FORMS by BOB	6/25/2014 10:11 AM	F
 AA Review Bin	6/23/2014 11:28 AM	F
 Abacus Old	7/2/2014 5:26 PM	F
 <b>Abuse Cases BN</b>	6/6/2014 9:10 AM	F
 Adoption Cases	7/2/2014 10:50 AM	F
 Backup	2/23/2013 9:46 PM	F
 BILLING LOGS	6/29/2014 11:49 AM	F
 Camera Uploads	1/15/2014 5:16 PM	F
 Civil Cases	7/3/2014 8:00 PM	F
 Guardian Cases - includes SLG	7/1/2014 4:27 PM	F
 Infant Summary Proceedings	5/14/2014 10:18 PM	F
 Juvenile & Criminal Cases	6/14/2014 3:50 PM	F
 Music	3/10/2014 7:06 PM	F
 Name Change	2/23/2013 8:58 PM	F
 Office Correspondence	2/17/2014 3:50 PM	F
 Public	4/9/2014 11:01 AM	F

Favorites

- Desktop
- Recent Places
- Downloads
- iCloud Photos
- Dropbox
- OneDrive
- Google Drive

Libraries

Homegroup

Computer

- Local Disk (C:)
- Recovery (D:)
- HP\_TOOLS (E:)
- My Book (G:)

Network


# Dropbox library

Abuse Cases CIP Test








Name ^	Date modified	T
--------	---------------	---


AA ABUSE New Case Template BN	7/1/2014 2:27 PM	F
Adams, Ant		M F
Berry, Dingle		M F
James, Jeff		M F
Jones, John		M F

- Open**
  - Open in new window
- Carbonite
- Share Dropbox link
  - View on Dropbox.com
  - Share this folder...
- Share with
- Restore previous versions
- Combine supported files in Acrobat...
- Norton 360
- Send to
- Cut
- Copy
- Create shortcut
- Delete
- Rename
- Open folder location
- Properties

Organize ▾  Open Share with ▾ Burn New folder

## ★ Favorites

-  Desktop
-  Recent Places
-  Downloads
-  iCloud Photos
-  Dropbox
-  OneDrive
-  Google Drive










 Libraries Homegroup Computer

-  Local Disk (C:)
-  Recovery (D:)
-  HP\_TOOLS (E:)
-  My Book (G:)

 Network

## Dropbox library

AA JUVENILE New Case Template BN

Name ^	Date modified	T
 Agency & Facility Reports	3/27/2011 4:38 PM	F
 Correspondence	3/27/2011 4:38 PM	F
 Drug Screens	2/23/2013 8:57 PM	F
 MDT - DHHR Reports	3/27/2011 4:38 PM	F
 Note to File	3/27/2011 4:38 PM	F
 Pleadings	3/24/2014 11:18 PM	F
 Psyc Evals & Tx notes	3/27/2011 4:38 PM	F
 Timesheets & OVS PDFs	2/23/2013 9:31 PM	F
 timesheets		F

# Back up, Back up, BACK UP

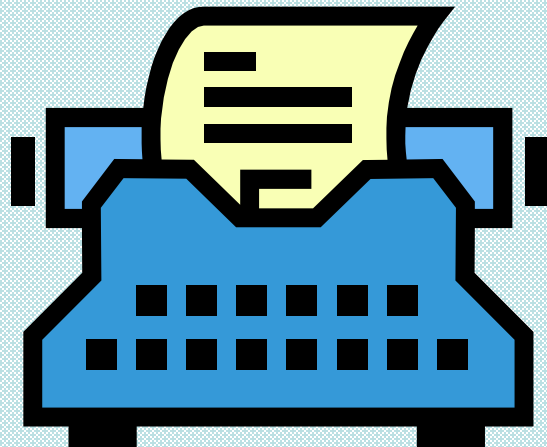
- =
1. Drop Box actually is a back handed back up!
  2. Carbonite – automatic backup.
  3. Mozy, and others.



# THE URGE TO MERGE

## Document Production

1. Search and Replace (“XXX” method)
2. Merging Fresh on each document
3. Word and Word Perfect MERGE – Videos abound.
4. Free Merge Programs for GALs and Juvenile Lawyers - - - [wvcip.com](http://wvcip.com)  
SEE JANIS and JUDI programs





# ROBERT NOONE LEGAL SERVICES

Attorney at Law  
P.O. Box 1050  
Logan, WV 25601  
(304) 784-8818  
[Bob@BobNoone.com](mailto:Bob@BobNoone.com)

Date: XXX

XXX

Re: Logan County Circuit Court  
Case Number: XXX  
Hearing Date: XXX

Dear XXX

Please be advised that my office has been appointed by the Logan County Circuit Court to represent you in the above juvenile case. A preliminary hearing has been

**Find and Replace**

Type Match Replace Action Options Help

Find:

Replace with:

Find Next  
 Find Previous  
 Replace  
 Replace All  
 Close



# ROBERT NOONE LEGAL SERVICES

Attorney at Law  
P.O. Box 1050  
Logan, WV 25601  
(304) 784-8818  
[Bob@BobNoone.com](mailto:Bob@BobNoone.com)

|

DATE

FIELD(First Name) FIELD>Last Name)  
FIELD(Address (Box or Street #)  
FIELD(City), FIELD(State) FIELD(Zip)



Re: Logan County Circuit Court  
FIELD(Primary Charge) FIELD(Case Number(s))

Dear FIELD(First Name):

Please be advised that my office has been appointed by the Logan County Circuit Court to represent you in the above juvenile case. A preliminary hearing has been



Times New Roman 12 B / U <None>

End Field End Record Merge Codes... Quick Entry... Merge... Go to Form Options

FIELDNAMES(First Name;Last Name;Address ( PO or Street );City, State Zip;Phone;Case Number;Primary Charge;Guardian)ENDRECORD

JohnnyENDFIELD  
WilliamsonENDFIELD  
P O Box 2285ENDFIELD  
Ol Town, WV 25665ENDFIELD  
304.454.7687ENDFIELD  
14-JD-255-OENDFIELD  
8 cts. child pornographyENDFIELD  
Taylor TailorENDFIELD  
ENDRECORD

BobENDFIELD  
NooneENDFIELD  
P O 2343ENDFIELD  
Glen Ferris, WV 25090ENDFIELD  
234-432-2344ENDFIELD  
14-JST-123ENDFIELD  
TruancyENDFIELD  
John JohnsonENDFIELD

**Quick Data Entry** [?] [X]

Create or edit data in record \_\_\_\_\_

First Name	John	Next Field
Last Name	Doe	Previous Field
Address ( PO or	P O Box 123	New Record
City, State Zip	Logan, WV 25601	Delete Record
Phone	456-567-4566	Find...
Case Number	14-JD-567	Field Names...
Primary Charge	Battery	Close
Guardian	Darlene Doe	Help

First Previous Next Last

Press Ctrl+Enter to add a new line at the insertion point.

Allow editing of dimmed fields.





Insert Merge Code Merge... Go to Data Options



# ROBERT NOONE LEGAL SERVICES

Attorney at Law  
P.O. Box 1050  
Logan, WV 25601  
(304) 784-8818  
[Bob@BobNoone.com](mailto:Bob@BobNoone.com)

DATE

FIELD(First Name) FIELD>Last  
FIELD(Address (Box or Street #)  
FIELD(City), FIELD(State) FIEL

Re: Logan C  
FIELD

Dear FIELD(First Name):

Please be advised that my office has been appointed  
Court to represent you in the above juvenile case. A

Merge

Ready to Merge! You can also change the output to something other than a new document.

Form document ▾ Curr

Data source ▾ C:\

Output ▾ New

All Records

Options...

Select Records

Data file: C:\Users\Bob G7\Dropbox\AA FORMS by BOB\CIL - Client

Selection method

Specify conditions  Mark records

Record number range From: 1 To: 1

	Field	Field	Field
	Last Name ▾	First Name ▾	Phone ▾
Cond 1:	Noone		
Cond 2:			
Cond 3:			
Cond 4:			





14 B I U <None>

123\Logan, WV 25601\4565674566\14JD51 Continue Skip Next Record Quit Stop

Re: Logan County Circuit Court  
Truancy

Dear Bob:

Please be advised that my office has been appointed by the Logan County Circuit Court to represent you in the above juvenile case. A preliminary hearing has been scheduled before the Circuit Judge on | You are expected to attend together with your parent or guardian.

So that we may discuss your case before the hearing date, I have scheduled an appointment for you at my office on **BEEP KEYBOARD(Enter date and time of office appointment)**. that I can adequately pr following when we mee

1. A copy of school. TH

Keyboard Merge

Message:

Enter Hearing Date





# WEST VIRGINIA JUDICIARY

Member Login

## Form Software- Janis/Judi

- Resources
- Court Improvement Program (CIP)
- Form Software-Janis/Judi**
- Statistics

Search [input] [magnifying glass icon]

### Public Resources

- Court Information by County
- News & Publications
- Jury Information
- Law Library
- Student Resources
- Domestic Violence
- Guardians & Conservators
- Child Abuse and Neglect
- Accessibility Information

### Supreme Court

### Other Courts

### Judicial Community

### Court Administration

### Viewing PDF Files

## Form Software JANIS/JUDI

### JANIS

The Juvenile Abuse and Neglect Information System, JANIS, has been developed by the West Virginia Supreme Court of Appeals under the direction of the West Virginia Court Improvement Program (CIP) Oversight Board. The objective of the system is to facilitate and expedite the handling of child abuse and neglect cases by efficiently generating case orders and motions.

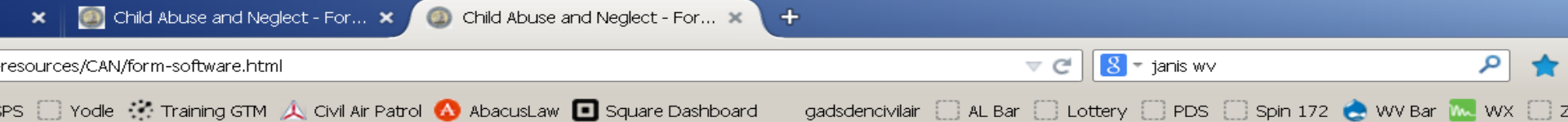
JANIS is in final testing as a web-based application and will be available to all users soon.

Click on the links below to download software and documents relating to handling Juvenile Abuse and Neglect cases in the State of West Virginia.

JANIS offers the following advantages:

- Secure access using a computer over the internet from anywhere using Internet Explorer™ or your favorite web browser.
- It is user friendly
- Case and party information needs to be entered only once
- Orders can be generated in the courtroom
- Save Orders and Motions as Word Perfect or Microsoft Word documents

# And for Juvenile Practitioners



## JUDI

The Juvenile Delinquent Information System, JUDI, has been developed by the West Virginia Department of Health and Human Resources. The principal objective of the system is to facilitate and expedite the drafting of court orders in juvenile delinquency and status offense cases, focusing on the vital need to provide the appropriate Title IV-E findings in removal orders.

### Why Use JUDI?

The JUDI software offers the following advantages:

- It is user friendly
- Case and party information needs to be entered only once
- Orders can be generated in the courtroom
- Save Orders and Motions as Word Perfect or Microsoft Word documents
- Form language meets statutory and rule requirements (including Title IV-E compliance)
- Forms may contain stock and custom language
- Forms act as checklists for the various types of hearings
- Helps track orders
- Generates case summary sheets

## Downloads

Click on the following links to download software and documents relating to handling Juvenile Abuse and Neglect cases in the State of West Virginia. All "exe" downloads are for PC only.

### CHILD ABUSE AND NEGLECT CASE PROCESSING SOFTWARE:

[JANIS Version 3.0 Installer](#) for Windows (30mb)

[JANIS Version 3.0](#) for Macintosh OS X 10.5.7 or newer (54 MB)

### JANIS USER GUIDE:

[User Guide 3.0 IN PDF Format](#)

JUVENILE DELINQUENCY AND STATUS OFFENSE CASE PROCESSING SOFTWARE



Adults

1 / 1 Found (Unsorted)
Show All
New Record
Delete Record
Find
Sort

Layout: Add Respondents
 View As: [Icons]
Preview
Aa

# Enter Respondents

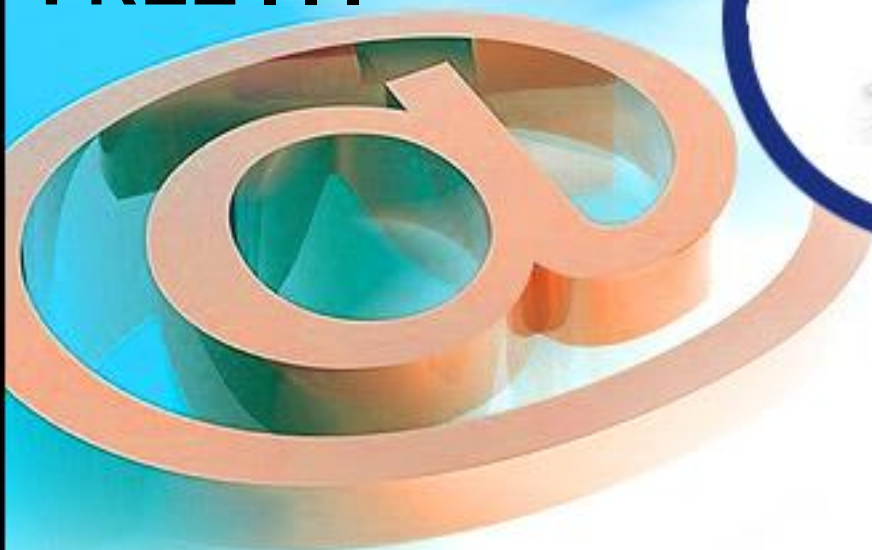
Escape
Done

Enter contact information for new respondent, when finished with ALL respondents click Done .

**Relationship**   
**First Name**   
**Last Name**   
**Address 1**   
**Address 2**   
**City**   
**State**  ZIP   
**Phone**   
**Select Counsel** Select

Add Respondent w/ Same Address
Add Respondent w/ Different Address
List Respondents
Add Attorney

**DID I MENTION THE  
SOFTWARE IS  
FREE . . .**



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**[www.CIP.org](http://www.CIP.org)**

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# CASE MANAGEMENT SOFTWARE

- 1. WHAT ARE YOU LOOKING FOR IN CASE MANGEMENT?**
- 2. Features For Your Practice:  
Calendaring/Docketing, Document Management, Billing, Conflict Check**
- 3. To Own or Not to Own (Rent to Own.... Steal to Own?)**
- 4. Sync or Swim? What if no wifi--- are you current?**
- 5. My own experience . . . Abacus Law. No IT Guy needed as you don't need a server.**
- 6. Materials/Handout has example pricing of different management software Companies.**





# Welcome to Abacus Private Cloud™

**Date: 7-2-2014**

**Client Name: Bob Noone**

**Client Firm: Bob Noone**

Dear Bob:

On behalf of the Abacus Data Systems Team, I want to welcome you to the Abacus Private Cloud™ family!

Abacus Private Cloud™ (APC) enables your success and secures your future by providing a Fully Managed, Turn-Key, Virtual Practice Solution tailored to meet your specific needs. APC removes IT management burdens and upfront capital expenses, increases security, reliability, control and performance so you can focus on what you do best: Practicing Law!

With over 30 years of service and more than 250,000 clients worldwide, we recognize that every law firm does things a little differently.

To this end, unlike Public Clouds or SAAS platforms, the Abacus Private Cloud™ is built exclusively to run legal technology in a fully controlled, secured and managed environment. As an Abacus Private Cloud™



Recycle Bin



Google Slides



Abacus  
Accounting



Abacus old



AbacusLaw



Dropbox



Adobe  
Acrobat ...



Outlook 2013



Adobe  
Reader XI



Google  
Chrome



Abacus Law - Z:\Abacus\V22\DATA01\

File Calendar Names Events Matters Documents Emails Notes ExtraDBs Tools Help

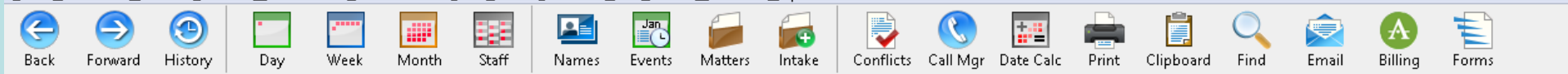
Back Forward History Day Week Month Staff Names Events Matters Intake Conflicts Call Mgr Date Calc Print Clipboard Find Email Billing Forms

Robert Noone



AbacusLaw

Dropbox synced  
12 files were changed in your Dropbox.



Matter: Sample matter

< > SAMPLE MATTER

1 Standard 2 Notes 3 Linked Names 4 Events 5 Docs 6 Emails 7 Exhibits 8 Facts

Matter

File/case#

Court

Attorney

Court Case #

Case Code

Opened

Closed

User-defined fields:

User1

User3

User2

User4

Add Clone Delete Overview Print Bill Accounting Query Index MATTER





## **CLOUD THOUGHTS . . . WHAT MOST PROVIDERS OFFER:**



1. Cloud Time Tracking & Billing
2. Access anywhere – anytime.
3. Most any internet capable device will do.
4. Generally no longer worry about software updates
5. Access is encrypted.
6. No worry about back up of data.
7. No security Issues.

**Cloud 9 . . . Or not?**

**A Check List BEFORE you Dive In**

# Calendar Quickies

1. Get a Calendar YOU CAN SHARE... and share Court Dates , not just with staff, but opposing counsel. When you click “accept”.....
2. Google, Yahoo. Often FREE – Outlook is Gold Standard, you PAY as part of Office 365. Stuck on Outlook, Try [www.SLIPSTICK.com](http://www.SLIPSTICK.com)
3. Learn to SYNC. Use a Google Sync program between Outlook and Google Cals.
4. With Part time Staff, decide on EDIT versus VIEW
5. Docketing your “TO DO” tasks as if they are appointments!

The screenshot shows the Outlook calendar interface for the user 'lawsongs@ntelos.net'. The main view is a weekly calendar for July 4, 2014, in Gadsden, AL. The weather is 91°F/71°F. The calendar shows several appointments:

- FRIDAY 4: Meeting John Doe prior to Hearing - sign Docs at Office
- 9<sup>AM</sup>: Keller hearing - EOB
- Jonhny Jones Plea
- 10: Nicholas Abuse Neglect Prelim (Logan Courthouse 3rd Floor)
- 11: Wallaceon Status Hearing (Judge O'Briant)
- 12<sup>PM</sup>: Lunch - Birthday of Prosecutor (Mexican Joint)
- 1: Drug Court
- 2: Grant Adoption - uncontested
- 3: Jones Guardianship - Present Final Order; Perry Court
- White TPR HEARING

The interface includes a navigation pane on the left with 'My Calendars' and a list of calendars, including 'Calendar - lawsongs@ntelos.net' (checked) and 'Calendar - 2013 02 17 backup' (unchecked). The top ribbon shows various calendar management options like 'New Appointment', 'Meeting Items', 'Today', 'Next 7 Days', and 'Day' view.

# LIGHTS – CAMERA - ACTION

- SKYPE – Use at MDTs, TTMs, Client Conferences, When folks Can't Make it to office do to work schedule – or confinement!
- Kids Know how to Skype, so should you.
- We've tried the others: SightSpeed, AOL, Tango, Facetime, etc. Skype seems most accepted by facilities and professionals.
- Skype on IPAD to bring those who rarely attend MDTs in for their 10 minutes of fame
- Learn from the mistakes in the "Trevon Martin"
- Limit Your Friends to BIZ and use Do Not Disturb



# Other Ways to Remotely Communicate



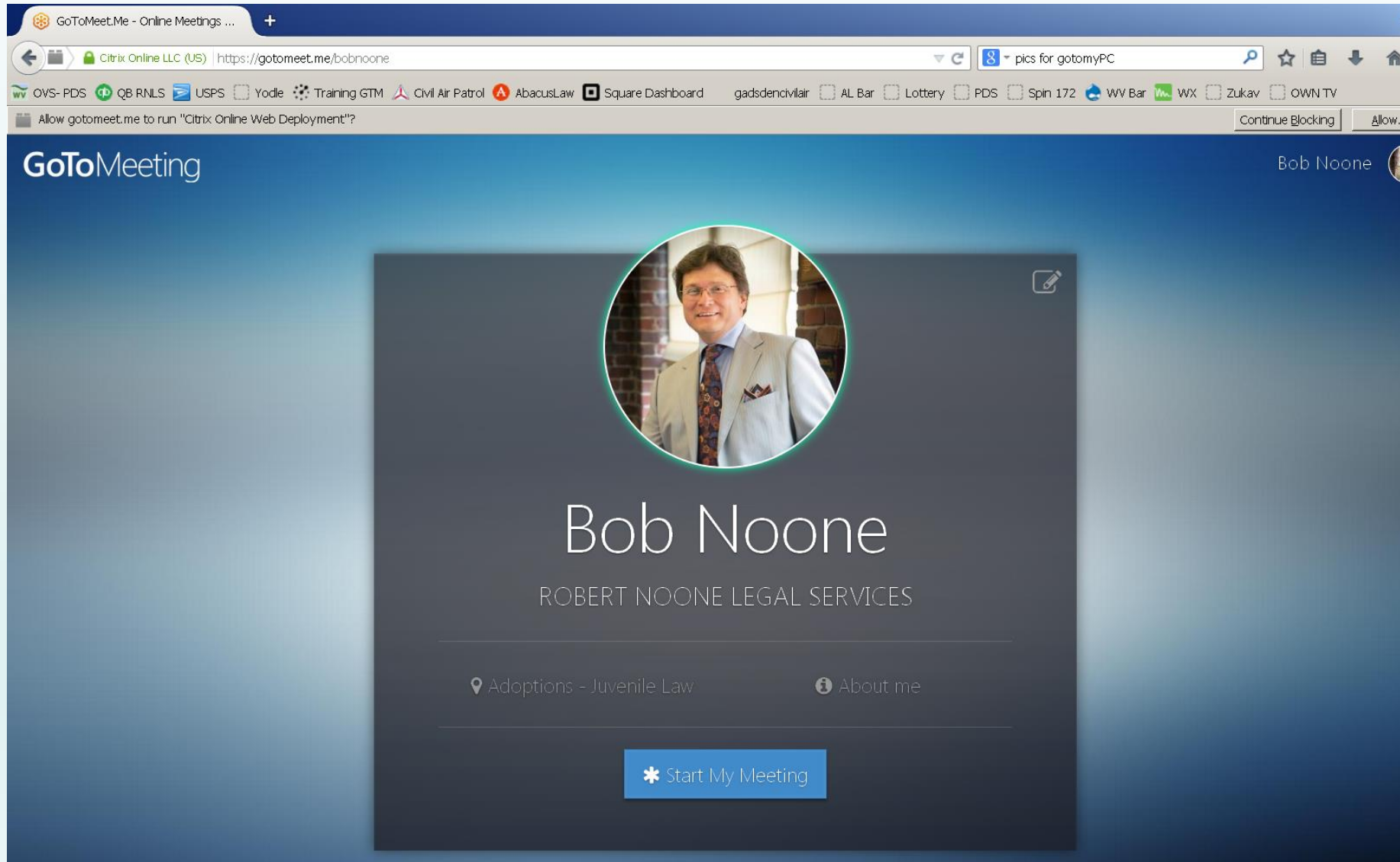
**POLYCOM PVX – Not Free! But may be worth it if you do a lot of work with Youth Facilities and Detention Centers. Uses a lap or desktop, the big equipment is so last century!**

**Tip: “Like Polycom” for free. Old XP Machine!**

**JOINME.com (go for the Free, not the “Pro”)**  
great way to review docs with clients, and prep for hearings from a distance. The LogMeIn.com folks now have JoinMe, so free may be short lived. ..




# MY Flavour of the Day for Meetings on line



The image shows a screenshot of a web browser displaying a GoToMeeting profile page. The browser's address bar shows the URL <https://gotomeet.me/bobnoone>. The page header includes the GoToMeeting logo and the name "Bob Noone". The main content area features a circular profile picture of a man in a suit, the name "Bob Noone", and the text "ROBERT NOONE LEGAL SERVICES". Below this, there are two links: "Adoptions - Juvenile Law" and "About me". At the bottom, there is a blue button labeled "Start My Meeting".

GoToMeeting

Bob Noone



Bob Noone

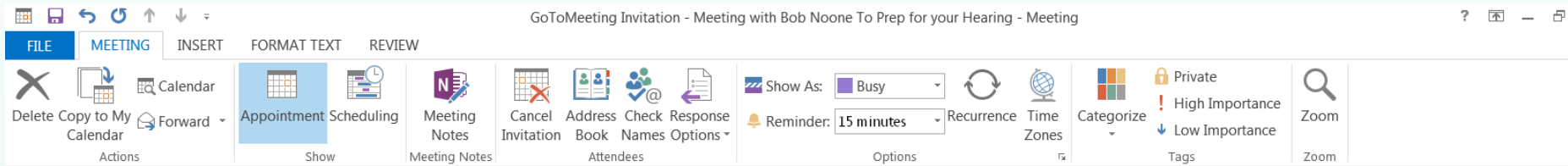
ROBERT NOONE LEGAL SERVICES

Adoptions - Juvenile Law

About me

\* Start My Meeting

# Email to Client – with contact info – logs on Calendar automatically...



**i** You haven't sent this meeting invitation yet.  
Next to another appointment on your calendar.

Send

From: lawsongs@ntelos.net

To: bob@bobnoone.com

Subject: GoToMeeting Invitation - Meeting with Bob Noone To Prep for your Hearing

Location: Web

Start time: Fri 7/4/2014 2:00 PM  All day event

End time: Fri 7/4/2014 3:00 PM

1. Please join my meeting by clicking below at the time we scheduled our conference.

<https://global.gotomeeting.com/join/457508469>

2. Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone.

Dial +1 (646) 982-0003

Access Code: 457-508-469

Audio PIN: Shown after joining the meeting

Meeting ID: 457-508-469

Robert T. Noone

Robert Noone Legal Services.

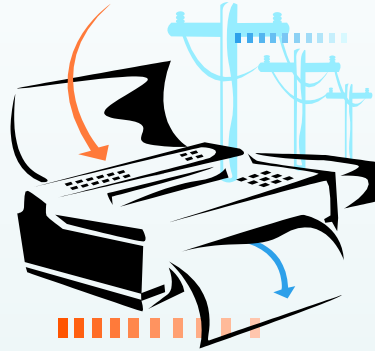
304-784-8818

Not at your computer? Click the link to join our meeting from your iPhone® iPad® Android® or Windows Phone® device via the GoToMeeting app.

bob@bobnoone.com Trip from 1013 Tiger Blvd, Clemson, SC 29631-1464 to 101 Sedgewood Dr, Rock Hill, SC 29732-2315



# And Nothing but the FAX ...



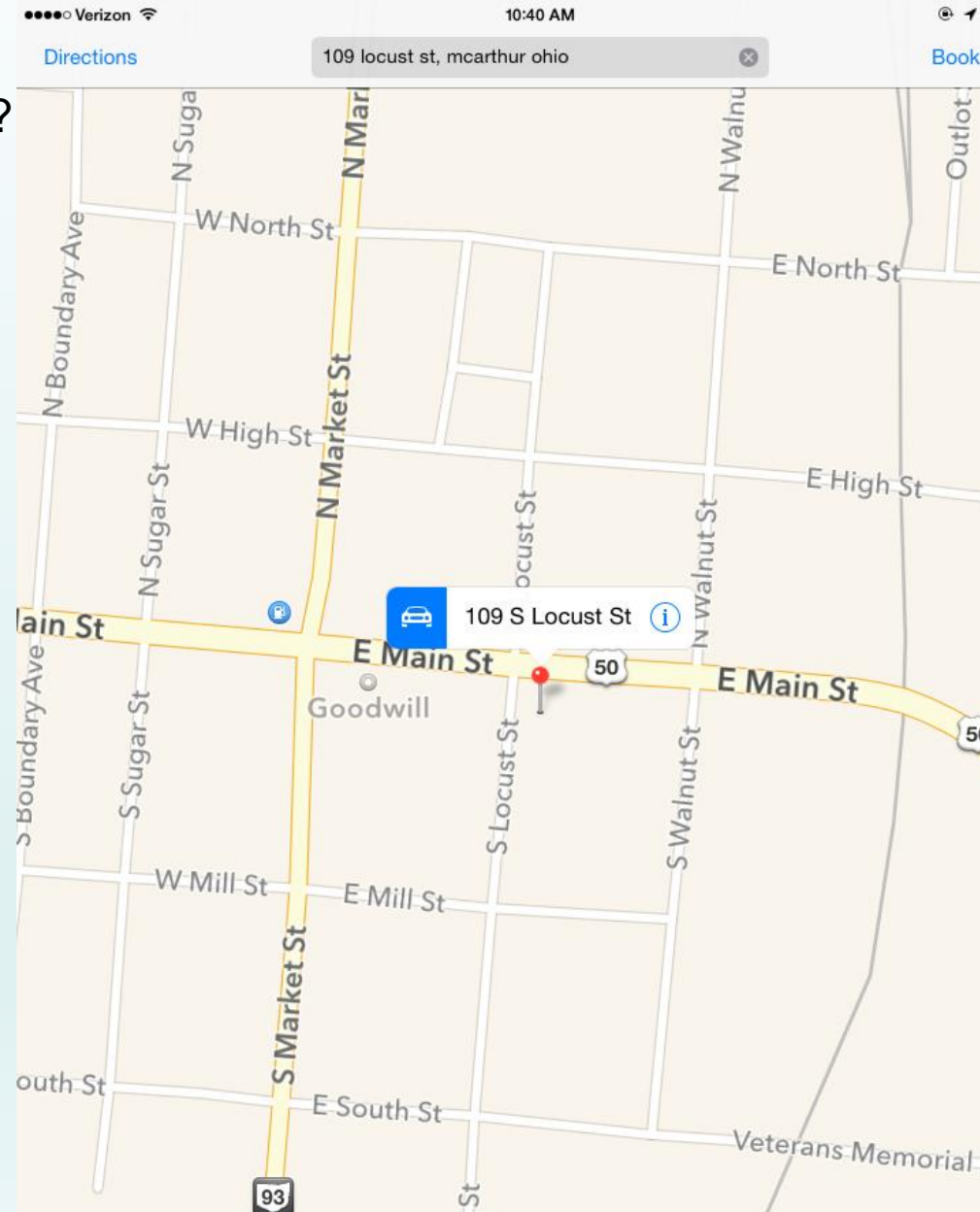
**MyFax.com**

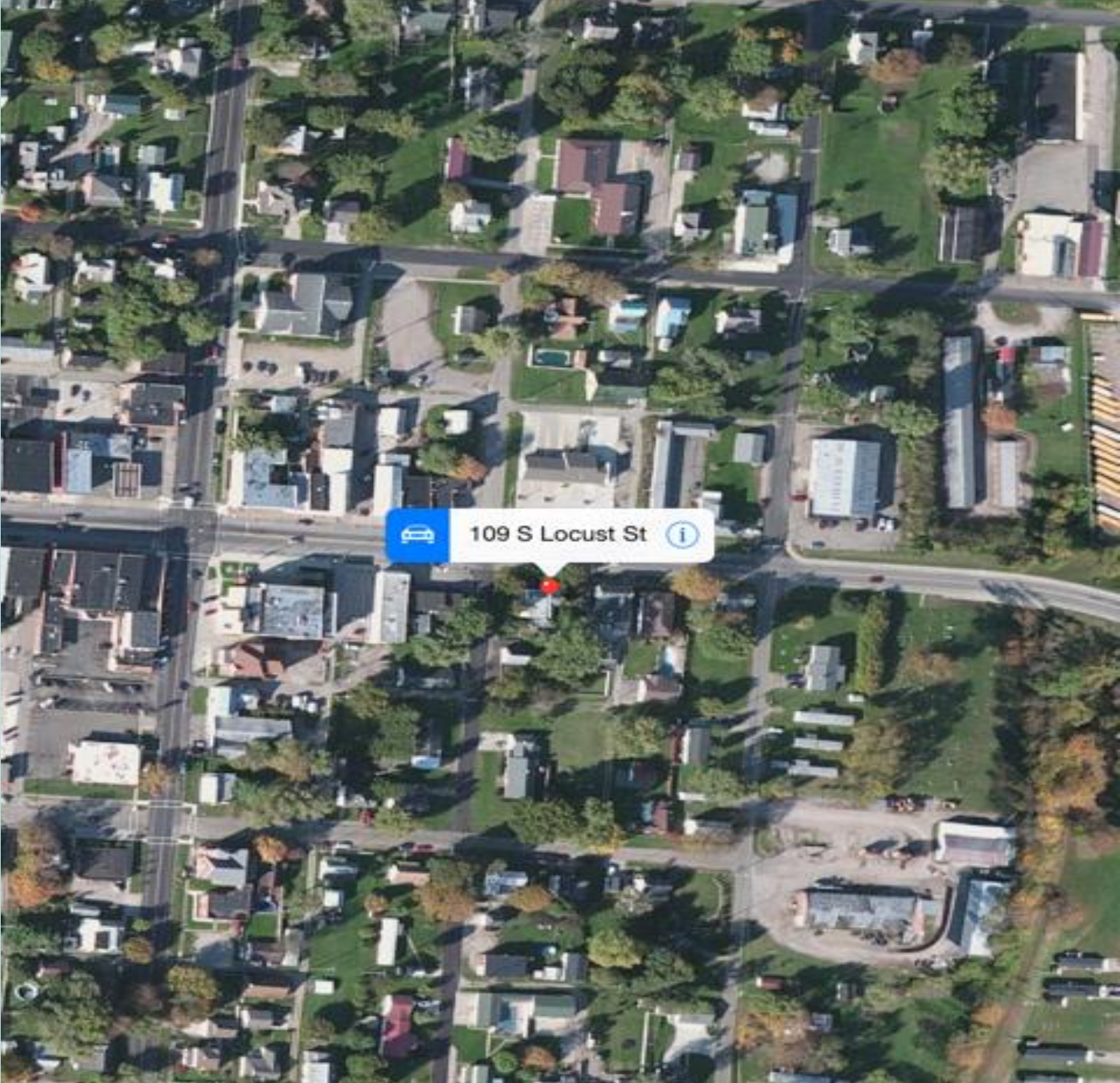
- What Efax or MyFax sites do for you and your bottom line: No Paper, No Toner, Automatically turns doc into PDF.
- Redundancy – Don't Ditch the OLD FAX yet.
- No need for another PHONE LINE!!! Pays for itself with that fact alone!

# Google MAP for GALs

This is where you are taking my client?

- Survey the neighborhood
- FaceTime Home Walk Throughs





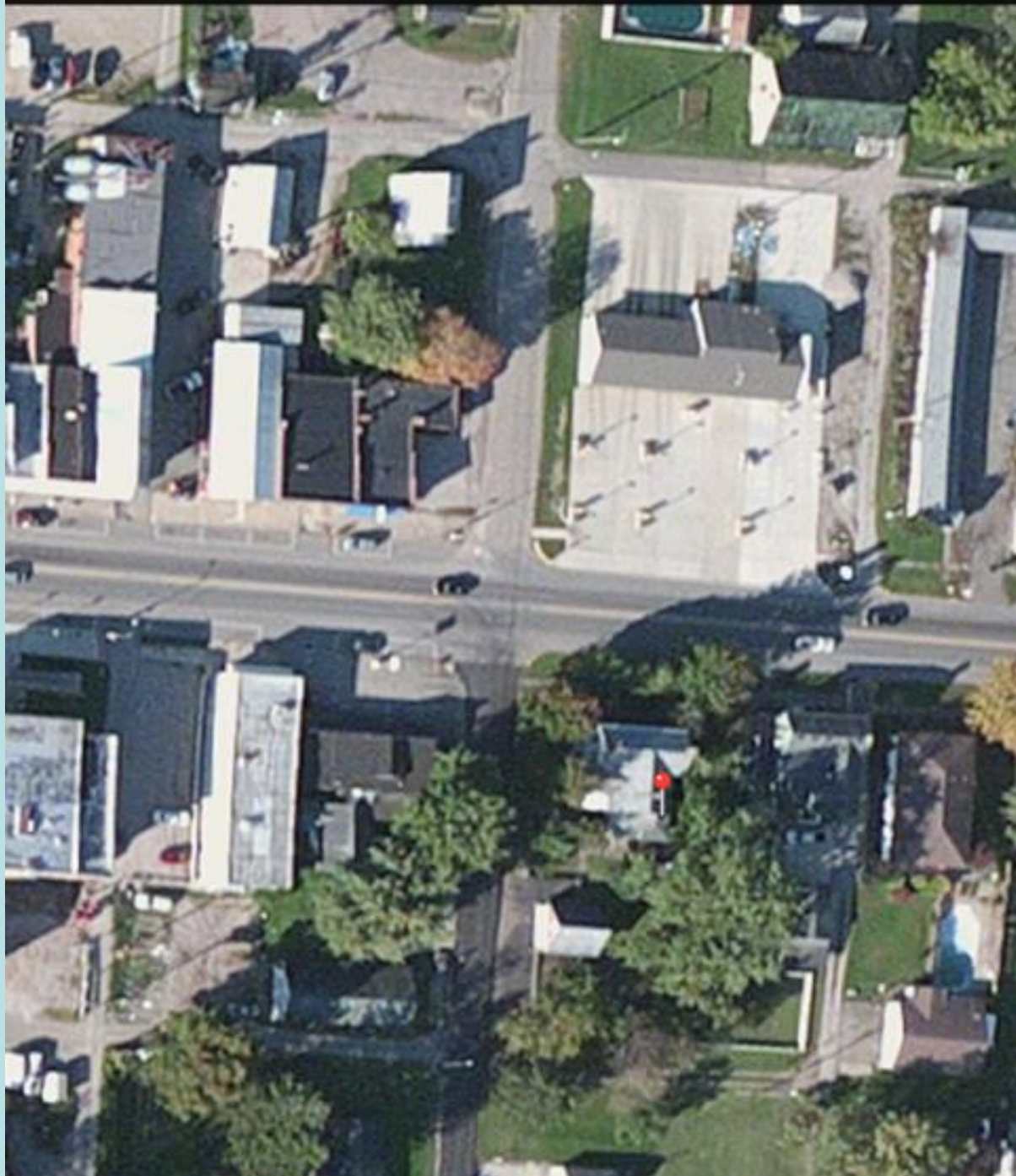
 109 S Locust St 

Directions

109 locust st, mearthur ohio



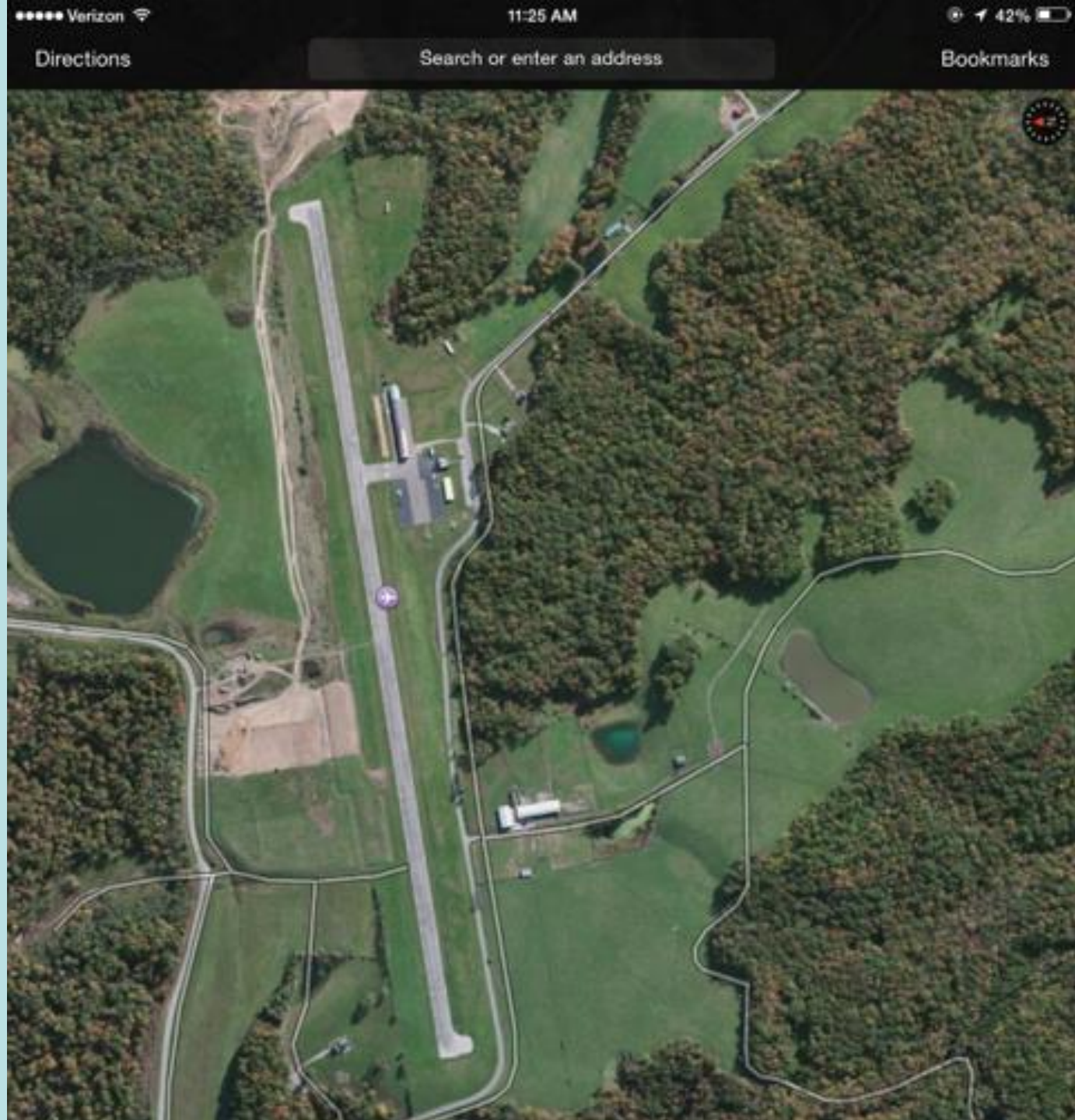
Bookmarks



**So, what are you near?**

**Well, There's a car wash across the street . . .  
And a Library next door.**





**Q – So would there be a small airport about 2 miles from you if you follow Main Street?**

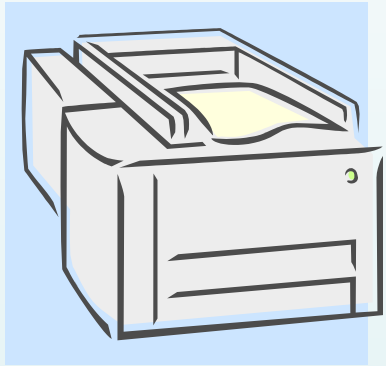
**A – Why yes.**

**Q – See you tomorrow then?**

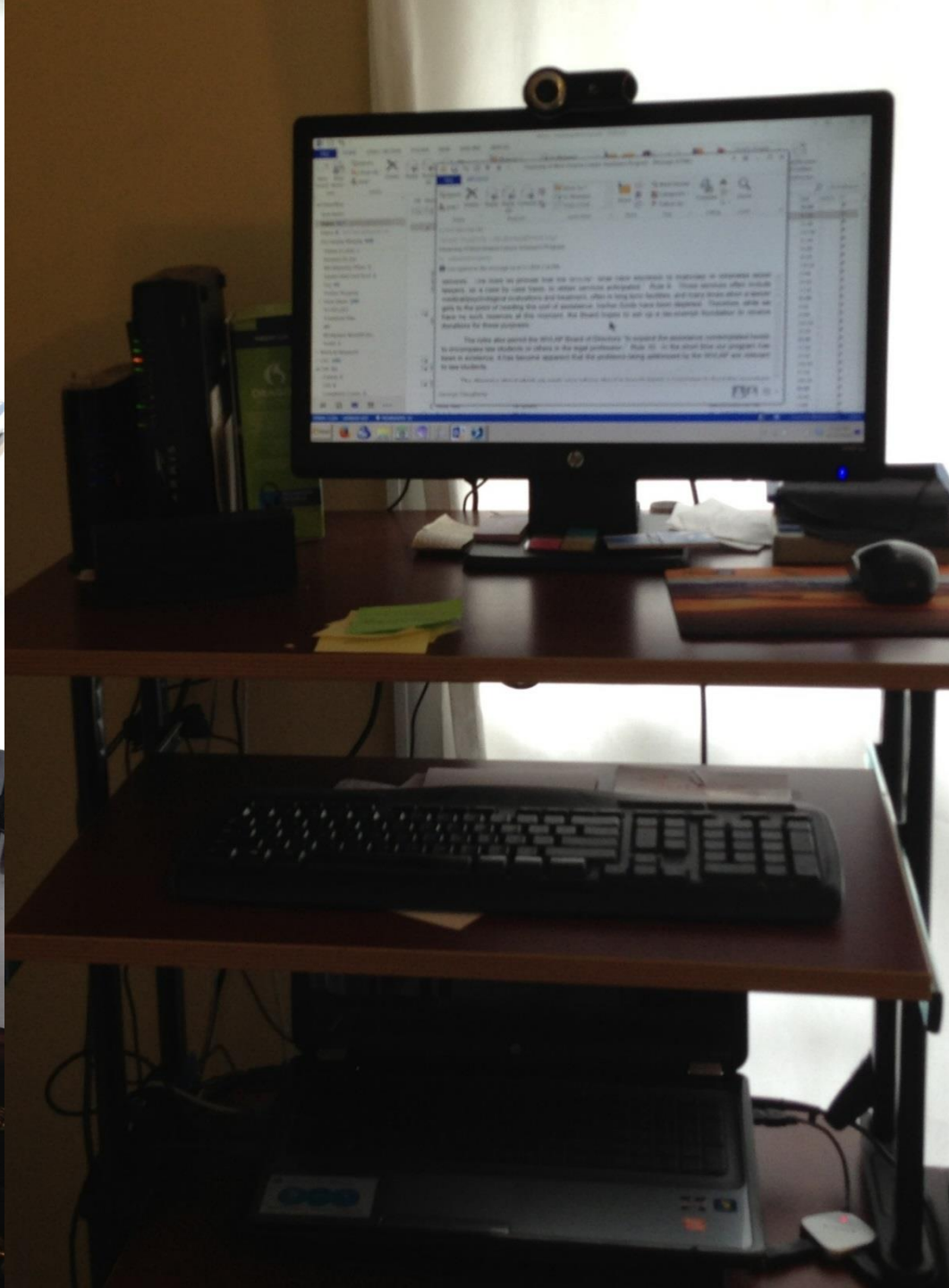
# **GALs and Windows Movie Maker**

LIVE PRESENTATION WILL HAVE AN  
EXAMPLE OF HOW A GAL CAN USE  
MOVE MAKER TO SUPPORT WRITTEN  
REPORT

# PARTING SHOTS . . . SPEED ROUND



1. JAMBOX – Bluetooth-y speakers in office and court
2. APPLE TV and Samsungs \$50 equivalent – mirror your IPAD
3. WIFI Networking without Cable
4. WIRELESS PRINTER in the Courtroom – a MUST HAVE.
5. Desktop Link to CIP BENCHBOOK!
6. FREE WEBINARS: Juvenile Justice, OJJDP, CWLA, DEC
7. Phone off in Court Room PLEASE (except for the secret messages 😊 )
8. BEST IDEA for the OLDER GAL. . . . .



# **PARTING SHOTS.....**

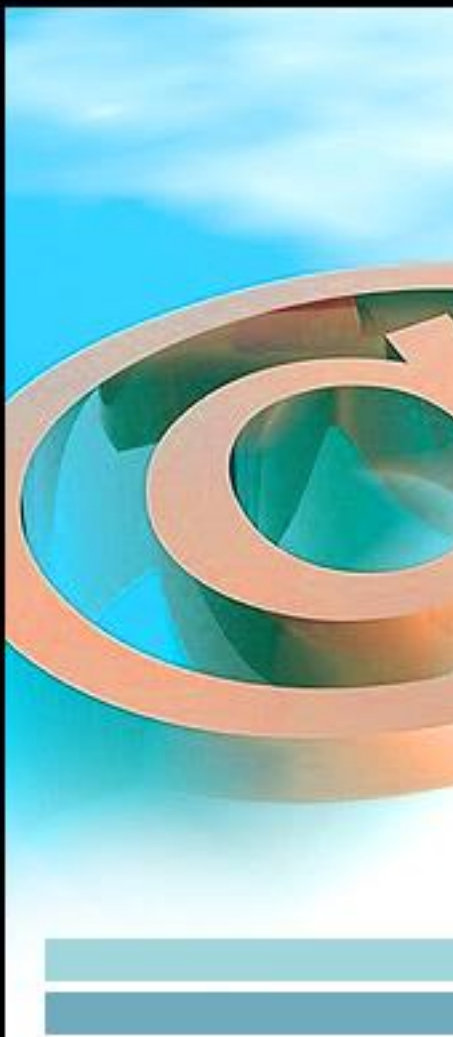
## **THE STAND UP DESK.....**

### **For The More “Mature” GALs!**

- Big Monitor for the laptop
- Wireless Keyboard and Mouse
- Laptop chiller – w/ fan
- Cell phone extender (when you live way wayyyy out)
- USB Hubs
- Postage Scale
- P-Touch Labeler via USB
- Web Camera – external from laptop if at a standup desk (your laptop may be knee level – you want them to see your face!)
- Surge protector
- Backup External Drive (TB book Drive really cheap now, etc.)

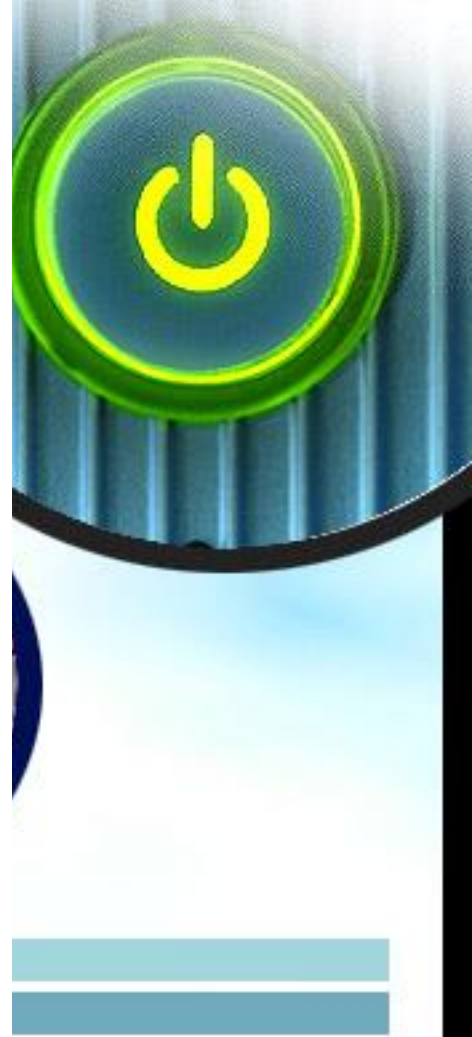
# TOYS OF THE TRADE FOR SOLOS . . .





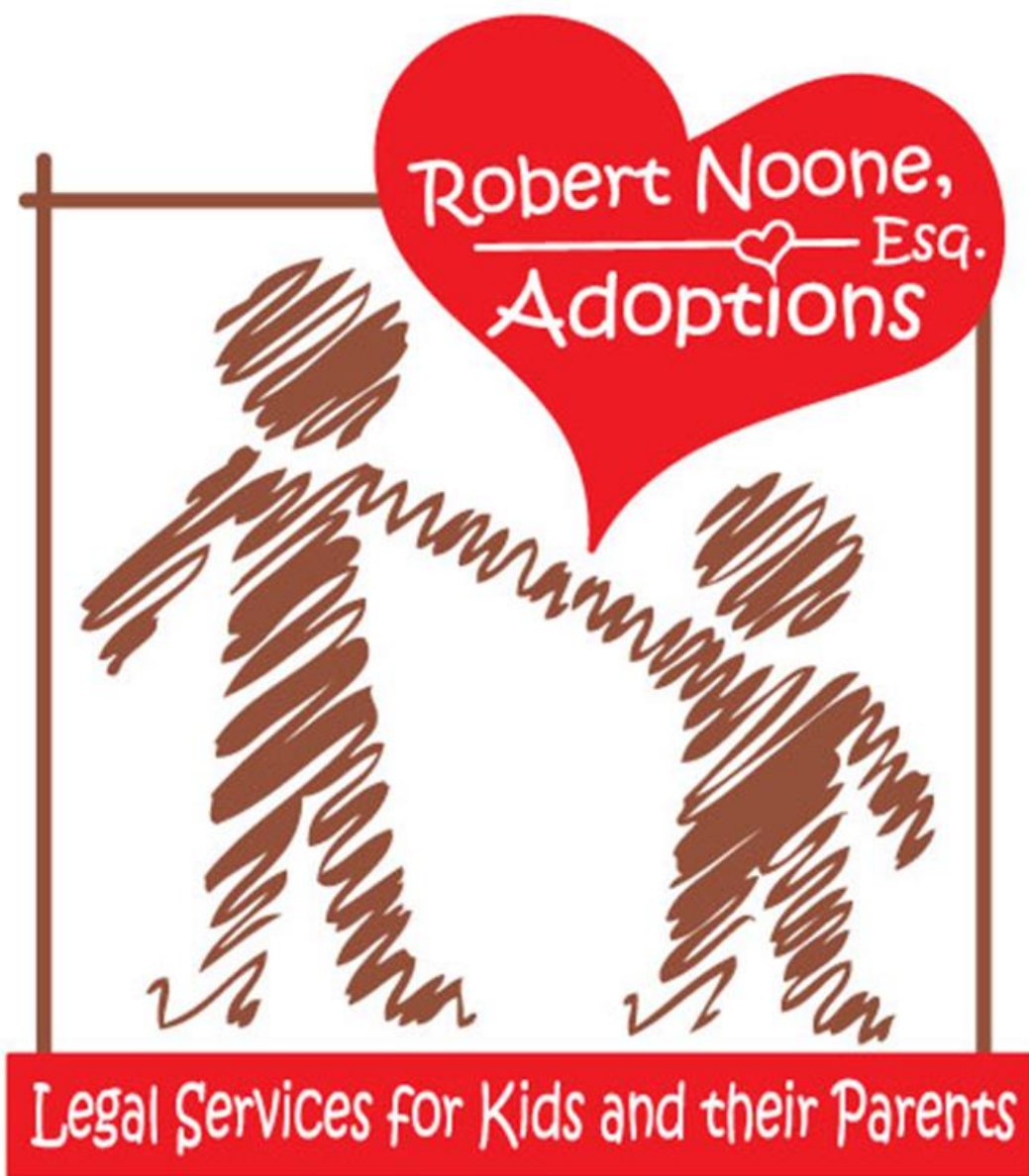
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