



For More Information about the audit, visit <http://www.legaltechaudit.com>.

Intro to the Legal Tech Audit:

What it is and using it to become practice-ready

So what is it?

The legal tech audit is a basic tech skills competency test.

- Designed by Casey Flaherty of Kia Motors, Inc.
- Used to assess the tech skills of firm associates
- Should be done in an hour (or less) to “pass”
- Firms that took the audit needed 2.5 to 8 hours!
- Now in collaboration with Suffolk University
- Audit is automated and available to students

What does the audit include?

- The audit provides mock assignments. Some examples include:
 - Formatting a motion in WORD
 - Preparing motion exhibits in PDF
 - Creating an arbitration exhibit in EXCEL
- The specific tasks don't matter as much - they are designed to test general skills.

Why does this matter?

- A lawyer's inability to use technology efficiently directly leads to companies and clients with bills for “outrageous sums for unnecessary busywork”
- “The audit is driven by fear of wasting company money on low value-added work.”
- “It's not incompetence, it's lack of training.”
- Law students can improve their marketability in the legal job arena by equipping themselves with these skills.

What do I need to know?

- Microsoft Word
 - How to use Word Styles to streamline document creation
 - How to auto-update cross references, restrict editing and save documents as PDFs
 - How to find and replace items, and how to track your changes
 - How to use pagination, auto-numbering, and multi-level lists
- Microsoft Excel
 - How to use a variety of functions (such as average, count and sum)
 - How to use formulas (for cell reference, adding, subtracting, multiplying and dividing)
 - How to find and replace, filter, and wrap text
 - How to use features like auto-fill, auto-sum and auto-fit
- Adobe Acrobat
 - How to use advanced searching, bookmarks and encrypting
 - How to create a single PDF from one file, multiple files, or from the clipboard
 - How to edit PDF text, remove links, redact, and highlight text
 - How to delete, extract, insert and replace pages in an existing PDF
- The above lists are just highlights. View the full list of things the legal tech audit tests for:
 - http://www.legaltechaudit.com/projects/LTA_Feature_List.pdf

How can I learn these skills or sharpen my existing skills?

- Come to one of the library's Spring 2015 programs. A series of opportunities to learn the skills needed to pass a legal tech audit will be given. Completion of the programs will earn a certificate and something for your resume!