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1.0 Other-Office Management CLE Credit – A/V Approval #1062809

Recording Date – January 10, 2018

Recording Availability – February 1, 2018

Meeting Location	Date	Time	Topic
King County Bar Association 1200 Fifth Avenue - Suite 700 Seattle, WA	Wednesday, January 10, 2018	12:00 PM to 1:15 PM	Going Paperless & Managing Digital Legal Files

AGENDA

12:00 PM Introduction

12:10 PM Presentation: ‘Going Paperless & Managing Digital Legal Files’, by Forrest Carlson, Assemble Law Group, PLLC

- Why to go paperless & how to start
- Digital file management and organization
- A brief survey of recommended software and hardware for a paperless office
- Security and ethics issues specific to paperlessness

1:15 PM Adjourn

SPEAKER BIOGRAPHY

Forrest Carlson, Assemble Law Group, PLLC - Forrest Carlson is a technology, design, and process geek who happens to practice law. A 100% self-taught coder, designer, and web developer, Forrest is one of the founders and coauthors of Washington Wills, a website that provides free estate planning information and DIY forms to thousands of site visitors every month. He has been practicing law since 2008 and has been practicing in a paperless law office since 2014. He enjoys helping lawyers understand legal technologies since then. Forrest often promotes and speaks publicly about law and entrepreneurship, law-related technology, and increasing access to legal services through technology. He is a founding partner at Assemble Law Group in Seattle.