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## **PROGRAM ANNOUNCEMENT**

*The Advocacy Institute Is Pleased to Present*

### **A LAWYER'S GUIDE TO ELECTRONIC DOCUMENTS: HOW TO CREATE AND MANAGE PDFs, REDUCE PAPER AND SECURE DATA AND COMMUNICATIONS**

**November 20, 2019  
9:30 a.m. – 3:30 p.m.  
R.J. Hughes Justice Complex  
5th Floor Division of Criminal Justice Training Room  
Trenton, New Jersey**

#### **NOTICE REGARDING COURSE MATERIALS**

You will receive the course materials approximately forty-eight (48) hours prior to the date of the course. The materials will be contained in an email attachment.

#### ***Program Summary***

This seminar will provide practical guidance on creating and using electronic files and programs to streamline daily law practice, get out from underneath a mountain of paper and organize and access data and information. It will include using PDF files to maximize efficiency and reduce paper buildup, address ethics concerns such as confidentiality when negotiating instruments, and provide tips for lawyers on using the features of MS Word and maximizing the features of Outlook to organize and manage high volume correspondence and email.

#### ***Who Should Attend?***

This program is only open to attorneys and staff from the Department of Law and Public Safety and county prosecutors' offices who have been invited to attend.

#### ***Who Is the Faculty?***

**Barron K. Henley, Esq.** is one of the founding partners of Affinity Consulting Group, a legal technology consulting firm focused on automating and streamlining law firms and legal departments. Mr. Henley heads Affinity's document assembly/automation and software training departments and is an expert in launching new law firms, overhauling existing firms, and documenting and re-engineering law firm processes. Mr. Henley teaches continuing legal education classes throughout the U.S. and Canada, covering a wide variety of topics related to law practice management, technology and ethics. He is a Fellow in the College of Law Practice Management, and a member of both the ABA Law Practice Management and the Real Property Trust and Estate Law ("RPTE") Sections. He holds a B.S. / B.A. in marketing and economics and a J.D. from The Ohio State University.

### *CLE Credit*

**NJ CLE Credit:** This program has been approved by the Board on Continuing Legal Education of the Supreme Court of New Jersey for 6.0 hours of total CLE credit. Of these, 1.2 qualify as hours of credit for ethics/professionalism.

**NY CLE Credit:** 5.0 Substantive Credits and 1.0 Ethics Credit (pursuant to the approved jurisdiction policy).

**PA CLE Credit:** 4.0 Substantive Credits and 1.0 Ethics Credit (\$7.50 mandatory registration fee required).