



# THE JOURNAL

OF THE DELAWARE STATE BAR ASSOCIATION

## PROMOTING DIVERSITY, EQUITY, AND INCLUSION IN THE DELAWARE LEGAL COMMUNITY

PG. 26



# *Technology Tips from the Young Lawyers Section*

The executive board of the DSBA Young Lawyers Section is happy to share each of their tried and true (and perhaps hard earned) technology tips. We hope that these help you in your practice as well!

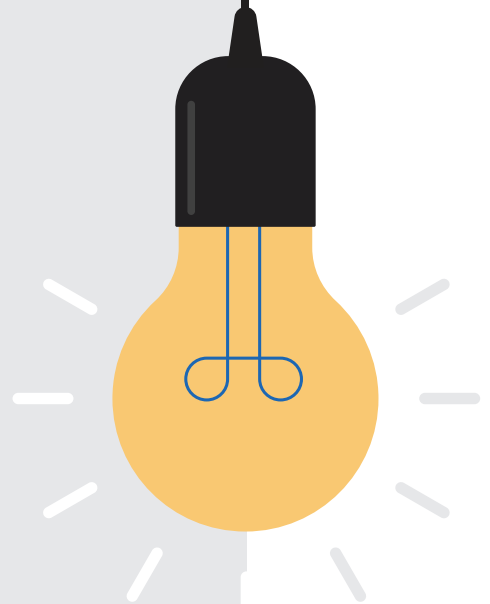


## ***Mari Boyle***

*Mari is an associate in the corporate litigation group at Richards, Layton & Finger, P.A. and serves on the executive board of the DSBA Young Lawyers Section. Mari enjoys a good book or movie, cooking and trying new restaurants, and spending time outdoors with her pup, Rooney.*

### Tips:

- Stay on top of organizing your email inbox to help keep it manageable. Creating a system for color-coding emails can help with this task!
- Utilizing the "Task" feature in Outlook and other handy programs designed to help keep you organized.
- Utilizing folders in WestLaw to keep track of research over the years, particularly for topics that commonly arise.
- Chat with your colleagues about some of their helpful tips!



## Roxanne Merrill Eastes

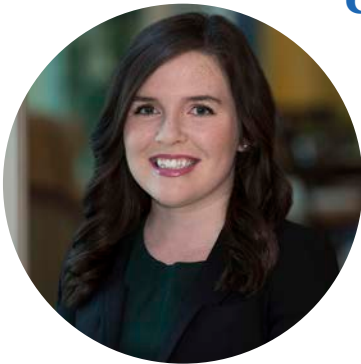


*Roxanne is one the DSBA Young Lawyers Section co-chairs and a bankruptcy litigation associate at Young Conaway Stargatt & Taylor, LLP. She was born and raised in Cape Town, South Africa, and worked as a journalist before coming to the USA for law school. Roxanne loves reading, painting and spending time with her toy poodles, Teddy and Franklin, and cats Noel, Max Verstappen and Sergio Perez.*

### Tips:

- Always change your password when you get the first notice to change it — if you push it out, you will eventually be talking to a very annoyed IT person.
- Set little reminders — or “tickles” as a former employer called them — to remind yourself of upcoming deadlines. Right click on an email, select “Follow Up” and then “Add a Reminder” to ensure you never blow a deadline again.
- Finalize and release your time every day — you know this is the best way to ensure your billable hours are accurate.

## Callan R. Jackson



*Callan is co-chair of the Young Lawyers Section and a corporate litigation associate at Potter Anderson & Corroon LLP. A native of Buffalo, NY (and a proud member of #BillsMafia), Callan lives in Wilmington with her husband, toddler, and two moderately behaved rescue mutts.*

### Tips:

- If you are away from your computer and are catching up on emails, sort by “Subject” to catch up on the most recent email in a thread, rather than having to piece through the conversation (or accidentally respond to an email other than the most recent in the chain).
- If you do not have previous experience with Excel or PowerPoint, watch tutorials on social media or consider attending a training session on Excel for lawyers.

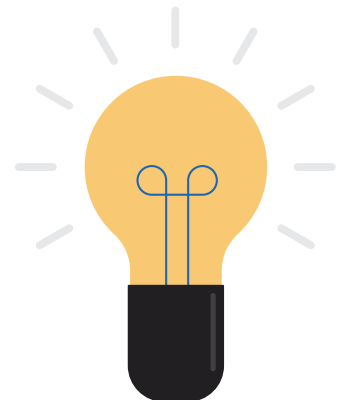


## Nathaniel J. Klepser

*Nate is an associate in Cole Schotz P.C.’s litigation department and is on the executive board of the DSBA Young Lawyers Section. Nate is an avid Philadelphia sports fan and enjoys snowboarding, golfing, and going on walks with his dogs, Millie and Boo.*

### Tip:

- Saving emails to iManage (or similar document storage service) as they are sent or received is the best practice and will save time when needing to recall and search for specific emails later on.



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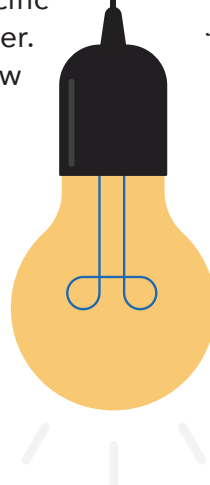
### Frederick H. Mitsdarfer III

*Fred is an associate in the real estate group at Greenberg Traurig, LLP and is the Secretary for Communication and Technology of the DSBA Young Lawyers Section. He lives in Pike*

*Creek with his partner, Erica, and their dogs, Bruce and Louie. Fred a big supporter of Philly sports and Chelsea FC, and enjoys spending his time with family and friends, traveling, and trying new foods.*

#### Tip:

- Outlook has a built-in feature that will automatically file a copy of all the emails you put in a given folder to a specific matter while allowing you to keep a copy in the folder. Just turn this feature on whenever you create a new Outlook folder and sync it to the correct matter, and Outlook will do the hard work. No sweat if you have never used this feature before, you can also typically use this feature on existing Outlook folders. This prevents any accidental deletions, helps ensure everyone on the team is on the same page (plus makes it easy for people to cover when people are out sick or away), and prevents people from needing to file their emails once the matter is closed (or worse, forgetting to file them at all).



### Daniel M. Cole

*Dan is an associate in Young Conaway Stargatt & Taylor, LLP's business transactions and corporate governance practice. A proud native Delawarean, Dan is a Trustee of the Delaware Art Museum and recommends everyone take advantage of DelArt's fantastic programs.*

#### Tips:

- Include matter #s in your email folder names.
- Trouble with email on your phone? Change the sync settings to greater frequency. Check the "sent" folder after sending important emails.



### Christine Chappellear

*Christine is an associate at Prickett Jones & Elliott, P.A., focusing on Delaware corporate and general litigation. She is a South Jersey native who loves to hike, garden, cook, and spend time with her husband, Nick, and dog, Grizzly.*

#### Tip:

- Utilizing a password manager such as Dashlane keeps all of your logins and passwords secure and in one place for easy access whenever you need them. 