

## TECH SPECS – JOSHUA STEIN PLLC

*Exchange Server.* An Outlook business-grade Exchange Server ([www.intermedia.net](http://www.intermedia.net)), and BlackBerry (with [www.sprint.com](http://www.sprint.com) BES synchronization) give clients the same email access to their lawyers that they have with any lawyer at a large firm. Outlook data synchronize across multiple computers. NEO Email Organizer software ([www.caelo.com](http://www.caelo.com)) locates any email message instantly.

*VOIP Telephone.* A voice-over-internet protocol business telephone system (212-688-3300, via [www.8x8.com](http://www.8x8.com)) gives clients a full business telephone and voicemail system, with messages forwarded to email. Callers can also obtain after-hours information.

*Storage.* We store documents online at [www.netdocuments.com](http://www.netdocuments.com), with version control, locking, check-in/check-out, full text search, redlining, and other large-firm document management features. For certain other storage, we use [www.jungledisk.com](http://www.jungledisk.com), hosted on Amazon Web Services S3 servers. Both websites use encryption and other security measures. We can find anything in these electronic files instantly, from anywhere with an Internet connection. As a public home for view-only access to nonconfidential documents, we created [www.documentcenter.us](http://www.documentcenter.us). We use [www.dropbox.com](http://www.dropbox.com) to share administrative information internally and to make documents available through a rudimentary but secure cloud server. We also have an upgraded business-class network file server.

*Paperless Office.* Almost all files are electronic. We use several scanners, naming each scan so clients know what it is and, when appropriate, items will sort chronologically (e.g., “110801 Jones Settlement Agreement” not “scan001.pdf”). We shred all scanned paper, except original documents go to the client ASAP. We have three heavy-duty HP CP2025 color laser printers.

*Monitors.* Joshua Stein's main workstation, a Dell Optiplex, drives four monitors. A second workstation drives four more, giving Joshua four times as much “screen real estate” as a typical large-firm lawyer. About 10 more computers support Joshua’s staff and visitors. Our conference room has a 46" flat-panel screen to display documents (particularly leases) during drafting sessions.

*Industry Standard Software Packages.* Microsoft Office 2010 software and Adobe Acrobat 9.0, running on Windows 7 Professional, provide industry standard tools to create, modify, and distribute documents quickly, with redlining equal to industry standard. For accounting, we use QuickBooks Premier – Professional Edition, an industry standard package for small law practices. Accounting and billing are simple and quick if we don't track and charge clients for "disbursements" such as copies, phone calls, and laser printing. We use [www.cnb.com](http://www.cnb.com) for banking and cash management.

*Remote Access.* Joshua Stein's accounting and scheduling assistant ([assistant@joshuastein.com](mailto:assistant@joshuastein.com)) can work from anywhere, accessing a dedicated computer through a secure Remote Desktop Protocol; receiving all assignments via email and [www.dropbox.com](http://www.dropbox.com); and using the VOIP telephone system described above. With this technology, Joshua Stein's assistant actually works near Seattle.

*Backups; Disaster Recovery.* All documents and other data are redundantly backed up, onsite and offsite, with mirroring and RAID. The file server and some other computers have their own business-grade UPS to allow a final backup and orderly automatic shutdown in a power failure.

*Websites.* Multiple web domains (e.g., [www.real-estate-law.com](http://www.real-estate-law.com) and [www.joshuasteinpllc.com](http://www.joshuasteinpllc.com)) give clients and prospective clients information about our practice and copies of articles. Joshua Stein’s website programming has been performed in New Delhi since 2004 by [www.suntec.com](http://www.suntec.com). A consultant in Buenos Aires supervises the programmers, under Joshua Stein’s overall direction.