

FIU | Law Library

Florida International University

Law Practice Technology

Law

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Course Description

Technology is an unavoidable part of the modern law practice. It can be intimidating to hear terms like Artificial Intelligence, Smart Contracts, and e-Discovery, but this course will help ease some of that trepidation by providing you the tools to be educated, ethical, and enthusiastic users of technology. Each week will cover a different facet of legal technology, from the mundane, like tracking billable hours and word processing, to the thought provoking, like algorithmic bias in criminal justice software. Technical expertise is not required, only a desire to learn and passion grow one's skillset.

Course Materials

This course has no assigned textbook. The legal technology is an ever-evolving field, and a key skill is the ability to stay abreast of changes and new developments. As such, and in accordance with FIU's commitment to using Open Education Resources, the majority of the required readings will be from open access sources. The minority of readings that are not open access will be free to you through one of the library's database subscriptions. Similarly, the technologies you are required to interact with will be either free (e.g., Toggl) or free to you (e.g., Firm Central).

Use of the latest version of Microsoft Office is strongly recommended. FIU Law IT can help you download this software: <https://law.fiu.edu/it/student-software>.

Required Connectivity

Computers (of any type) are required to access the course.

Canvas Course

All course materials will be posted in Canvas; your assignments, grades, and announcements will be posted in the online course. Official announcements will be made through Canvas. Weekly topic discussions will take place in the Canvas discussion boards.

System Requirements for Class

1. Internet Access
2. Supported web browser
3. Java
4. Video/Voice Recording capability (for an assignment)

Attendance and Participation

This course is asynchronous. However, that does *not* mean that you can only interact with this course for 10 minutes once a week. There will be video lectures provided at the beginning of each week that you will have to engage with as well as your reading. A large part of this course will be the discussion board, which you will both participate in and, for one week, lead. Your participation grade in this course depends in large part on intelligent participation (e.g., more than “I agree.”) in these discussion boards weekly (see Assignments & Grading below).

Accessibility & Accommodations

FIU Law Library is committed to designing inclusive courses that meet the needs of the diverse student body. If you encounter any barriers with the format, materials or requirements of this course, please email me so we may discuss possible solutions. Students with disabilities may wish to work with the [FIU Law Disability Resource Center](#) to discuss available options, including official accommodations.

Course Objectives

It is the overarching goal of this course to prepare you to become technology-aware and autodidactic lawyers. By the end of this course, students will be able to:

- explain various ways technology is impacting the legal profession;
- identify multiple avenues to troubleshoot issues and learn new technologies;
- evaluate technology to discern strengths and weakness to inform adoption decisions;
- use analytic programs to create intelligence reports on judges and companies; and
- articulate a plan for continued learning about technology and developing technologic skills.

Assignments & Grading

The assignments in this course are designed to emulate skills you will need in law practice. Your grade in this course will be calculated based on your performance on these assignments and your participation in the course as follows:

Professional Development Assignment.....	30%
Timekeeping Assignments	10%
Software Evaluation Assignment.....	15%
Technology Pitch Assignment.....	15%
Group Discussion Lead Assignment.....	15%
Judge & Company Profile Assignment	5%
Participation	10%

Full participation requires checking the class site at least twice a week, preparing for class by though lectures and readings, and posting thoughtful comments on each week’s topic(s) in the forum.

Grading will conform to the FIU Law Academic Policies & Regulations.

Course Schedule

Week 1 – Introduction to Technology in Law Practice

- Information literacy, foundations of legal technology, and course expectations.
- **DUE: Procertas initial test**

Week 2 - Legal Technology & Ethics

- Ethical considerations in the adoption and employment of technology.

Week 3 – Administrative Law Practice Tools

- Word processing, time tracking, billing, and other office software.
- **DUE: Professional Development Assignment-Part 1**

Week 4 – Information Security

- Encryption, client communication, privacy, and cyber security.
- **DUE: Timekeeping Assignment Log**

Week 5 – Information Governance

- Project management, document management, technology assisted review, and e-Discovery.
- **DUE: Software Evaluation Assignment,**

Week 6 - Cloud Computing & Virtual Law Practice

- Cloud based practice management, e-signatures, e-filing, and mobile lawyering.
- **DUE: Timekeeping Assignment Log**

Week 7 –Artificial Intelligence & Legal Research

- Machine learning and AI assisted legal research.

Week 8 - Artificial Intelligence & Task Automation/Validation

- Drafting software, brief checks, and other AI support technology.
- **DUE: Timekeeping Assignment Log**

Week 9 – eDiscovery

- Electronic discovery best practices, ethical considerations, and software.

Week 10 - Courtroom Technology & Litigation Technology

- Presentation software, video evidence, transcript management, docketing, and remote conferencing.
- **DUE: Technology Pitch Assignment, Timekeeping Assignment Reflection**

Week 11 – Access to Justice & Technology

- Access to justice applications, algorithmic bias, and the ethics of legal technology.

Week 12 – Legal Analytics & Business Intelligence

- Data mining, judicial analytics, competitive intelligence strategies

Week 13 – Future of Law Practice

- Blockchain, smart contracts, and other fringe technologies
- **DUE: Company Profile & Judge Profile due**

Week 14 – Design Think and Legal Technology

- Application of design think to the creation of new legal applications and programs.
- **DUE: Professional Development Assignment-Part 2**