

# **The Criminal Lawyer and Technology**

Effectively setting up  
a practice in the  
District of Columbia

**The Rollins and Chan Law Firm**

# Topic Covered

- Marketing the practice (wordpress, wix, square, etc)
- Gsuites or Microsoft
- Using technology to remain competitive – reduce cost
- Using cloud based software – effectively
- Initial contact with client – call Ruby
- Secondary contact with client – DocuSign, Clio
- Starting the Case (generated letters, discovery, dates)
- Administrative Side (accountants, quickbooks)

# Marketing

- Website (Wordpress, Wix, Godaddy, square)
- Social Media (Facebooks, Youtube, Google etc)
- Blogging, video blogging
- PPC v. Organic
- Reviews (think amazon)
- (<https://www.dcbar.org/bar-resources/legal-ethics/opinions/Ethics-Opinion-370.cfm>)

# Websites – the heart of firm

- Wordpress, Wix, Square, Which one?
- Get your own domain (own it)
- Ability to Blog
- Easy of use
- Limit 3<sup>rd</sup> party users (ability to control your own)

# Social Media

- Stay within the Rules – Read opinion 370
- Connect Blogs with Social Media,
- Facebook
- Yelp
- Google Business
- (YEXT) – Connecting everything
- NAS

# Blogging & Video Blogging

- Blogs
  - Short and Simple (answer a question)
- Video Blogs
  - Short and Simple (answer a question)

# Paid Per Click(PPC) v. Organic

- PPC with Google, Yelp, Yahoo etc  
-average \$12. and up
- Organic (blogging)
- Long key words (organic)(ie, how much dui lawyer cost in dc)
- Organic takes a lot longer but google will love you long time

# Reviews

- You know which clients
- Don't push
- Make it easy for customers.
- Google and Avvo easiest
- Yelp sucks if you request them
- Do it promptly
- Even bad reviews aren't bad (but bury)



# Love Google (FREE)


- Submit or die!
- <https://www.google.com/business/placesforbusiness/>
- Google Plus – link your accounts: youtube.com, google plus –

Editing business information for **Rollins and Chan Law Firm**

You're all done! Be sure to keep your business information up to date. 100%

**Business name** Rollins and Chan Law Firm

**Address** 419 7th St NW #405 Washington, DC 20004



**Contact info**

Phone number [\(202\) 455-5610](tel:(202)455-5610)  
[\(855\) 816-0953](tel:(855)816-0953)

Website URL <http://www.rollinsandchan.com/>

Email address [mark@rollinsandchan.com](mailto:mark@rollinsandchan.com)

Mobile [\(202\) 455-5002](tel:(202)455-5002)

Fax [\(202\) 452-5900](tel:(202)452-5900)

**Category** Criminal Justice Attorney, Trial Attorney, Personal Injury Attorney, Lawyer, General Practice Attorney

**Hours**

Sunday	Closed
Monday	8:30 am–8:00 pm
Tuesday	8:30 am–8:00 pm
Wednesday	8:30 am–8:00 pm
Thursday	8:30 am–8:00 pm
Friday	8:30 am–8:00 pm
Saturday	Closed

**Description**

Criminal lawyers in the District of Columbia and the State of Maryland with a primary area is criminal law. We have been practicing criminal attorneys since 1996.

We have an emphasis in Driving under the influence (DUI), Driving while intoxicated (DWI), or Operating while intoxicated (OWI) in the District of Columbia. [Check us out on our website](#)

Our office also handles criminal defense ranging from juvenile charges, traffic tickets, felonies and misdemeanors

You may find additional information at [www.criminallawyerdc.com](http://www.criminallawyerdc.com) or [www.rollinsandchan.com](http://www.rollinsandchan.com)

Presented by Rollins and Chan Law Firm

# Technology & the Firm =lower cost

- Legal Research (google scholar and Fastcase)
- Heck... just google it first
- Cloud computing
- Advertising
- Automation of the practice

# Gsuites DropBox OneDrive

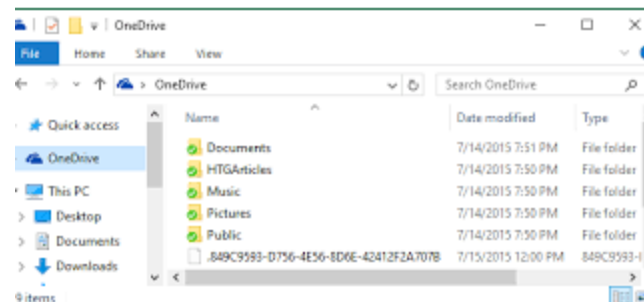
- ❑ Gsuites (Google business application – Comes with calendar, email, storage (drive file stream)  
10.00 per month - unlimited



- ❑ Dropbox (storage of documents) 10.00 per month



- ❑ Onedrive(



# Cloud computing

- Clio, abacus, amicus, my case etc
  - 50. to 75.00 per attorney
- Central database of client contact
  - Ability to share docs and information
  - Communication with client in portal
  - Generate template motions, and letters in minutes
- Calendar collaboration and sharing
  - Set tickler dates
  - Set statute of limitations date

# CLIO - SAMPLER

New Name

The screenshot shows the CLIO dashboard for 'The Rollins and Chan Law Firm'. The top navigation bar includes a search bar, a 'Recents' dropdown, and a 'Create New' button. A dropdown menu is open from the 'Create New' button, listing options: Time entry, Expense entry, Matter, Person, Company, Record payment, Trust request, Email log, Phone log, and Secure message. The main dashboard area is divided into several sections: 'Today's Agenda' with 'Tasks due today' (0) and 'Calendar Events' (0); 'Firm Metrics' with a 'Billable Hours Target' gauge showing 0 hours (target 4.3); 'Draft Bills' (0) with a 'Total in Draft' of \$0.00; 'Bills Awaiting Payment' (1) with a 'Total in Awaiting Payment' of \$1,170.00; and 'Overdue Bills' (1) with a 'Total in Overdue' of \$1,170.00. At the bottom, there are tabs for 'Performance Metrics for Rollins and Chan Law Firm' across 'Today', 'This Week', 'This Month', and 'This Year'.

New matter

The screenshot shows the 'Matter Information' form in CLIO. The form is divided into several sections: 'Client' (with 'Find a contact' and 'Create a contact' buttons), 'Matter description', 'Responsible attorney', 'Originating attorney', 'Client reference number', and 'Location'. The 'Matter number' is required. There are 'Permissions' and 'Practice area' dropdowns. The 'Status' is set to 'Open'. There are 'Open date' (03/17/2018), 'Close date' (mm/dd/yyyy), and 'Pending date' (mm/dd/yyyy) fields. The 'Statute of limitations' section includes 'Limitations date' (mm/dd/yyyy) and a checkbox for 'Limitations date satisfied'. At the bottom, there are expandable sections for 'Related contacts', 'Custom fields', and 'Billing preferences'.

# CLIO - SAMPLER

Generate Documents from templates

COLUMBIA VS. CHIEBERESCU, REZENE (DOT 1ST OFFENSE)

Calendar Communications Notes Documents Tasks Bills Transactions Clio Connect

### Create A Document

You're creating a document tailored to a matter. [Learn more.](#)

Select a Document Template required

06/05/2012 - Hourly retainer.docx

Create PDF Document required

Hourly retainer

Create Word Document

Hourly retainer

LOAD VIEW DETAILS

Show trashed files | f

# CLIO - SAMPLER

Communication  
Centralized in one  
location

## Communications

Add secure message

Add email log

Add phone

Logs

Secure Messages **1**

My messages

Matters' messages

Filter by keyword

Columns ▾

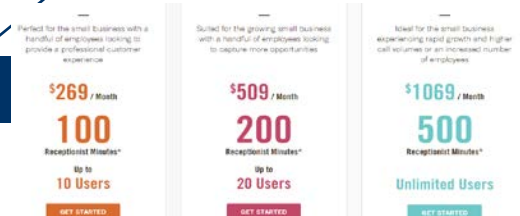
Filters ▾

Actions	Time	Received at	Subject & body	Matter	From	To
Reply ▾	Add time	03/19/2018 11:00 AM	(2) <a href="#">Preparing for thursd...</a>	<a href="#">2018 CPO 777, Yan...</a>	[REDACTED]	[REDACTED]
Reply ▾	Add time	03/19/2018 9:40 AM	<b>Unread</b> (1) <a href="#">Originals ...</a>	<a href="#">2018 CPO 777, Yan...</a>	[REDACTED]	[REDACTED]
Reply ▾	Add time	03/15/2018 10:07 AM	(2) <a href="#">Community Service ...</a>	<a href="#">2017 CTF 19974 M...</a>	[REDACTED]	[REDACTED]
Reply ▾	Add time	03/14/2018 2:37 PM	(2) <a href="#">Also, I emailed you a ...</a>	<a href="#">2018 CPO 777, Yan...</a>	[REDACTED]	[REDACTED]
Reply ▾	Add time	03/14/2018 12:54 PM	(4) <a href="#">Next step – ok thats ...</a>	<a href="#">2018 CPO 777, Yan...</a>	[REDACTED]	[REDACTED]

# Initial contact with client

Callruby  
Other?

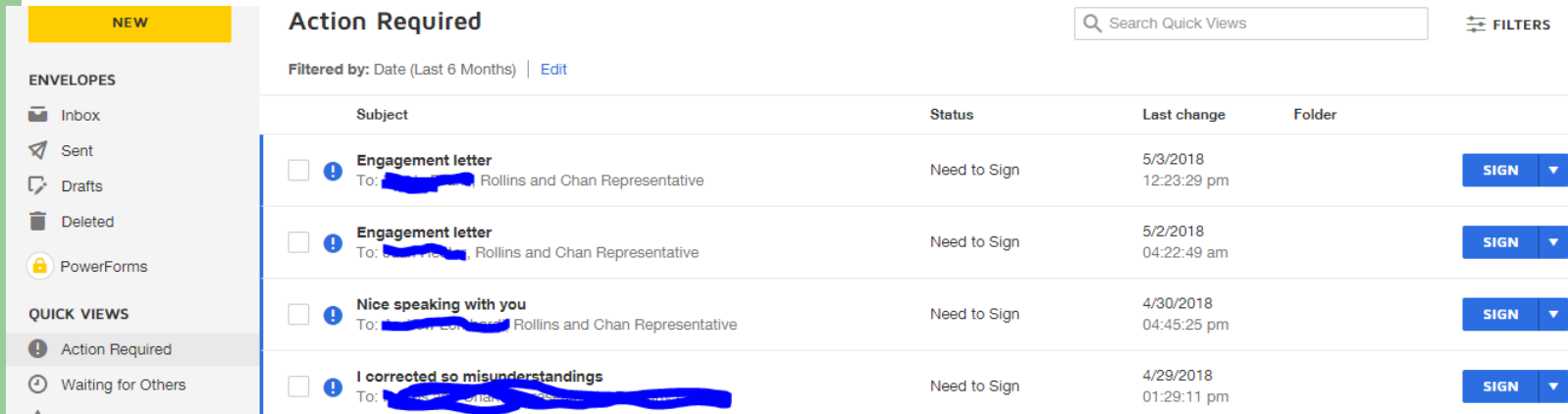
- Potential client call
- Weed out case for your practice area (ie. Email a must, marketing to age group)
- Input data into clio
- Generate engagement letter template in cloud based software
- Use docuSign or hellosign to send out engagement letter
- Bring client in with engagement letter





# DocuSign – Hellosign – Rightsignature

- Between 10.00 to 11 dollars per month
  - Send sign and manage documents



The screenshot shows a 'NEW' dashboard with a sidebar for 'ENVELOPES' (Inbox, Sent, Drafts, Deleted, PowerForms) and 'QUICK VIEWS' (Action Required, Waiting for Others). The main area is titled 'Action Required' and shows a table of documents. The table has columns for Subject, Status, Last change, and Folder. Each row includes a checkbox, a document title, recipient information, status, last change date/time, and a 'SIGN' button.

	Subject	Status	Last change	Folder
<input type="checkbox"/>	<b>Engagement letter</b> To: [redacted] Rollins and Chan Representative	Need to Sign	5/3/2018 12:23:29 pm	<b>SIGN</b> ▼
<input type="checkbox"/>	<b>Engagement letter</b> To: [redacted] Rollins and Chan Representative	Need to Sign	5/2/2018 04:22:49 am	<b>SIGN</b> ▼
<input type="checkbox"/>	<b>Nice speaking with you</b> To: [redacted] Rollins and Chan Representative	Need to Sign	4/30/2018 04:45:25 pm	<b>SIGN</b> ▼
<input type="checkbox"/>	<b>I corrected so misunderstandings</b> To: [redacted]	Need to Sign	4/29/2018 01:29:11 pm	<b>SIGN</b> ▼

- Use templates

# Starting the case

- ❑ Task it on Case management
- ❑ Discovery
- ❑ Motions
- ❑ Notes within system

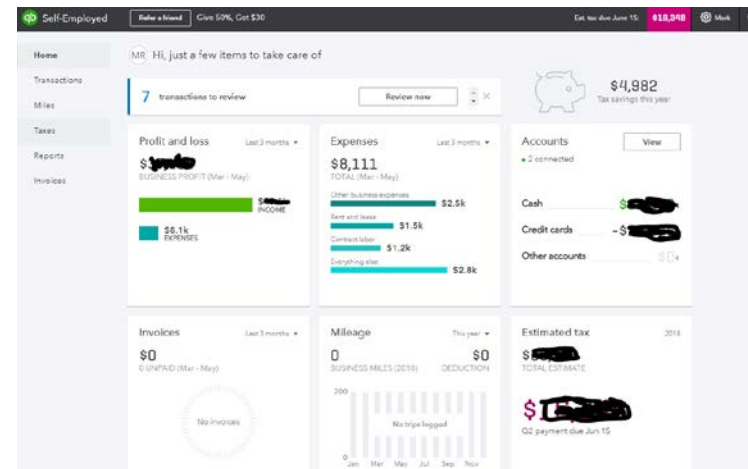
The screenshot displays a legal case management system interface. At the top, there is a search bar and a 'Recents' dropdown. The main header shows the case name '2017 CTF 006111' and a description '2017 CTF 006111: District of Columbia Vs. [REDACTED] (DUI 1st offense)'. Below this, a navigation menu includes 'Dashboard', 'Activities', 'Calendar', 'Communications', 'Notes', 'Documents', 'Tasks', 'Bills', 'Transactions', and 'Clio Connect'. The 'Matters' menu item is highlighted. The main content area is divided into several sections: 'Financial' with buttons for 'Quick bill', 'Add time', and 'Add expense'; 'Details' with fields for 'Matter description', 'Practice area', 'Status', 'Open date', 'Pending date', 'Close date', 'Responsible attorney', 'Originating attorney', 'Client reference number', 'Location', and 'Billable'; and 'Custom fields' with 'Prosecutor' and 'Judge' fields. A 'Contact' sidebar on the right shows a profile for 'ZF' with contact information. A 'Timeline' sidebar on the far right shows a list of events for 'Oct 10, 2017' and 'Aug 21, 2017'.

# Administrative Side

- Trust Accounting
- Office Accounting

Excel – easiest for us, but also clio

Separate business and personal expenses  
Automatic mileage tracking  
Create and send invoices on the go  
Maximize your Schedule C deductions  
Quarterly estimated taxes calculated automatically



# **CRIMINAL PRACTICE IN THE DISTRICT OF COLUMBIA**

**BOOTS ON THE  
GROUND**

**Criminal Cases in DC  
Superior Court**

# MISDEMEANOR/TRAFFIC

- Misdemeanor CITATIONS (typical Tuesday/Thursdays)
- Traffic (courtroom 115,116, 120) (Tuesday/wed/Thursday)
- Start time is 9:30– 12pm (possibly longer)
- ( burkaengle-owner@yahoogroups.com)

PRETRIAL SERVICES AGENCY FOR THE DISTRICT OF COLUMBIA

PSA Diagnostic Evening Unit  
 500 Indiana Ave. NW C-225  
 Washington DC 20004  
 Phone: 485-7800 | Fax: 485-7001

Citation Court Appearance List  
 2/19/2014 - 2/19/2014

Printed: 2/19/2014 2:58:33 PM

TOTAL P. 002

Citation No.	Name	Charge	DOB	Arrest Date	Appearance	Citation Type	Signature
1	Anthony Franklin Wright P 319799	No Permit	3/4/1961	1/29/2014	71403092	Traffic	Carney, Veta
2	Jendayi Saliya Ogborn P 679088	DWI	12/25/1986	2/19/2014	71402631	Traffic	Carney
3	Kotak Thomas P 679209	NP, Misuse of Tags, UV	8/21/1988	1/29/2014	71403098	Traffic	Carney
4	Lakresha Nicole Mitchell P 679175	No Permit	12/23/1984	1/28/2014	71402957	Traffic	Carney
5	Quay Martin P 485313	oor	12/4/1977	1/28/2014	1402984	Traffic	Johnson, Stephanie
6	Theresa Yankuba P 679201	Misuse of Tags, UV	3/3/1991	1/29/2014	71403086	Traffic	Johnson
7	Thomas Antonio Stegers P 538337	OAR	7/22/1983	1/23/2014	71402689	Traffic	Johnson
1	Jacqueline Thompson P 490329	DIP	9/16/1965	1/29/2014	71403095	DC	Johnson

# Misdemeanor/Traffic Status hearing

- Set usually 2 to 3 weeks after arraignment
- You should have **investigated, consulted and prepared** the case to make determination
- Also should have consulted with US attys office 202-252-1900 (assigned assistant)
- Diversion (DPA/DSA)
- Plea of guilty
- Set Trial date

# Felony Practice

- Lockup Arraignments Everyday except Sunday
- Courtroom C10
- Go to Lockup behind C10 (before noon)
- 1<sup>st</sup> lockup list before noon/ Some misdemeanors and traffic will be list

LAW Processor/Type	Arrest Date/Time	Arrest Date	True Name	Description	POD	Arresting Officer	CC#	DV
DCD DOC USAO 02	Internal Use Only 02/18/2014 1550	02/19/2014	YATES, ANTONIO	28 year old (06/05/1986) Black or African-American Male	WHITE		14023016	Release SI
DCD DOC USAO 03	02/18/2014 1126 02/18/2014 0858	02/19/2014	CRUMP ANTHONY	25 year old (06/23/1988) Black or African-American Male	33083	HERALD -591	14022958	Release SI
DCD DOC USAO 04	02/18/2014 1250 01/18/2014 1418	02/19/2014	DORTE JOHNSON JOHNSON, DORTE M	44 year old (09/27/1969) Black or African-American Male	41267	WARREN, JR 3834	14023007	Release TOT
DCD DOC USAO 05	02/18/2014 1301 01/18/2014 1418	02/19/2014	JOHNSON CONSTANCE R JOHNSON, CONSTANCE R	66 year old (03/28/1947) Black or African-American Female	56981	ELLIS 3673	14023011	Release SI
DCD DOC USAO 06	02/18/2014 1500 01/18/2014 1418	02/19/2014	SMITH JAVON	21 year old (09/26/1992) Black or African-American Male	87678	LACROSSA 0372	14023048	Release SI
DCD DOC USAO 07	02/18/2014 1342 01/18/2014 1418	02/19/2014	ASCENSI-PONCE CARLOS ASCENSI-PONCE, CARLOS	24 year old (02/20/1990) Male	60008	RILEY 4082	14023025	Release SI
DCD DOC USAO 08	02/18/2014 1322 01/18/2014 1418	02/19/2014	BAH, SAIKU	24 year old (04/09/1989) Black or African-American Male	67026	GOODMAN 5148	14023019	Release SI
DCD DOC USAO 09	02/18/2014 1240 14023029	02/19/2014	JENNINS JOE L JENNINS, JOE L	42 year old (06/09/1971) Black or African-American Male	36882	WILLIS JR	14023012	Release SI
DCD DOC USAO 10	02/18/2014 1435 14023029	02/19/2014	LO, ALLEN LO, ALLEN	49 year old (09/25/1973)	87274	MCELWEE 3766	14023040	Release SI
DCD DOC USAO 11	02/18/2014 1320 01/18/2014 1418	02/19/2014	FAIRCHILD, TIESHA D FAIRCHILD, TIESHA D	35 year old (09/02/1978) Black or African-American Female	60072	JOHNSON	14023037	Release DV
DCD DOC USAO 12	02/18/2014 1320 01/18/2014 1418	02/19/2014	BOURN, PATRICIA E BOURN, PATRICIA E	50 year old (10/30/1963) Black or African-American Female	41174	GERFALD 4916	14023034	Release DV

# Felony Practice

- In the Courtroom
- Get the bail report (on the table right side of courtroom); Clients number on the report
- Review the Bail report
- Review cheat sheet



# Pretrial Release

(From D.C. Code 2013)

As interpreted by Joseph Jungers III (SCTLA VP and Chief Information Officer 202-547-1999)

## §23-1322(a) 5 (working) day hold (discretionary = a non-mandatory hold)

The judicial officer shall order the detention of a person charged with an offense and direct the gov. to notify the appropriate court, P.O. or law enforcement, **IF** the judicial officer finds:

(a)(1)(A): 5 (working) day hold  
(discretionary)

- 1) **probable cause** that defendant committed any crime
- 2) **AND** Defendant has a **PENDING CASE** (Fel or Misd)(any jurisdiction)
- 3) **AND** (from (a)(2)) that **D may flee or pose danger to person/community OR** when a hearing under 23 1329(b) is requested, is likely to violate a condition of release

(a)(1)(B): 5 (working) day hold  
(discretionary)

- 1) **probable cause** that defendant committed any crime
- 2) **AND is PENDING SENTENCE** (imposition, execution, completion)
- 3) **AND** (from (a)(2))that **D may flee or pose danger to person/community OR** when a hearing under 23 1329(b) is requested, is likely to violate a condition of release

(a)(1)(C): 5 (working) day hold  
(discretionary)

- 1) **probable cause** that defendant committed any crime
- 2) **AND is ON PROBATION OR PAROLE** for any offense (in any juris.)
- 3) **AND** (from (a)(2))that **D may flee or pose danger to person/community OR** when a hearing under 23 1329(b) is requested, is likely to violate a condition of release

(NOTE: If defendant is not a flight risk or a danger to others (even if meets other criteria), **CANNOT BE HELD.**)

## §23-1322(b) 3 (calendar) day hold (non-discretionary = Mandatory hold)

The judicial officer **SHALL** hold a hearing to determine whether any condition or combination of conditions will reasonably assure D's appearance and protect safety UPON ORAL MOTION OF GOV **IF** the judicial officer finds:

(b)(1)(A): 3 (calendar) day hold: (non-discretionary)

**probable cause** that defendant committed a **CRIME OF VIOLENCE** (§23-1331(4)), or a **DANGEROUS CRIME** (§23-1331(3)) **OR**

(b)(1)(B): 3 (calendar) day hold: (non-discretionary)

**probable cause** that defendant committed an offense under **THE THEFT AND WHITE COLLAR CRIMES ACT OF 1982.** **OR**

(b)(1)(C): 3 (calendar) day hold: (non-discretionary)

**probable cause** that defendant committed alleged crime **AND** there is a serious risk that defendant will obstruct or attempt to: **OBSTRUCT JUSTICE, OR THREATEN, INJURE, OR INTIMIDATE A PROSPECTIVE WITNESS OR JUROR.** **OR**

(b)(1)(D): 3 (calendar) day hold: (non-discretionary)

**probable cause** that defendant committed alleged crime **AND** there is a serious risk that **DEFENDANT WILL FLEE.**

\*\*\*\*\* (For (b) hold: **IF** probable cause is found that the defendant committed the crime alleged **and** any of the above are true - Judge **MUST** grant hold)

# Get a criminal Lawyer Mentor

- Contact Betty Ballester by email and request a mentor: Telephone:202 244-9400 or email slam13@aol.com.
- Betty Ballester is a criminal practitioner and President of SCTLA.
- She does not get paid but has been the liaison between Criminal lawyers and Courts for years.

# After Mentor

- Sit second chair on a trial – preferably jury trial. Almost all panel members have no problem with it.
- Your mentor can recommend a second chair.
- Experience
- Apply to Criminal Panel by contacting Judge Morin chambers

# DON'T KNOW

- ASK QUESTIONS!!!!!!