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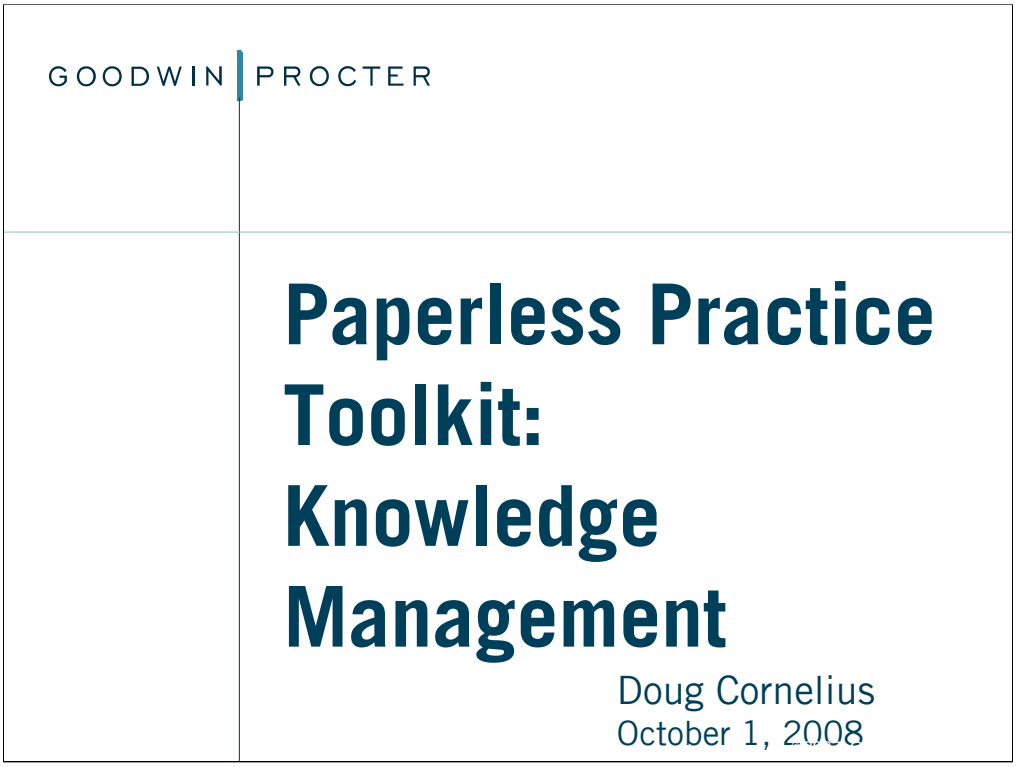

Part of the MCLE presentation: The Paperless Practice Toolkit.

http://www.mcle.org/program-calendar/program-catalog.cfm?product_code=2090008P01

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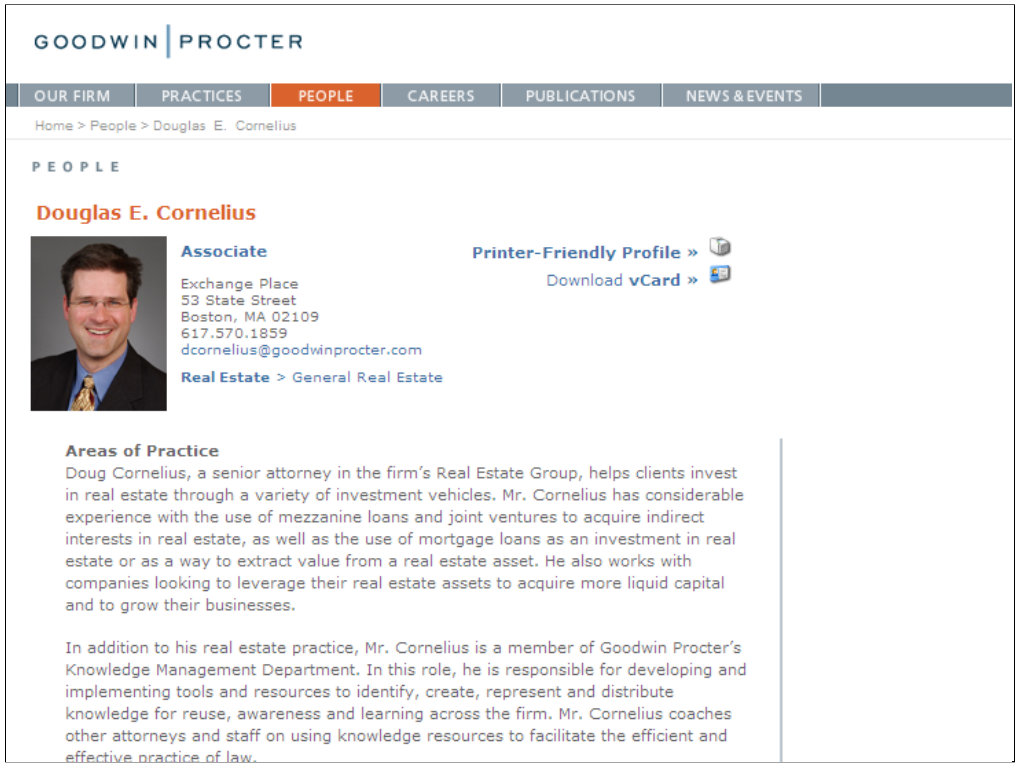

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Home > People > Douglas E. Cornelius

PEOPLE

Douglas E. Cornelius

Associate

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dcornelius@goodwinprocter.com

Real Estate > General Real Estate

Printer-Friendly Profile »
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Areas of Practice

Doug Cornelius, a senior attorney in the firm's Real Estate Group, helps clients invest in real estate through a variety of investment vehicles. Mr. Cornelius has considerable experience with the use of mezzanine loans and joint ventures to acquire indirect interests in real estate, as well as the use of mortgage loans as an investment in real estate or as a way to extract value from a real estate asset. He also works with companies looking to leverage their real estate assets to acquire more liquid capital and to grow their businesses.

In addition to his real estate practice, Mr. Cornelius is a member of Goodwin Procter's Knowledge Management Department. In this role, he is responsible for developing and implementing tools and resources to identify, create, represent and distribute knowledge for reuse, awareness and learning across the firm. Mr. Cornelius coaches other attorneys and staff on using knowledge resources to facilitate the efficient and effective practice of law.

•Doug Cornelius soon to be a former senior real estate attorney and knowledge management attorney at Goodwin Procter.

•Real estate - focusing on commercial real estate finance.

•Knowledge management - focusing on how to help lawyers be more efficient and harness the enormous knowledge base of a law firm.

•Former - will be joining Beacon Capital Partners, a real estate private equity firm, as Chief Compliance Officer at the end of the month

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I am also author of KM space, a blog on knowledge management, enterprise 2.0, legal technology and the practice of law.

Kmspace.blogspot.com

Or your can just run a search for km space.

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And search is one of the two main things I want to talk about today.

First I am going to talk about Searching – how to find and leverage all this digitization

And

Wikis – are there better ways to manage and capture your information

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As lawyers what do we and our law firms sell?

It is not time

It is not documents

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Its knowledge.

Its what we know

Who know and

what we know how to do.

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One of the things we do as lawyers in trying to leverage that knowledge is search.

We search for relevant law to support our cause

We search for templates to use in our day to day to work

We search for information in our files

Image by Julo from Wikimedia Commons
http://commons.wikimedia.org/wiki/Image:Lupa.na.encyklopedii.jpg

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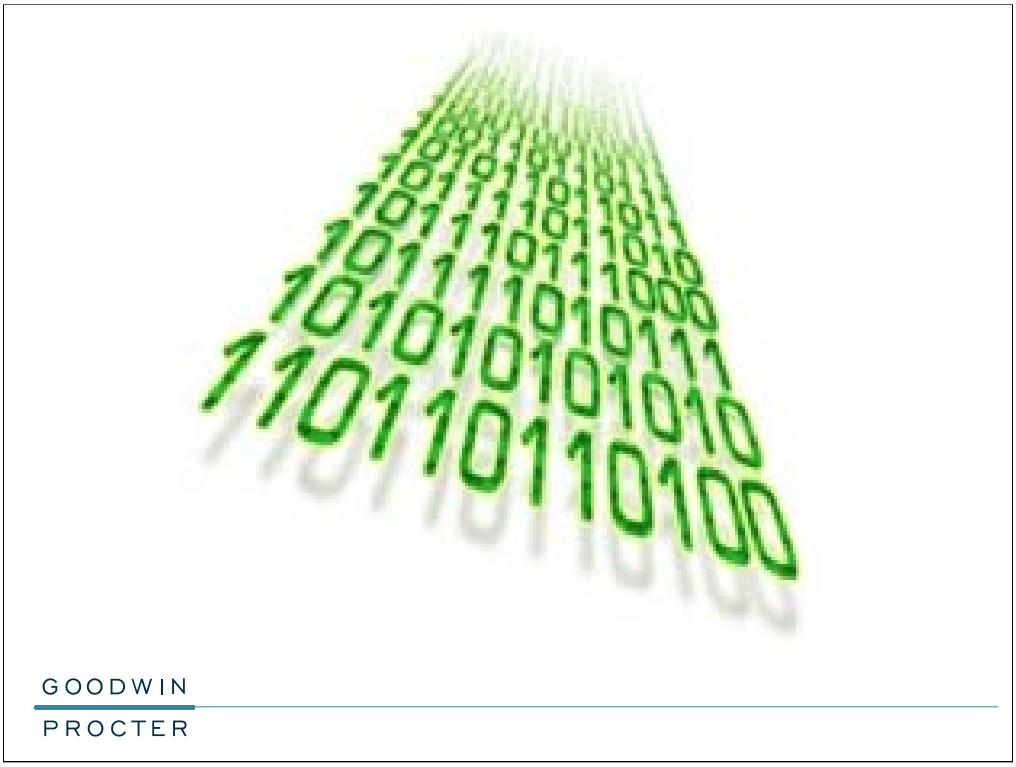

One of the things about going paperless is that you are converting your text,
your files,
your documents
into bits and bytes.

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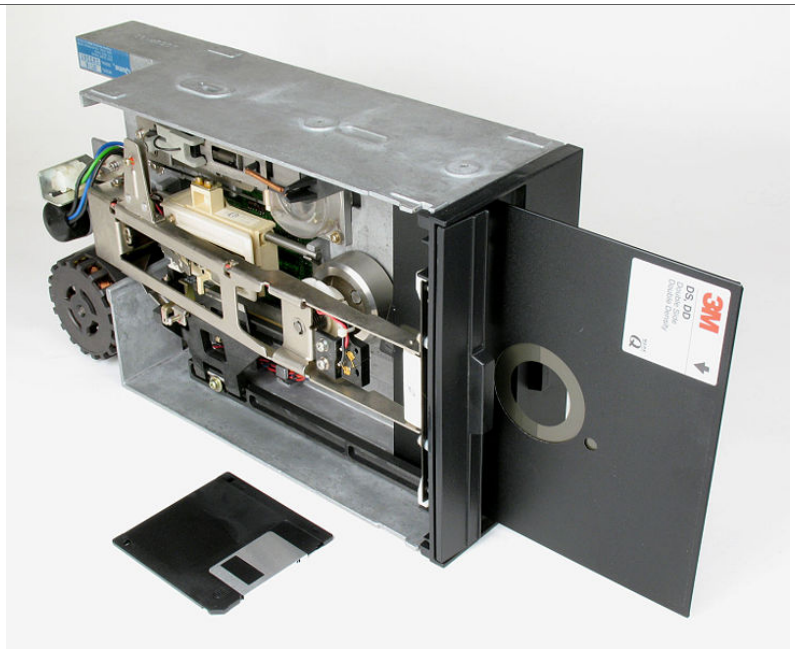

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That means instead of carrying around paper files, you are carrying around computer files.

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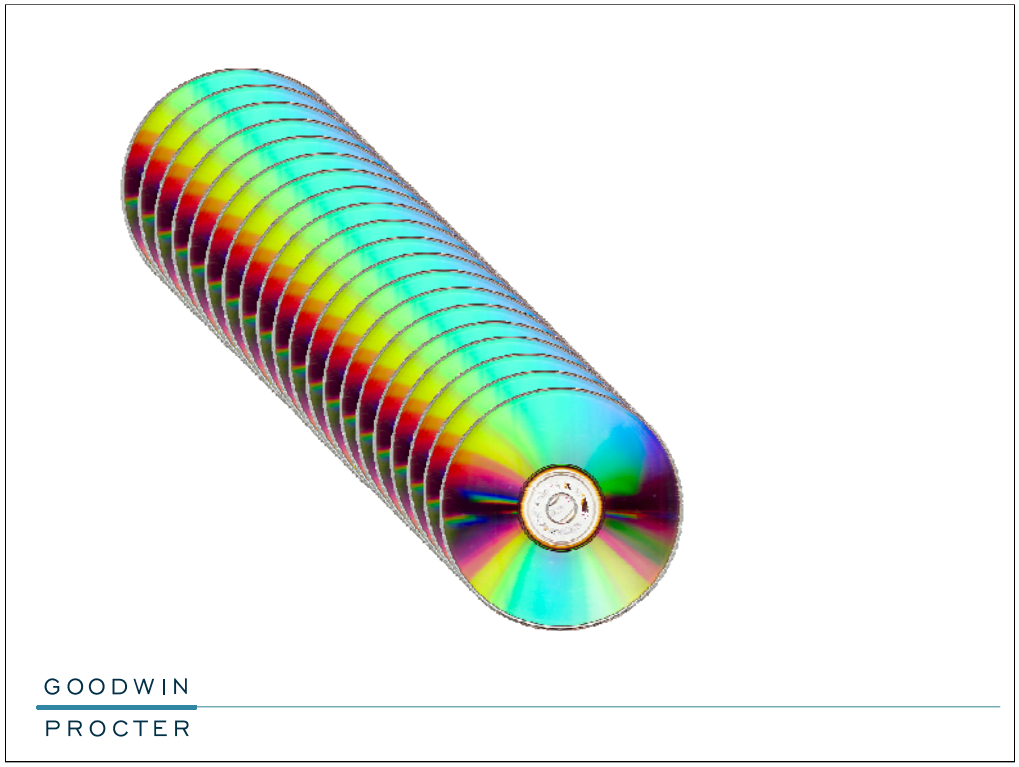

You can carrying an enormous amount of information on a basic CD rom

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Or simple flash drives.

I just saw a 4 Gigabyte drive for less than $20.

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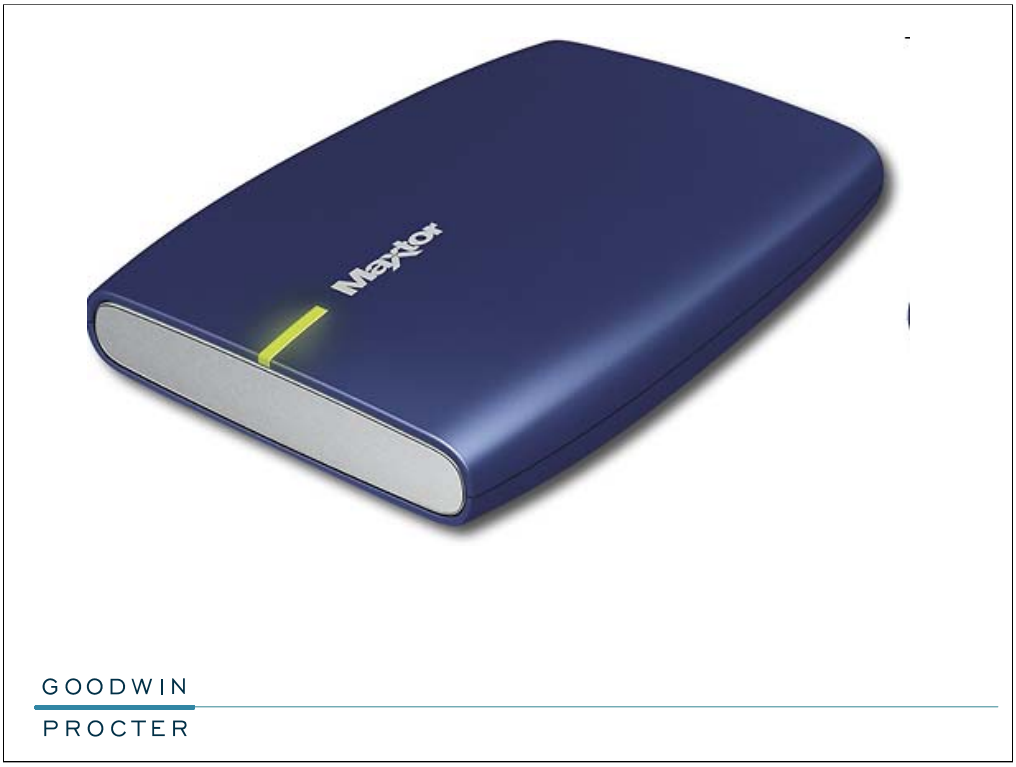

300 gigabyte hard disk for $100. Take most of your office in your briefcase

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All that digitization does not do you any good if you can't find your stuff.

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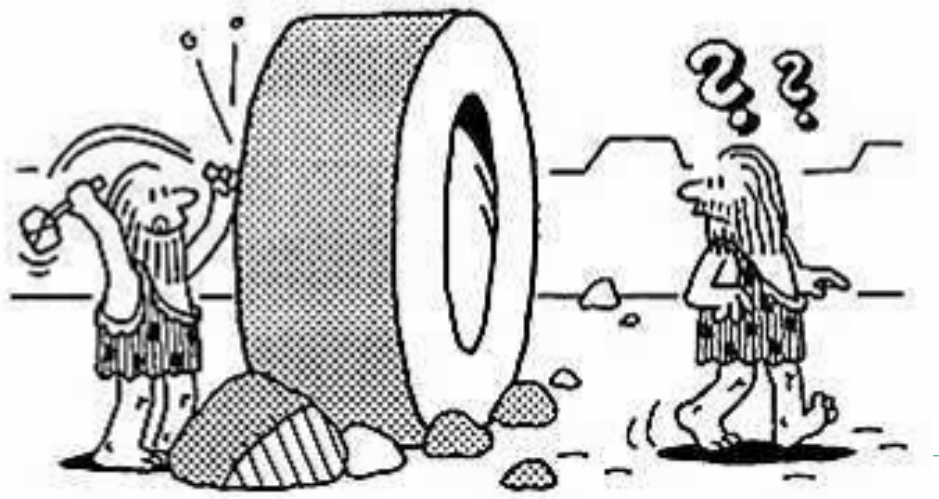
Efficiency



In finding stuff we are talking about efficiency.

You do not want to spend hours trying to find information in your case files.

You do not want to spend hours trying to a relevant precedent or exemplar document.

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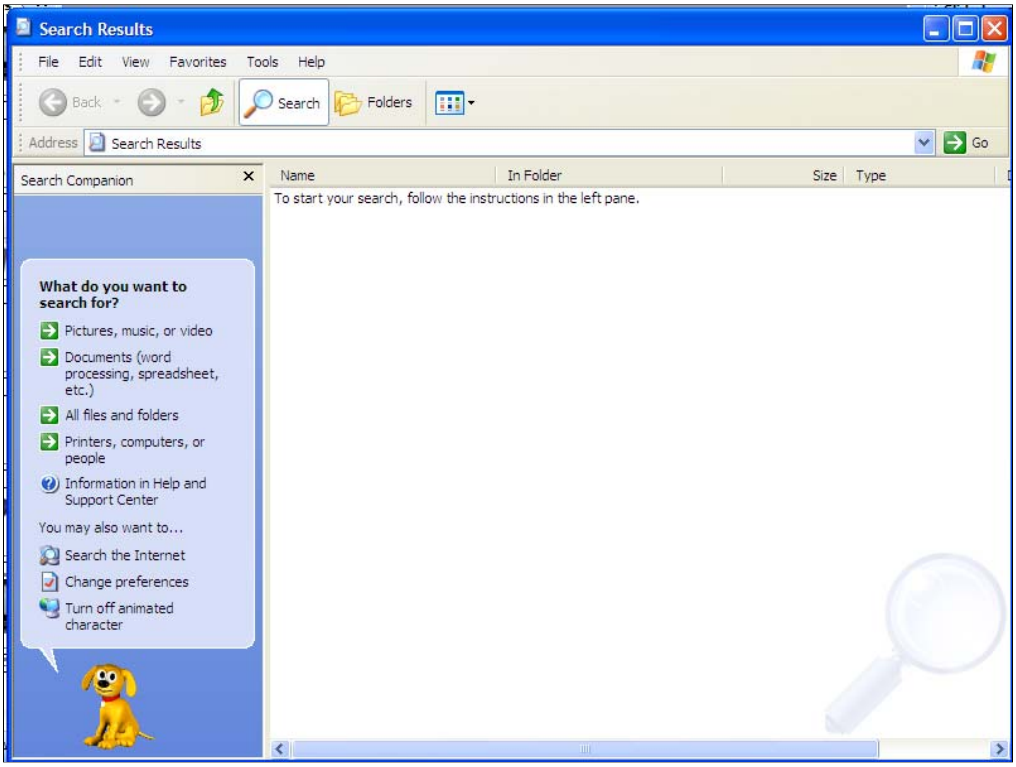

Microsoft is not very good at searching.

Anyone who has done a search on their computer has run into this clunky, slow, agonizing slow search tool.

I hate that puppy.

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What you want is The Google.

On the internet, you can find just about anything you want by typing in a few words in a one simple box. Billions, maybe trillions of documents are searched and retrieved in tenths of a second.

Why is it so hard to find stuff inside your firm?

Shouldn't you be able to have a simple search interface that brings you back just what you are looking for? After this what Larry and Sergey did for the internet and it made them fabulously wealthy.

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Actually, you can get Google in a box and plug it into your firm.

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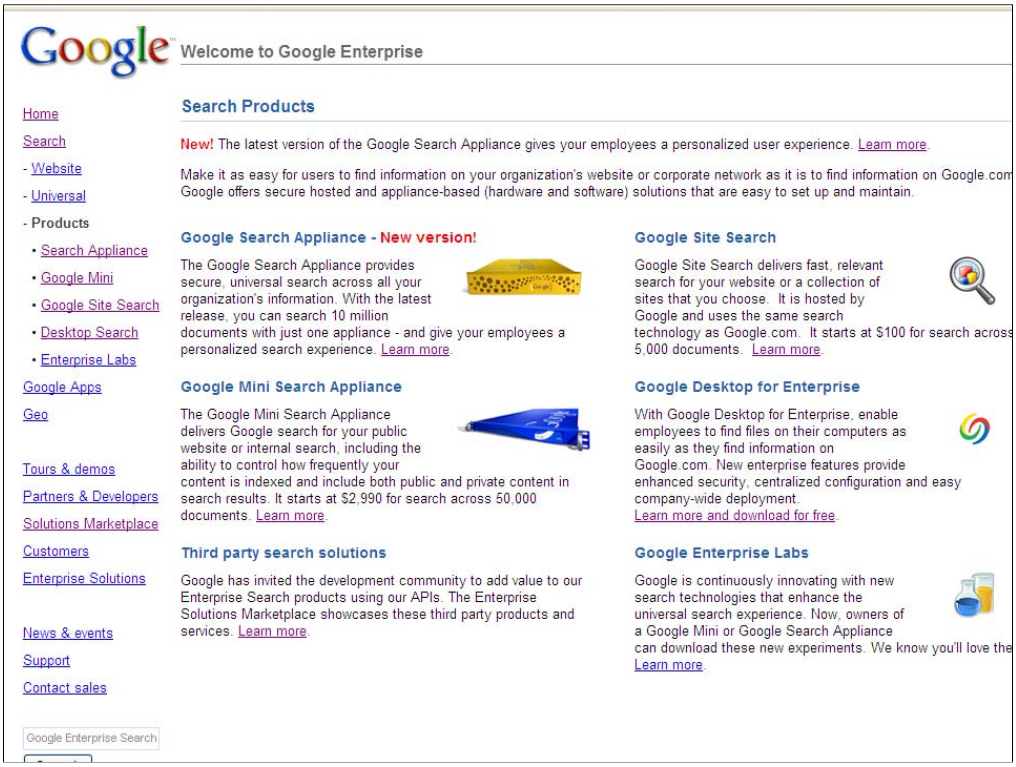

Google has a variety of tools available for your firm depending on your needs and budget

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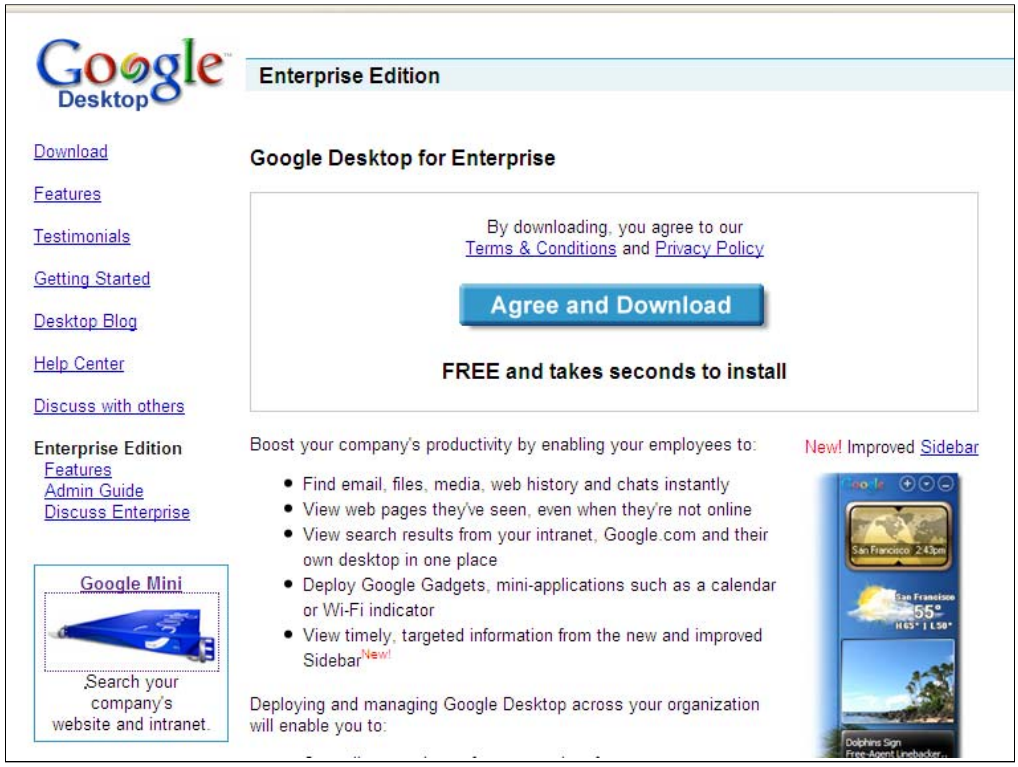

Google Desktop for Enterprise is a version of Google Desktop that includes security and administration enhancements that make it useful for larger organizations.

If you are a die-hard Google fan, you'll immediately love Google Desktop Search – it runs inside your web browser and integrates extremely well with the Google web search homepage.

It's like a local Google.com for your hard-drive that you can also use from the Google Toolbar of your Firefox or IE browser.

Other than indexing email, chat sessions, zip files and Office documents,

GDS is very fast

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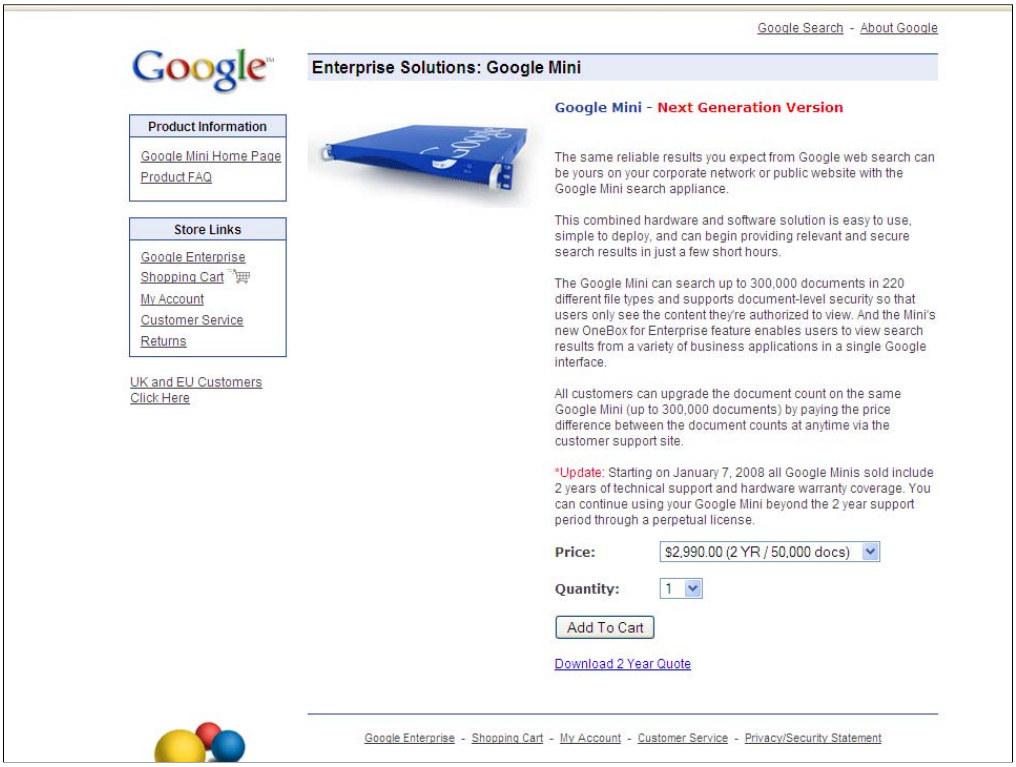

The Google Mini can search up to 300,000 documents in 220 different file types and supports document-level security so that users only see the content they're authorized to view. And the Mini's new OneBox for Enterprise feature enables users to view search results from a variety of business applications in a single Google interface.

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The Google Search Appliance delivers highly relevant, fast, easy-to-use search results to users across all corporate content – including file servers, web servers, document and content management systems, and enterprise applications.

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Google is the billion dollar name, but not the only search tool out there.

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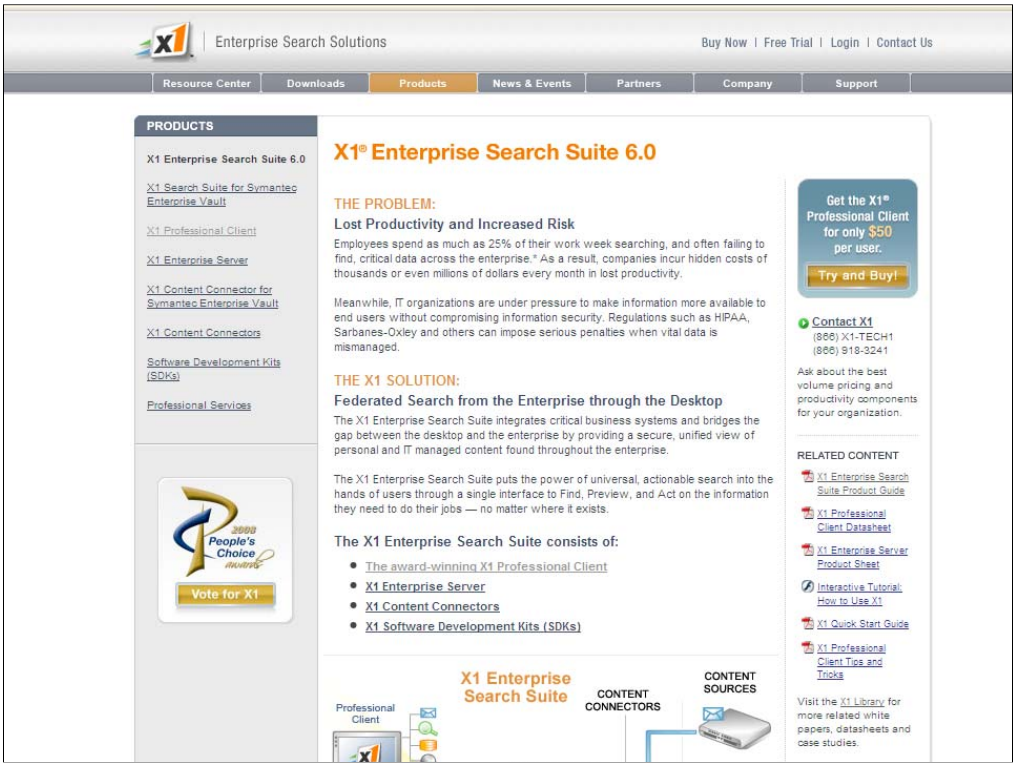

X1 was a great desktop search and moved into the enterprise search area

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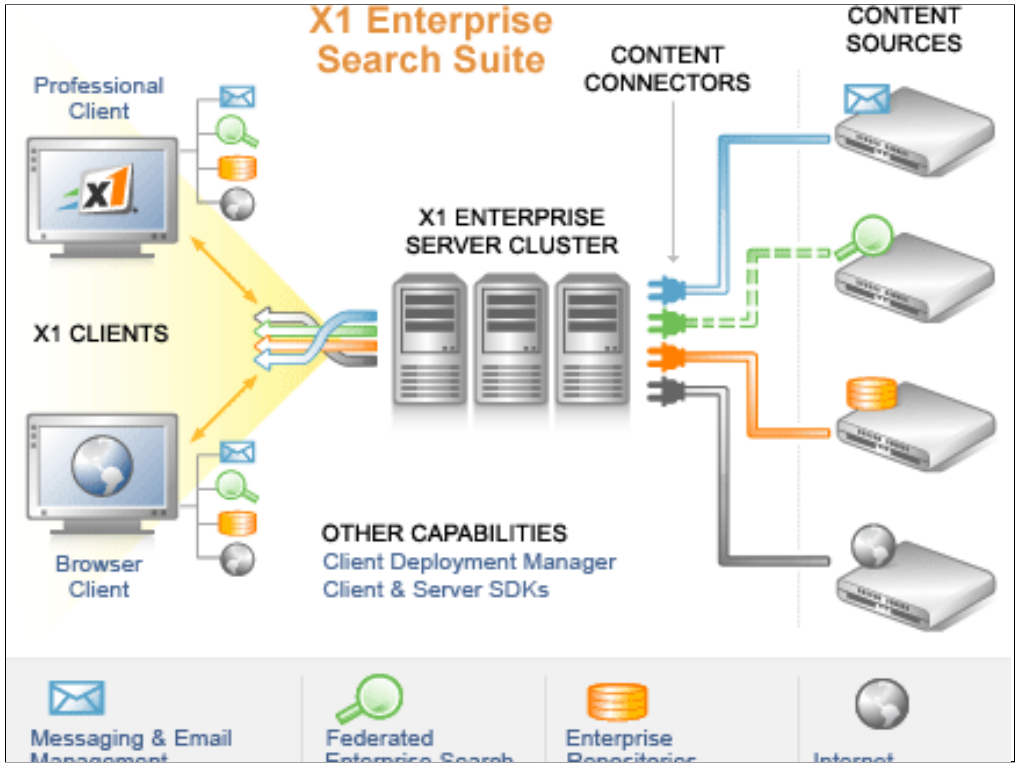

X1 offers a similar enterprise search tool. Crawl email, databases, file servers, web servers and the internet. Then loads it into their cluster allowing for quick retrival

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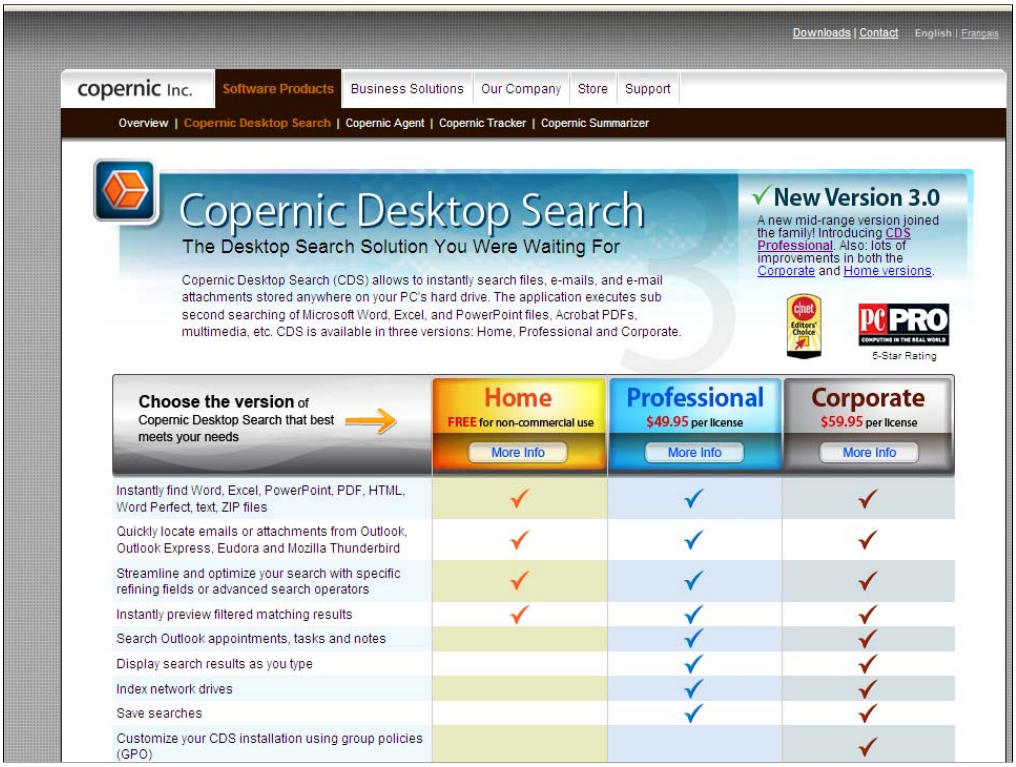

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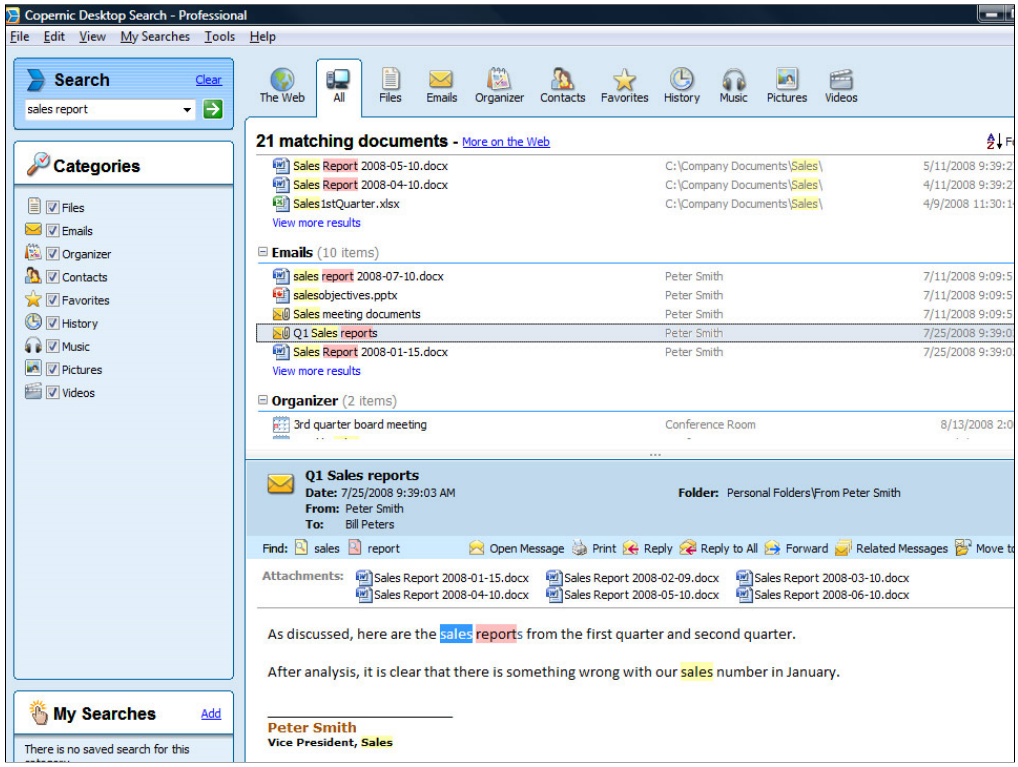

Copernic has a very intuitive search screen

Allows you to organize the results into baskets

Allows you to preview the results

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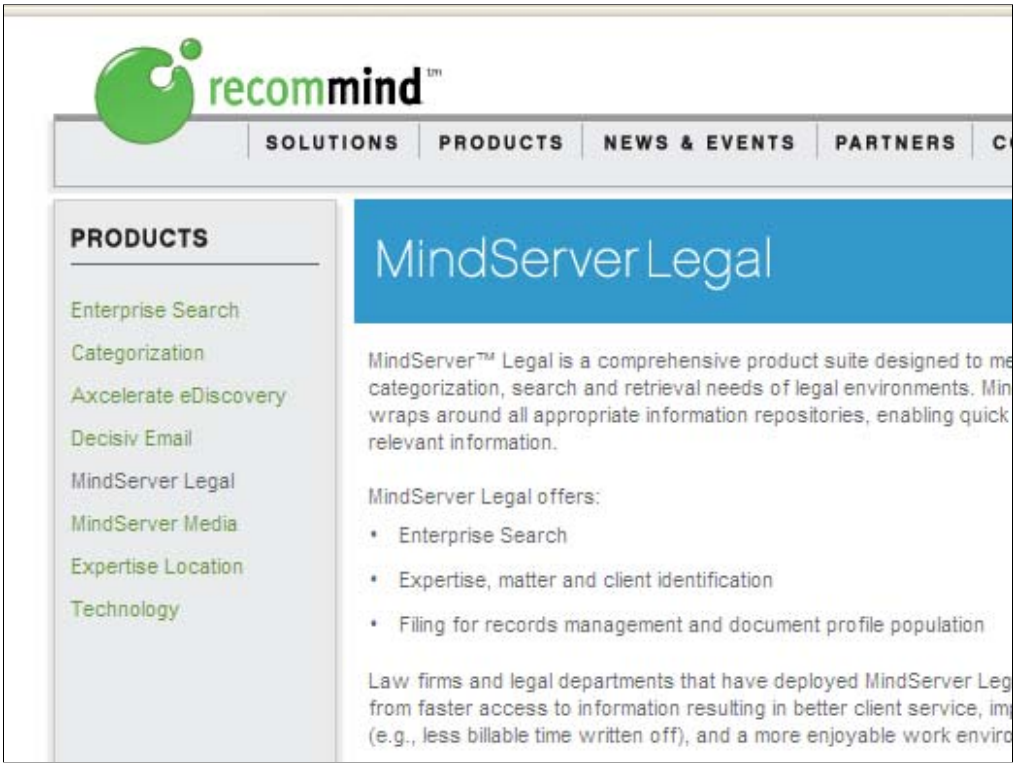

For bigger organizations looking for a more sophisticated search there are things like REcommind

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Or Interwoven's universal search

[Sigh of desire]

Features
handle millions of documents

Allows you to rate documents and influence search results

Allow you annotate document (this is a great buyer form of purchase and sale agreement)

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Now I want to move away from searching for documents and move into the document or information creation process.

One of the issues with the paperless office is if you start out in paper of another limited format, you need to spend resources to convert that format into something you can search for.

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Google is not going to be able to do anything with that stack of internal memos sitting on your desk, your secretary's desk.

Lets think about how to move some of that information into a paperless format.

Image by Niklas Bildhauer from Wikimedia Commons: http://commons.wikimedia.org/wiki/Image:FileStack_retouched.jpg

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Email is one way.

Email was revolutionary.

You could now communicate with your computer.

At first lots of lawyers were concerned. In fact, it was not until a 1998 ABA announcement that email could be treated as a way of confidential communication with a client.

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But Law firms operated very successfully for years without email

Is there a better way to communicate; to collaborate

We have been talking about the paperless practice. I want to move beyond that to email free practice.

At least for internal communication.

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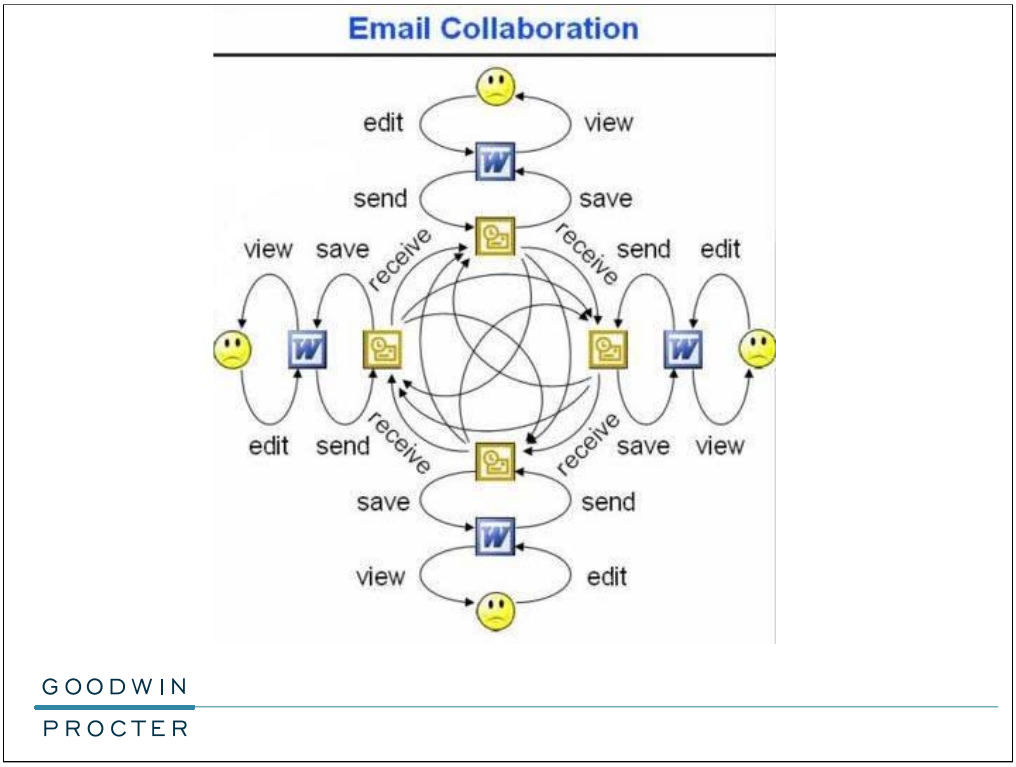

Here is the problem with email as a collaboration tool.

It's a mess.

Everybody is looking as something different and is forced with a different view. Sender and receivers have their content in different places (inbox as opposed to sent items)

Which is the current draft?

All those emails clog up search results.

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Along came Web 2.0

You could now communicate with a web page. And you could communicate in a much more collaborative way.

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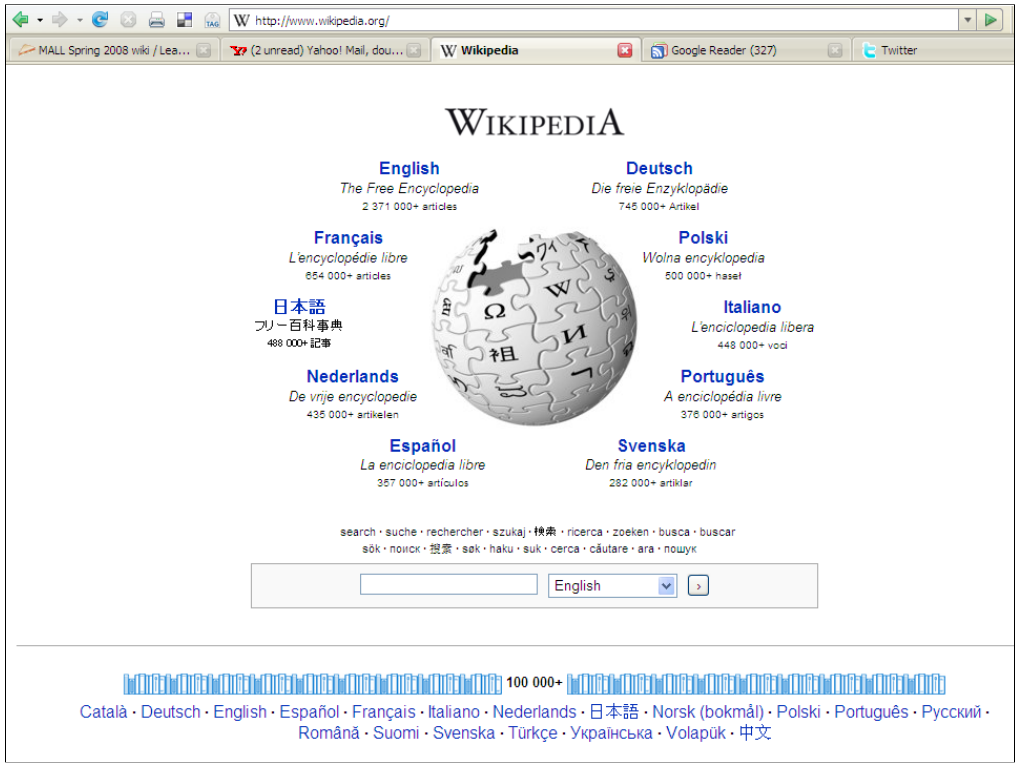

In particular, I want to focus on wikis.

For those of you not familiar with wikis, I assume that you are familiar with wikipedia

Over 2.5 million articles, several times larger than Encyclopedia Britannica

Nobody gets paid

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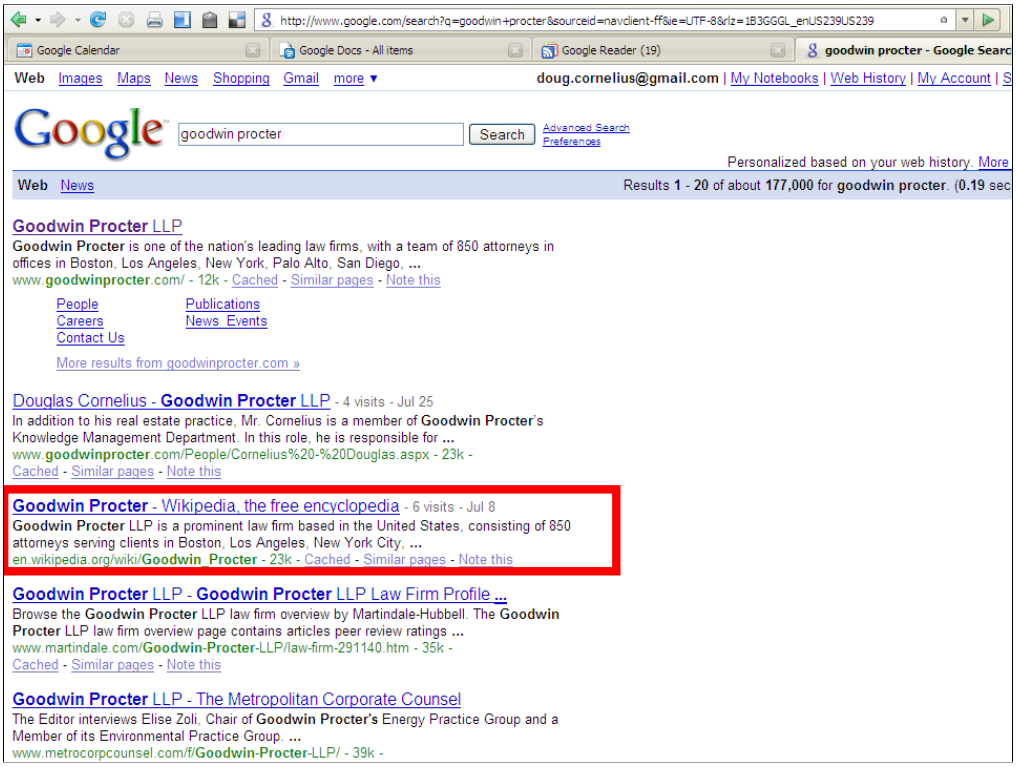

Lets dive into to see how it works.

Search for goodwin procter

As an example, lets go to the wikipedia entry for goodwin procter

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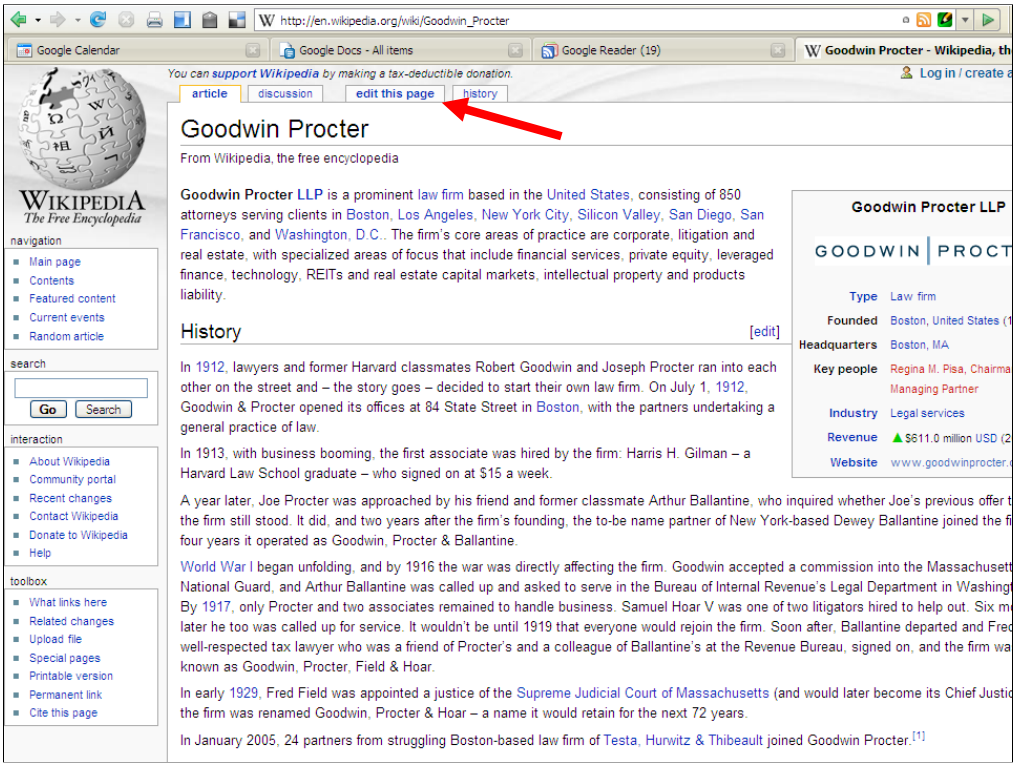

To edit the entry, you just click on edit this page.

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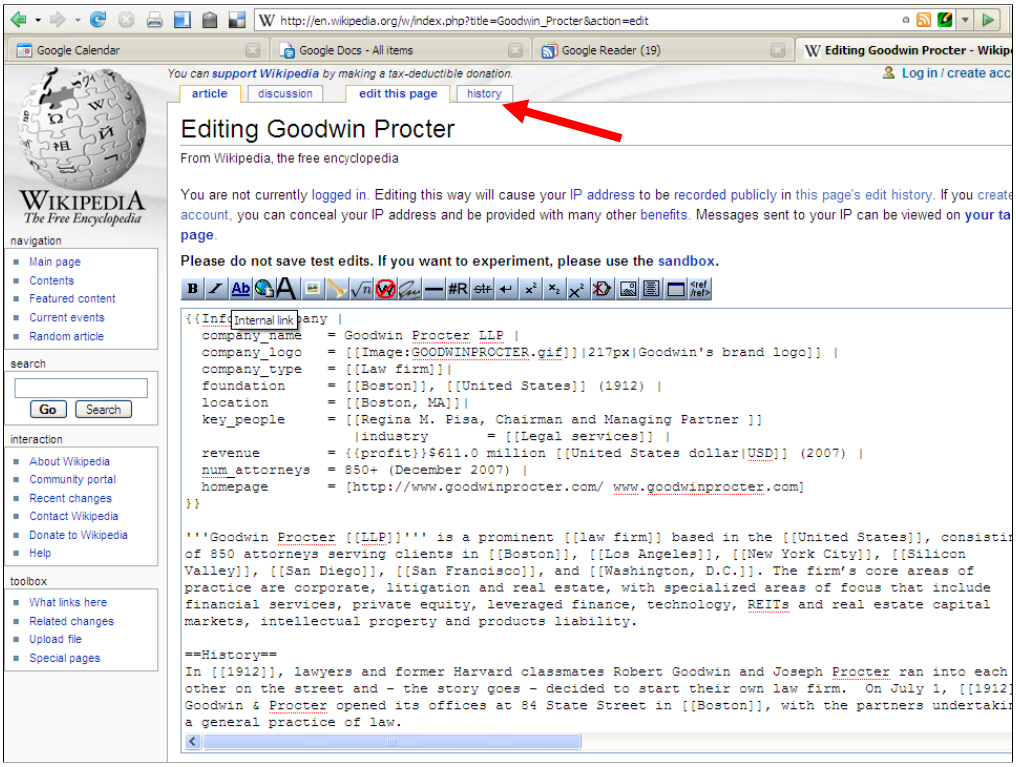

Anyone can edit.

Do not need to register

You can also see a history of edits

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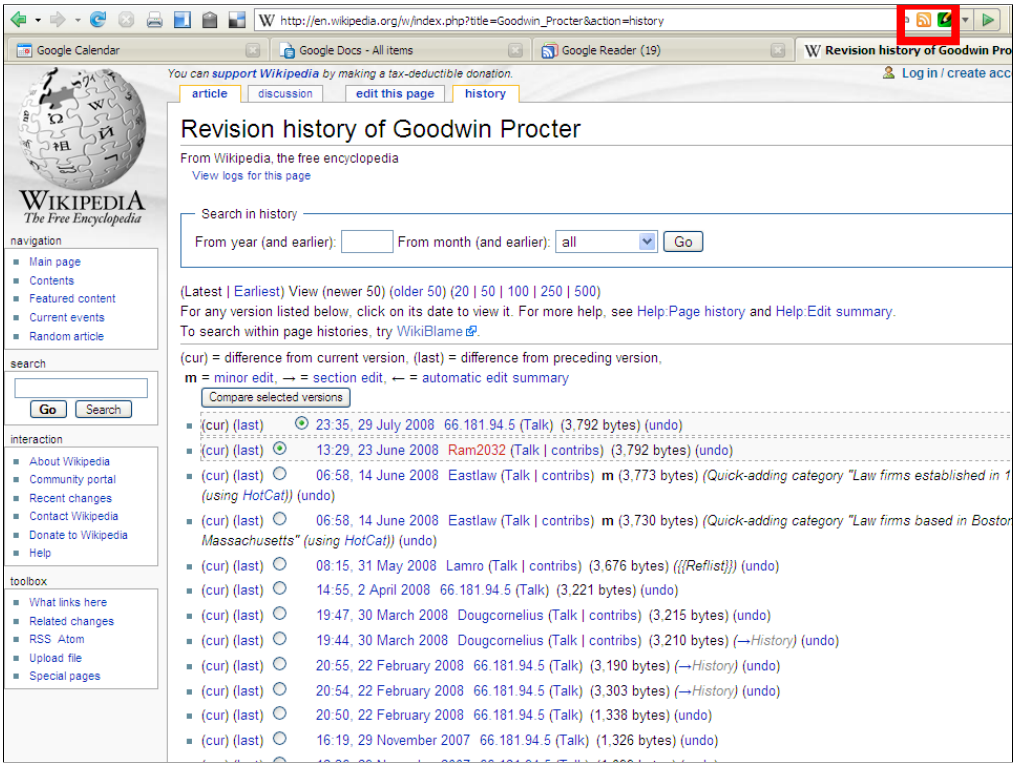

and see who has been making edits and the edits they have made.

Up in the corner, you see this little orange icon.

You can subscribe to this wikipedia page and have a notification of the changes sent to you.

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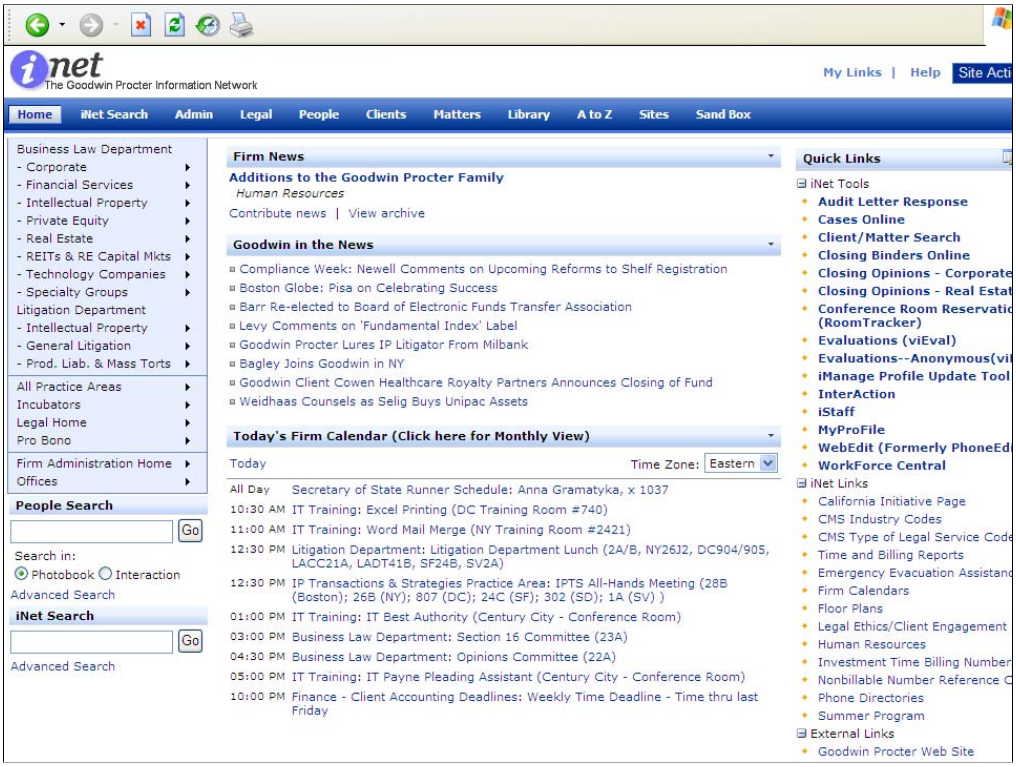

The nature of wikis changes when you limit them.

The problems with wikipedia come from the

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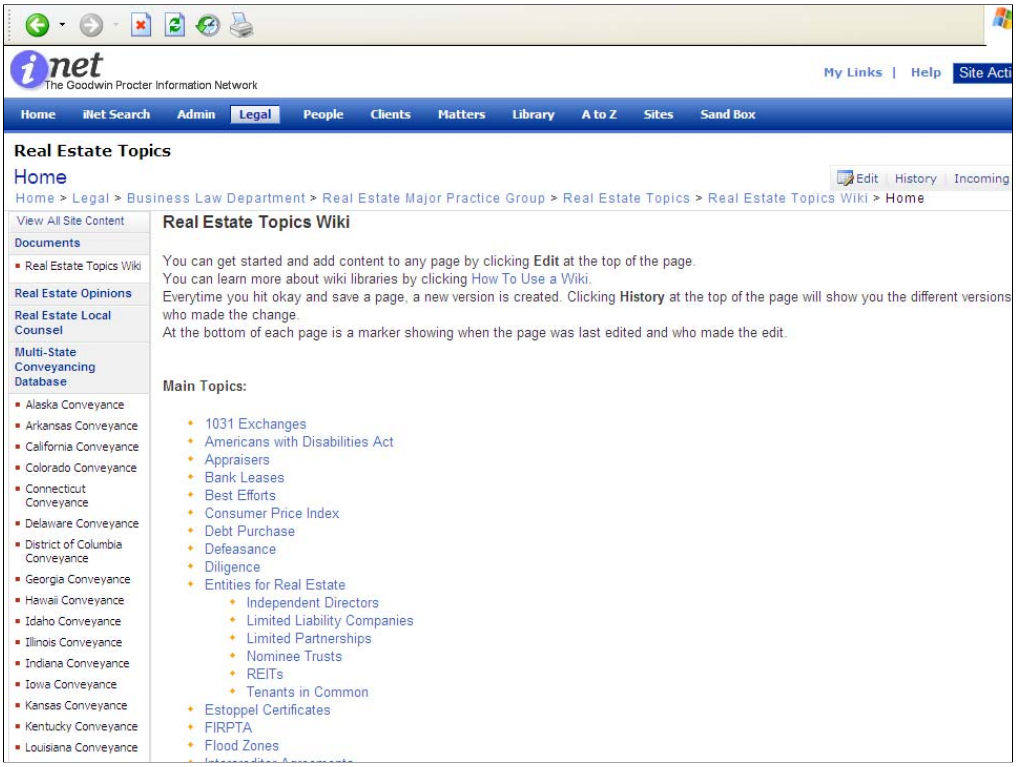

Two key things change with an internal wiki.

1. No anonymity
    - •wikipedia removed registration in order to remove barriers to contribution
    - •On the iNet we already know who you are, you had to logon to network
2. Security exists
    - •Can control whether someone can even see a wiki library
    - •Can control who can edit the pages in a wiki library

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Slowly rolling out

Wiki-fying lots of content

800+ pages in 5 months

Partners, yes partners, Senior Partners are editing the pages.

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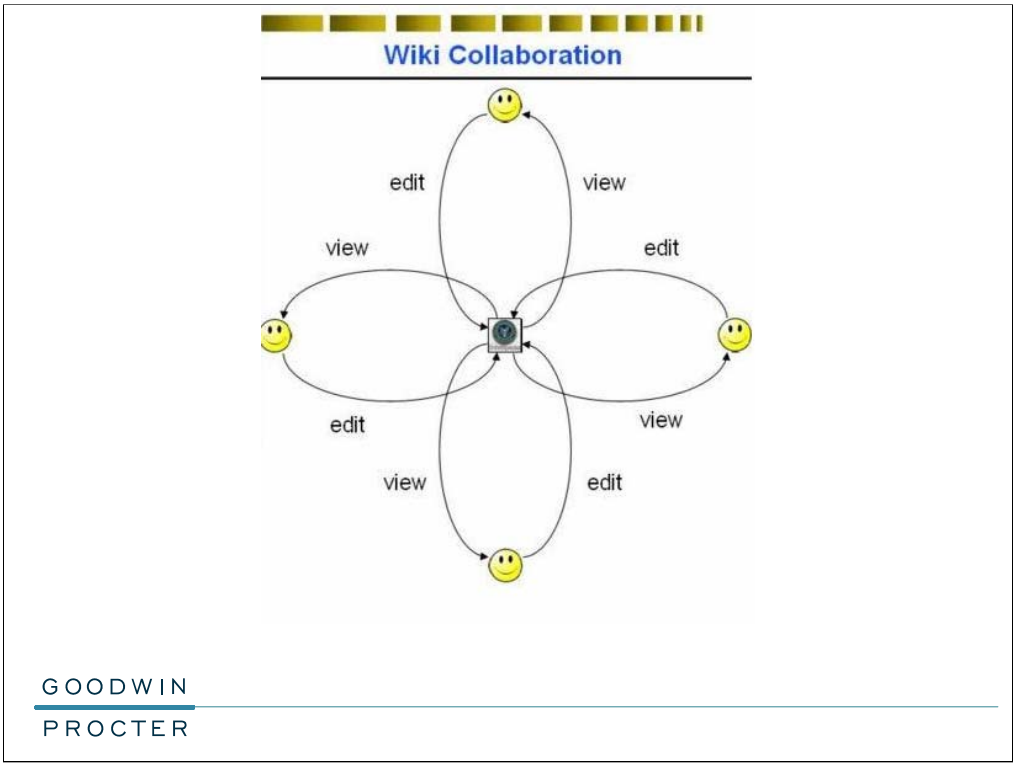

Collaboration on wikis is greatly simplified

Edit the wiki page instead of sending an email.

The wiki sends out the notification of the change to the group.

Group can read and make further edits.

The wiki is showing the latest version of the wiki page.

On to examples

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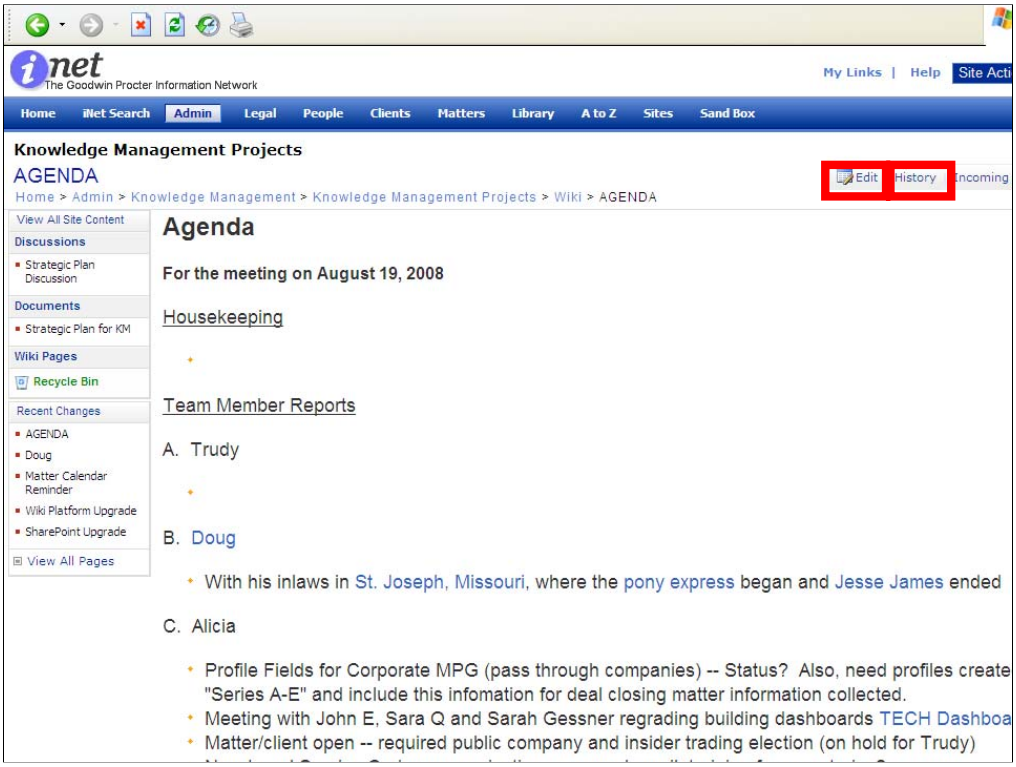

KM group has been experimenting with wikis for over year.

We keep our weekly agenda on a wiki.

As with wikipedia, a simple button to click to edit

(if you do not have edit rights, you do not see the edit button)

and a history of the page.

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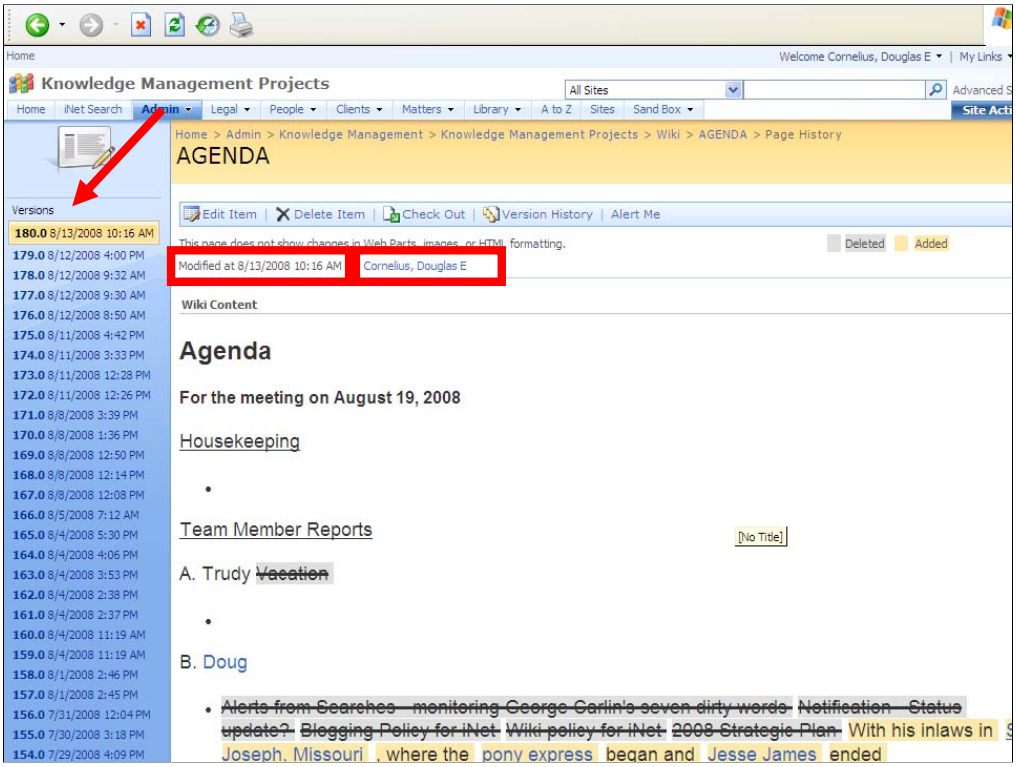

On the history page, you can see

- Changes
- Who made the edits
- When they made the edits
- Version history of the page. Every time you edit and save, a new version is created automatically

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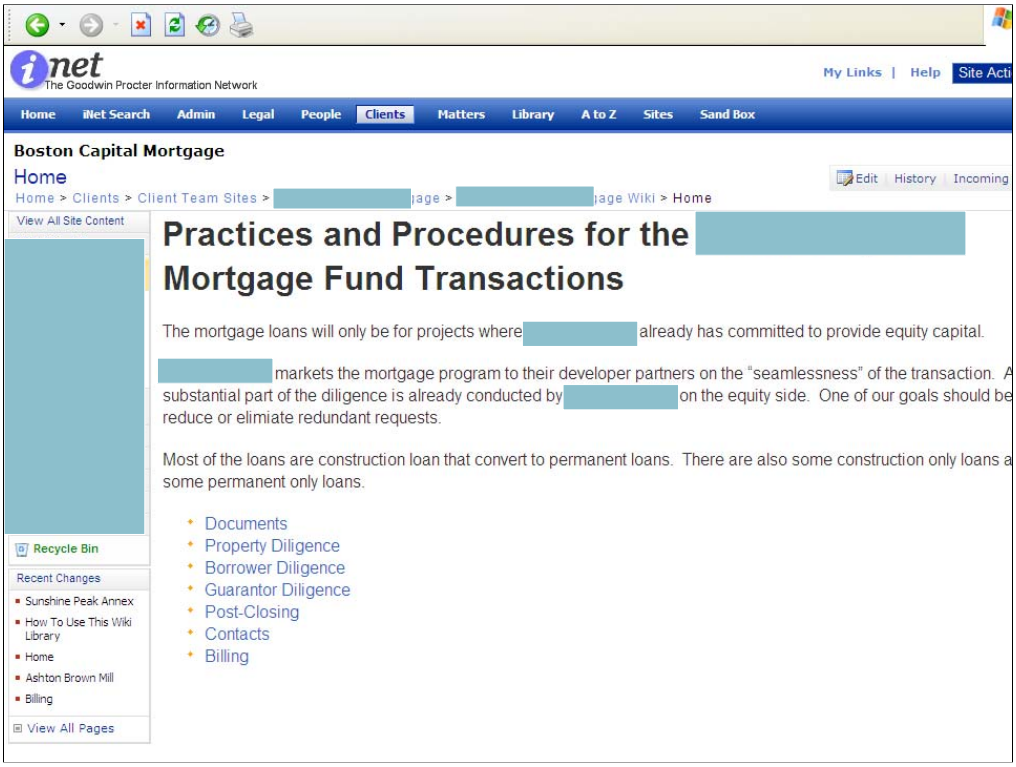

We have been using wikis to manage clients

Such as turning their practices and procedures into a wiki

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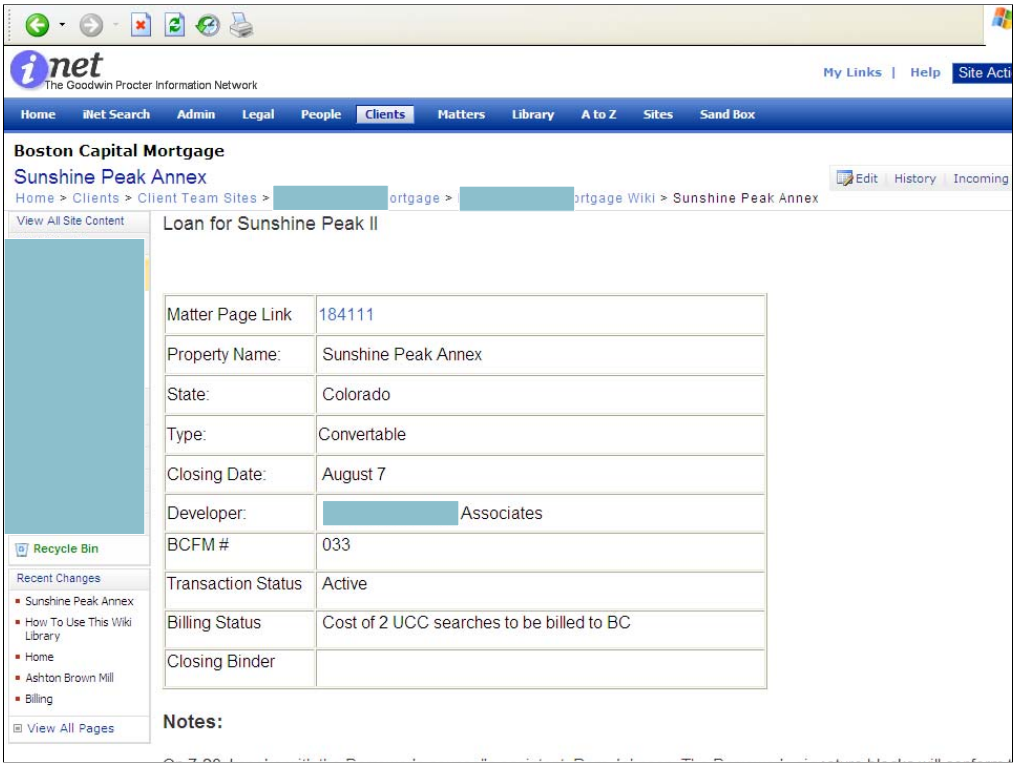

Managing client matters in wiki pages

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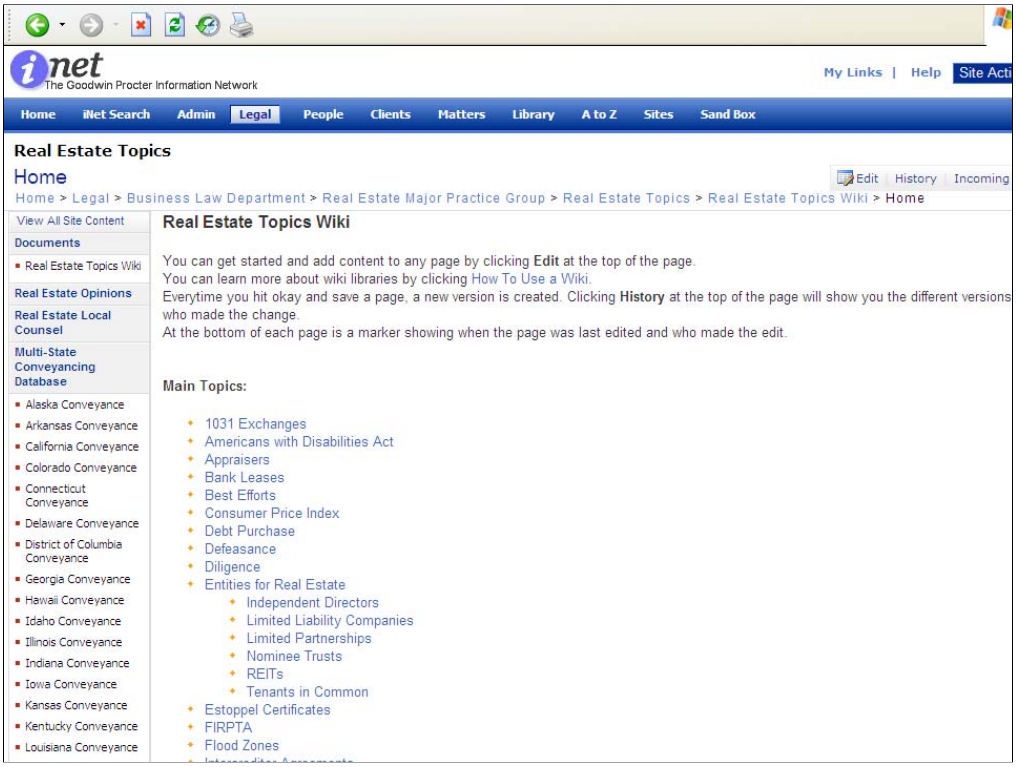

Capturing substantive legal knowledge in wikis.

These wiki pages come back great in search results

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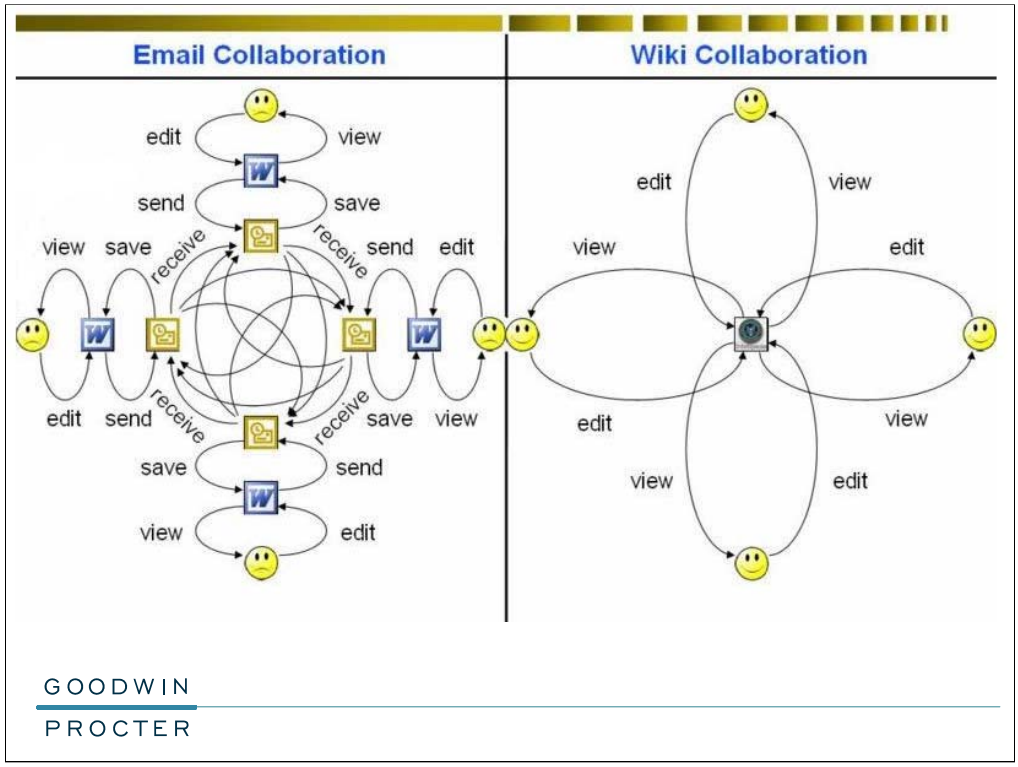

Compare the behaviors side by side.

I think you will wikis to be a great way to collaborate.

It is a different behavior, a different process.

It just happens to be simpler.

It is easier to find that content in a wiki and these web based communication tools than searching in email and documents.

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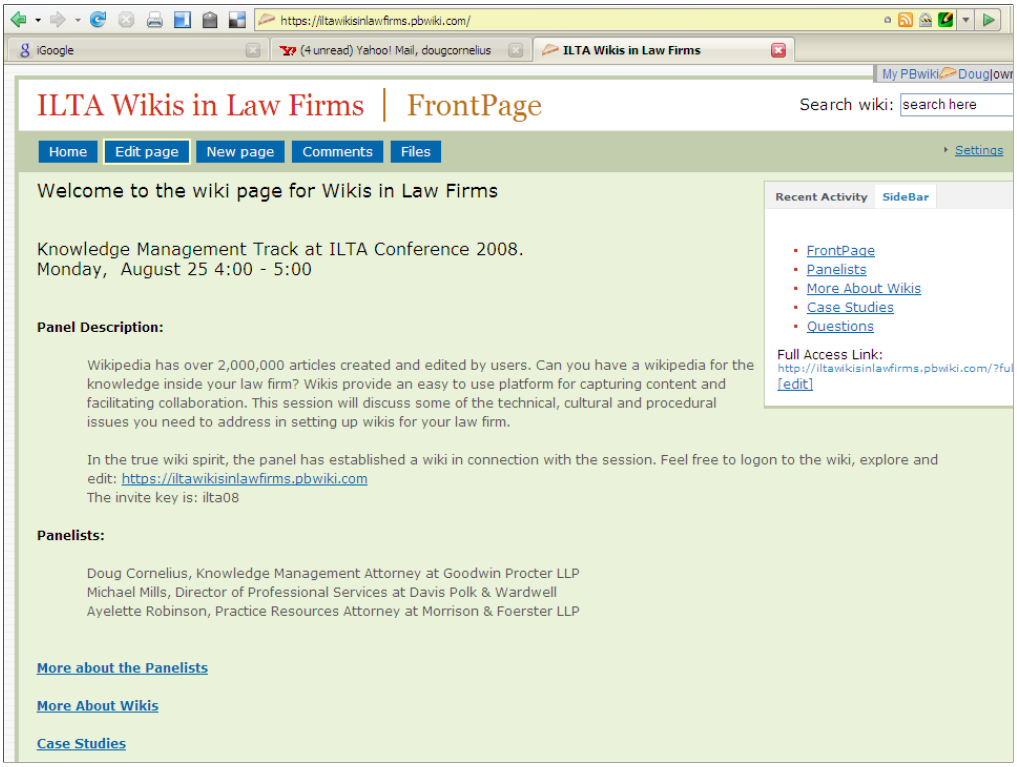

We think the best way to understand a wiki is to actually use one.

There is a page for questions. Feel free to edit the page and add your question. The panelists will add our answers onto the page.

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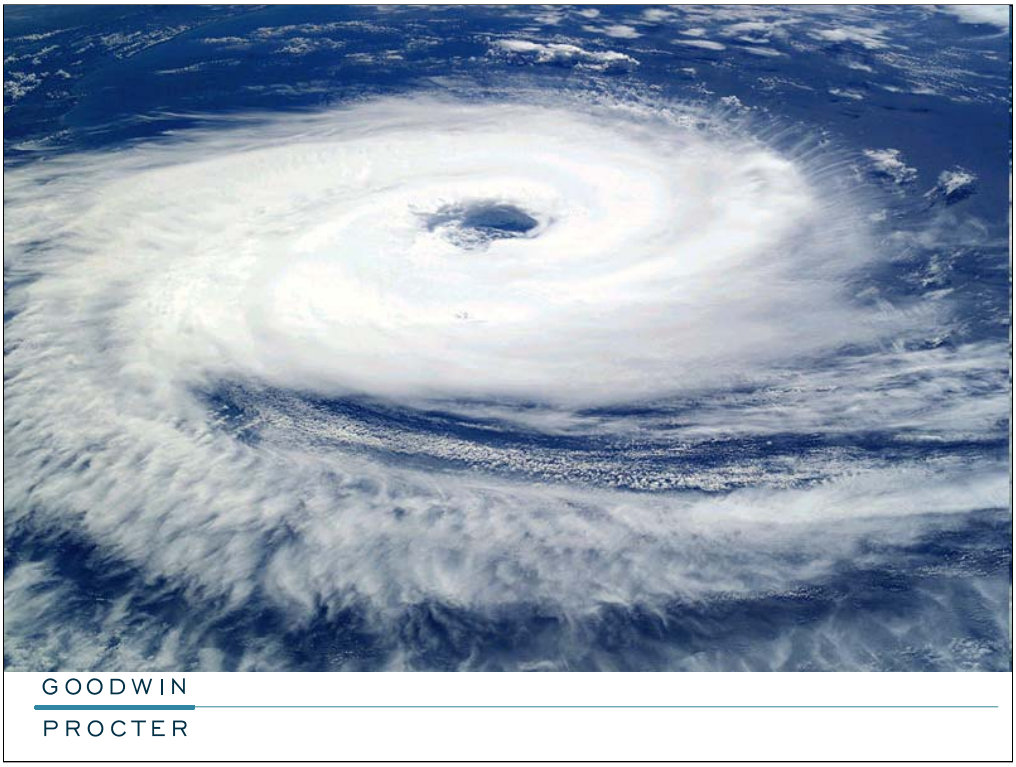

One thing about these 2.0 tools is that providers can host them for you. You can step into the world of cloud computing.

We have talked about reducing paper and digitizing your documents.

I talked about reducing email

I have few minutes to talk about outsourcing your IT.

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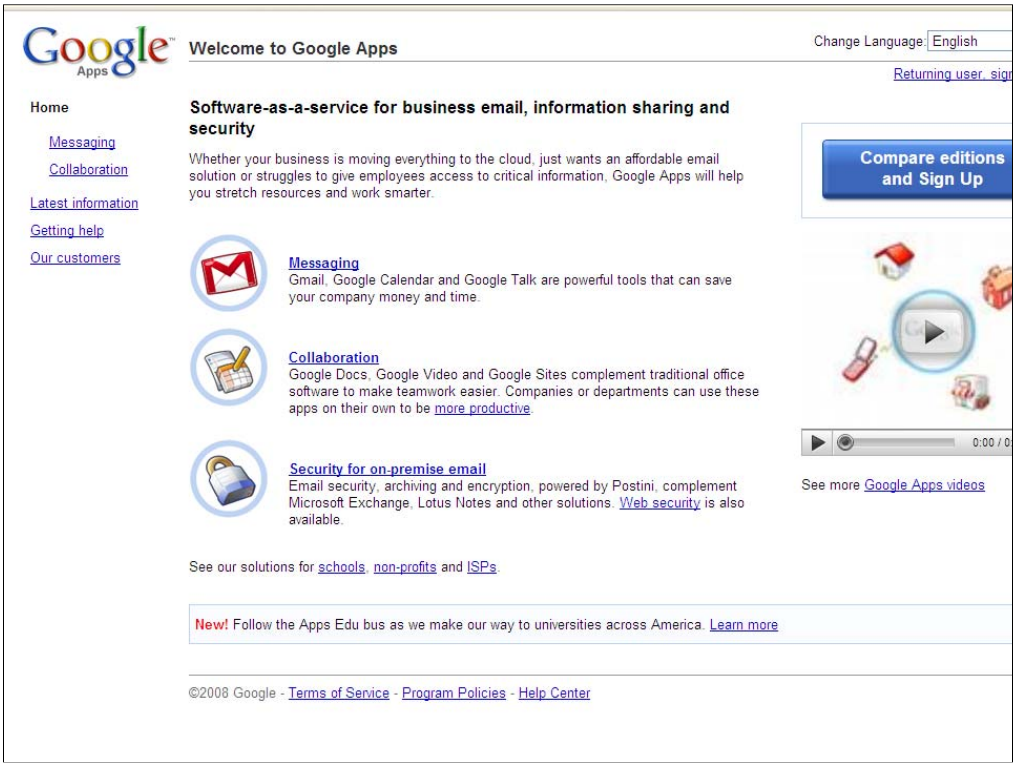

No surprise that one of the leaders in this area is Google.

Cloud computing is new term, you may also hear software as a Service used.

Out source IT save money and aggravation.

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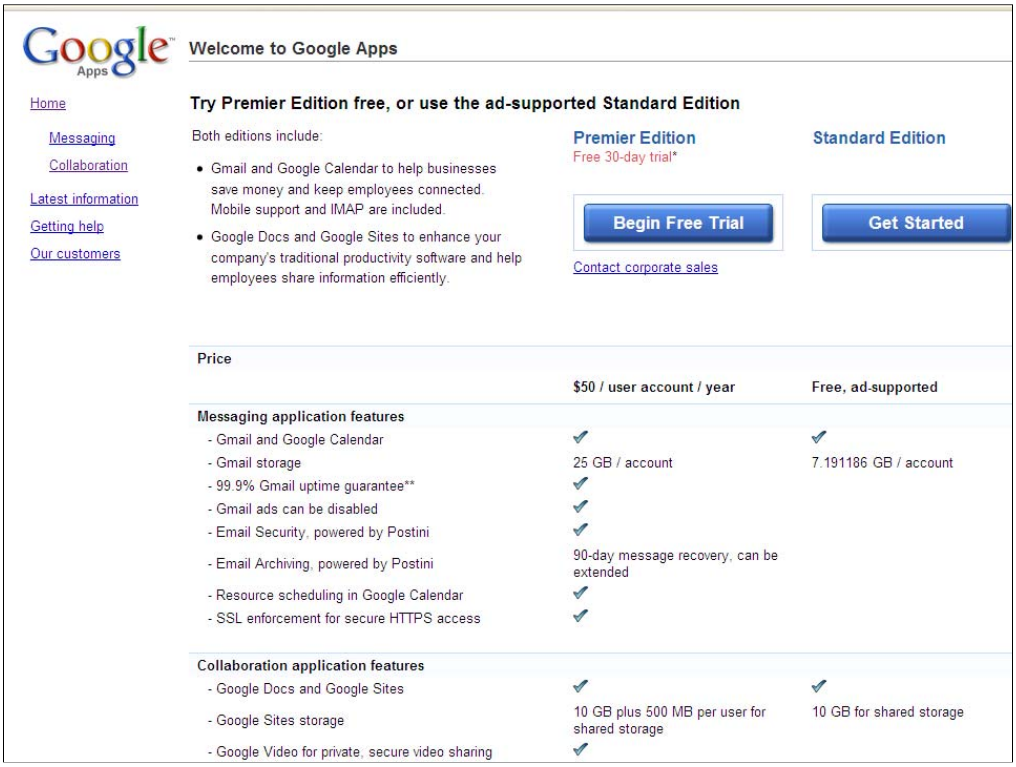

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	Premier Edition Free 30-day trial*	Standard Edition
	Begin Free Trial	Get Started
	Contact corporate sales	
Price		
	$50 / user account / year	**Free, ad-supported**
Messaging application features		
- Gmail and Google Calendar	✓	✓
- Gmail storage	25 GB / account	7.191186 GB / account
- 99.9% Gmail uptime guarantee**	✓	
- Gmail ads can be disabled	✓	
- Email Security, powered by Postini	✓	
- Email Archiving, powered by Postini	90-day message recovery, can be extended	
- Resource scheduling in Google Calendar	✓	
- SSL enforcement for secure HTTPS access	✓	
Collaboration application features		
- Google Docs and Google Sites	✓	✓
- Google Sites storage	10 GB plus 500 MB per user for shared storage	10 GB for shared storage
- Google Video for private, secure video sharing	✓	

For nominal amount you get a great IT infrastructure. You can even try it our for free.

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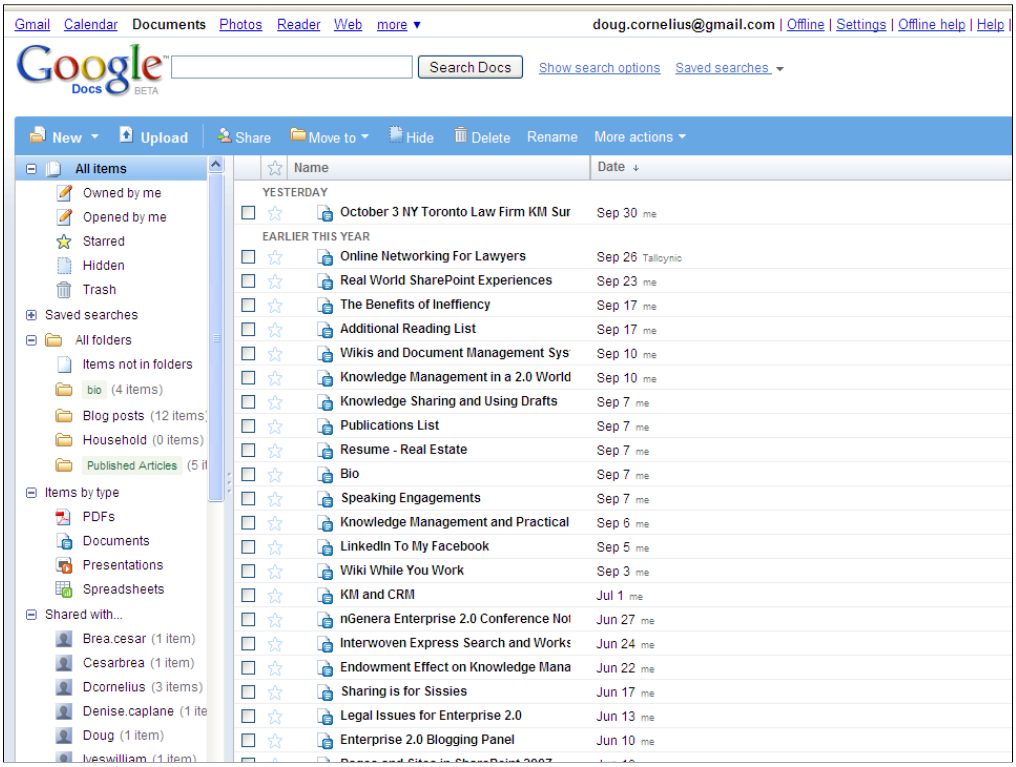

I am an avid user of Google Apps.

I use it for my personal documents, my personal wiki.

Article writing story

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The End