

Gray Plant Mooty Gains Time, Money and Accuracy with Best Authority®

By Karen Reynolds, Executive Director, Gray Plant Mooty

I initially realized we needed a solution to our Table of Authorities (TOA) problem after a visit to my firm's Washington D.C. office, where I had a conversation with paralegal José Garcia. At the time, we were manually formatting TOAs, a lengthy process which involved going through a legal brief, marking each citation and then formatting each citation. If there were any eleventh-hour additions or changes to the document, the TOA had to be completely reformatted to incorporate the additions. This was not a quick process and was not forgiving of human error or short deadlines.

José expressed concern about how long it was taking him to create a TOA for legal briefs, especially because he deals with a high volume of emergency motions and last-minute filings which need to be turned around immediately. Besides the process being lengthy, José was concerned about the accuracy of the documents he was creating under such a tight time constraint.

After speaking with José, I began searching for a solution. I turned to my colleagues, executive directors at other firms, to see how they were addressing the issue, and found that some were either using outdated technology or, like us, were using time-consuming manual methods. However, I found that several forward-thinking firms were using Best Authority® by Levit & James.

Several of us at the firm formed a working group to research Best Authority, a Microsoft Word add-in which makes it easy to build a TOA for any legal brief. We reached out to Levit & James Vice President Ian Levit, who gave us a demonstration of the product. It was immediately apparent that the software saved a considerable amount of time and produced a better and more reliable TOA than we were currently creating. We decided to implement Best Authority.

The installation and training process were quite straightforward. After the software was installed onto our users' computers, we were ready to use the program. Best of all, Levit & James makes it easy to learn and

customize the program to your specific needs. They offer free, live hands-on training with Webinars and supplemental E-Learning modules, along with a Users' Guide for software trainers.

We have been using Best Authority for nearly seven months now, and are very pleased with the product and the service we have received from Levit & James. The hallmark of Best Authority is that no one complains about it. The longer the brief, the more time Best Authority saves us; the more time it saves, the more money it saves us.

According to José, "Best Authority has proven to be a reliable addition to my brief-creation routine. You never have to tell the software to do something twice for a particular brief because the changes are permanent, and it is always accurate in catching citation errors. A TOA used to take me 30-60 minutes to format; with Best Authority it only takes me five to ten minutes."



Best Authority saves Gray Plant Mooty time and money, and assists in ensuring we produce and provide exceptional quality to our clients. My employees love the software, and if my employees are happy, I am happy. In my opinion, every firm should consider Best Authority to create TOAs and I will certainly recommend the software to any colleague who asks me what my firm is using.

Karen Reynolds is the Executive Director at Minneapolis-based Gray Plant Mooty.

**Levit & James, Inc.**

50 Sycolin Rd. PO Box 2503
Leesburg, VA 20177
(703) 771-1549
www.levitjames.com