

Capes, Sokol, Goodman & Sarachan, P.C. Efficiently Generates Tables of Authorities with Best Authority Light

by Lauren Dodge, Legal Secretary at
Capes, Sokol, Goodman & Sarachan, P.C.

As a legal secretary at Capes, Sokol, Goodman & Sarachan, P.C., I am responsible for creating all the Tables of Authorities (TOAs) for the attorneys. I used to do TOAs manually; it was a tedious process that required four to five hours, with additional time needed to incorporate revisions and edits. This all dramatically changed for the better when our firm purchased Best Authority Light, an affordable software program which efficiently builds and generates TOAs.

Our St. Louis-based firm has 42 people on staff, handling litigation, appellate, business and finance, real estate, tax, white collar, and family law. The attorneys in the litigation and appellate practice areas frequently create briefs that require a TOA. Often their revisions come late in the afternoon and there is little time to create the TOA. Worse, more revisions may still be on the way. The short deadlines for this process prompted us to seek a better solution than Microsoft Word for TOA projects.

We bought Best Authority Light, an edition especially designed for small firms and solo practitioners. For small firms, the Light edition is less expensive than Premium, and it includes most of the important features of the Premium edition. Now we can generate a TOA faster and more easily. We have been extremely happy with the results and I have received positive feedback throughout the firm.

Best Authority was implemented in January 2013 with training sessions starting a month prior to the rollout. During training, it became abundantly clear the software was intuitive and easy-to-use. The Light edition has proven to be well-suited for the work we do at the firm and it has been a blessing personally, allowing me to meet my deadlines for the attorneys. I now spend 30-45

minutes at the most putting together a TOA, which is a fraction of the time it used to require.

I still meticulously check the entire TOA before putting it in the hands of the attorneys; as you might expect, Best Authority is not always 100% accurate. Still, it's vastly better than our previous process which was cumbersome and error-prone. I can spot-check the entire TOA easily, which saves time. In the past, I would have to start from scratch if there was a revision to be made once the TOA had been generated. With Best Authority Light, I can review only the specific parts of the document that were revised and edit the TOA accordingly.

Our firm trusts Best Authority because it is well known within the industry. My sister, who is also a legal secretary, uses it at her firm in New York.

The support staff at Levit & James is great. When I first learned the software, I spoke directly with a representative at the company and she helped me to feel comfortable with the product. All of my questions were answered and my needs were efficiently assessed to help me learn Best Authority's uses for my firm. We use the built-in templates within the software, so there has been no need for individual customization. We are confident that if we ever had an issue with Best Authority, Levit & James would immediately find a solution.

I strongly recommend Best Authority Light to other law firms because the software has dramatically improved our daily workflow and has supported our continued success in providing proficiency and excellence in generating a Table of Authorities

About the Author

Lauren Dodge is a Legal Secretary at Capes, Sokol, Goodman & Sarachan, P.C. The law firm is based in St. Louis, Missouri and handles litigation, appellate work, business and finance, real estate, tax, white collar, and family law.