

Event Title:

Case Management Techniques for Paralegals: Saving Time With Technology

Event Date and Time:

April 18, 2024 -- 12:00 PM EDT - 01:00 PM EDT

Event Agenda:

All times are shown in Eastern time.

12:00 - 1:00, Raymond R. Grasing

- I. AI in Case Management - The New Frontier
- II. Tools to Set and Track Case Timelines, Workflows, and Tasks
- III. Document Review and Management
- IV. Case File Organization and Storage - Practical Tech Tips

Event Description:

If you want to excel in your role, you need to embrace technology. This guide is designed to equip you with the latest tech tools and tips for more streamlined case management. Learn how to automate key tasks, improve document organization and access, and more. Save time by letting technology do much of the work for you - register today!

- Be forward-thinking: find out how to use AI to your advantage.
- Improve productivity through setting and tracking case timelines and workflows.
- Enhance case file organization with practical tech tips.

**Any mention of specific products in this program is intended as part of a general overview and does not constitute IPE's endorsement or recommendation of any specific product or provider. This program is not sponsored by any technology or electronics provider.*

Who Should Attend:

This **intermediate level course** will teach attendees how to get more out of technology in case management. Those who should attend include:

- Paralegals
- Legal Technicians
- Legal Assistants
- Legal Support Staff

Event Bio:

[Raymond R. Grasing](#) is an attorney with The Law Firm of Grasing & Associates. He has more than 25 years of trial experience in New York. Mr. Grasing knows how to try a case in a straight forward convincing manor, and how to pare down the facts and issues to

their essential parts to help a jury reach the correct decision. His understanding of the law, gained through his trial experience, provides his clients with a distinct competitive advantage, whether or not their case gets to trial. Mr. Grasing practices in the areas of commercial litigation, personal injury, construction disputes, insurance coverage disputes, insurance coverage, collections, subrogation, arson, and fraud cases. He earned his B.A. degree from the State University of New York at Stonybrook and his J.D. degree from Brooklyn Law School.