



## USING THE IPAD IN A LAW PRACTICE

### Part 1 — Setting up

#### 1.1 WiFi + 3G, or just WiFi

*WiFi* refers to an internet connection over a wireless network, using a wireless access point to transmit an internet connection over a short distance, say up to 100 metres.

*3G* refers to the third-generation mobile telephone networks that provide high-speed data services as well as voice transmission.

I have the [WiFi + 3G](#) version. Many US blogs recommend buying just the WiFi version. Free public WiFi networks — or 'hotspots' — must be common over there. But here in Australia, they're still relatively scarce. Get the WiFi + 3G iPad so you can access the internet when you're on the go.

#### 1.2 Storage capacity

The iPad uses solid-state storage — also called a flash drive — instead of a spinning magnetic hard-disk drive. It comes in 3 sizes: 16GB, 32GB and 64GB.

Just like you can't be too rich and too good looking, when it comes to computer devices you can't have too much storage and too much speed. I have the 64GB model, so I never have to worry about how much space is available for my documents.

#### 1.3 Which mobile network

This is a complex question and provokes lengthy debates in online forums. You have three mobile phone networks to choose from: [Telstra](#), [Optus](#), and [Vodafone](#). [Virgin](#) re-

sells Optus; and 3 has a legacy network sharing agreement with Telstra, but was bought by Vodafone about a year ago and is gradually merging identity.

I've tried Vodafone, 3 and Telstra. Now that Telstra's prices are more competitive, I use a Telstra 3GB-per-month pre-paid service, and find that's heaps of data for me. (1GB would be a bit tight, and I just want to use my iPad without worrying about how much data is left.) If I kept mainly to the city or big population areas, I'd probably use Vodafone. 3 is only good if you stay in the capital cities, and in my experience, its network is a bit patchy in areas. Optus has good prices, but I don't know if it still suffers network congestion because it's so popular. YMMV. (Your mileage may vary.)

## 1.4 Online storage

I said before I can access my documents on my iPad when I'm away from the computer. I do this using online or 'cloud' storage. ('Cloud' is a metaphor for the internet, as data is loaded 'up' to and 'down' from the 'cloud'.)

All my documents are stored on my computer, and synchronised with a cloud-service. I have more than 64GB of data on my computer, so I only load onto the iPad those documents I anticipate needing. But if I need something else, I use my iPad's data connection to access my documents stored in the cloud. I can even download them onto my iPad.

Two other good reasons to use cloud storage are:

1. Files are synchronised across linked devices. I change a document on my laptop at home, and the changes are replicated on my desktop computer in chambers, and vice versa. *And* I can access different change versions.
2. Files are securely backed up. In case of fire, flood or theft, all my files are still backed up and accessible in the cloud. Remember [Hurricane Katrina](#)? Apparently many New Orleans lawyers lost all their files, and even now struggle with cases more than 5 years old. What will you do if your only copy of your paper file is lost, destroyed or stolen?

There are many services, but I'll mention only the main ones I'm familiar with.

### 1.4.1 DropBox

[DropBox](#) is indispensable. You need it. You want it. Just get it. Get a free 2GB account; try it for yourself.

It backs-up and synchronises everything inside a folder named DropBox. I put all my folders in there, rather than under 'My Documents'. I have two accounts: a 100GB personal account, and a 50GB work account. DropBox uses 128-bit encryption, and its employees can't see my data without my password.

DropBox allows me to set up share folders. I grant access to specified people to that share folder, and we can all see and access the files. No email size limits, and no problems with version control of our documents!

DropBox also has public share folders. Any documents in there are available to the world.

#### **1.4.2 BoxNet**

[BoxNet](#). Similar to DropBox, but with a heavier emphasis on sharing documents. I also have a BoxNet account.

#### **1.4.3 SugarSync**

[SugarSync](#). Also similar to DropBox, but allows the user to select any folder to backup. It doesn't link quite as easily to some of the iPad applications I'll discuss in later posts, which is probably the only reason why I prefer DropBox over this great service. Yup, I have a SugarSync account too.

#### **1.4.4 iDisk**

[iDisk](#) is online storage provided as part of Apple's [MobileMe](#) service. It should work like the other services, but in my experience it is *painfully* slow to the point of being unusable. Everything else in MobileMe works just great, so I keep this subscription for my calendar, address book and email synchronisation.

Before using cloud-storage, you should make sure the service you chose will satisfy any obligations of privilege or confidentiality that apply to you.

### **1.5 Adobe Acrobat**

Aside from [iTunes](#) to activate the iPad when you first get it, you don't *need* other software on your computer to use the iPad.

But if you want to get the most use with your documents on it, having Adobe Acrobat helps. A lot. There are cheaper programs that do some of what Acrobat does, but not

everything. If you want to do everything that Microsoft Office can do, you have to spend the cash buying MS Office. So too if you want to do everything Acrobat can do, you need to buy Acrobat. Oh, and I don't mean Acrobat Reader: I'm talking about the full version of Adobe Acrobat Professional.

With Acrobat I can convert Word documents and webpages to PDF; combine files; add bookmarks, sticky notes and highlights to documents; insert annotations; OCR (optical character recognition) documents scanned as images, and virtual faxes, and turn them into searchable documents; and add security restrictions to documents.

If you want to know more about using Acrobat in legal practice, check out:

- [PDF for lawyers](#)
- [Acrobat for legal professionals](#)

## 1.6 Scanner

I have two scanners to turn all the paper I get into electronic documents. That way I can store my briefs in the cloud, and only carry on my iPad those that I need. If for some reason I need access to a brief not on my iPad, I get it instantly through my DropBox.

The [Fujitsu ScanSnaps](#) are highly recommended. I have two.

The [S1500M](#) desktop is a sheet-feed scanner that scans both sides of a document in one pass. It holds up to 50 sheets.

The [S300M](#) portable scanner unfolds to take up to 10 A4 sheets at a time, and also scans both sides of a document in a single pass. It can run off USB or AC power. I do take it to court occasionally. Once, when briefed at court, I used it to scan parts of the only copy of a police brief (with permission) at a courthouse with no copying facilities. Once it was converted to PDF I put the brief together electronically with Acrobat on my laptop, bookmarked it, and transferred it to my iPad! Instant disclosure!

If you shop around, you can buy both scanners from online retailers cheaper than the RRP.

And if you have a scanner, with software like [Paperless](#) or [Neat Receipts](#) you can digitise all your receipts and get rid of that shoebox!

Last, if you do use a scanner, buy a stamp that reads "scanned". Scan paper as it comes

in, and if you need to keep it rather than return it or shred it (ideal), stamp it as scanned so the next time you see it you know it's done.

## 1.7 File structure and naming convention

It's important your file structure and naming convention helps you locate files quickly and easily. If you use a commercial document management system, then that system will name and file your files for you.

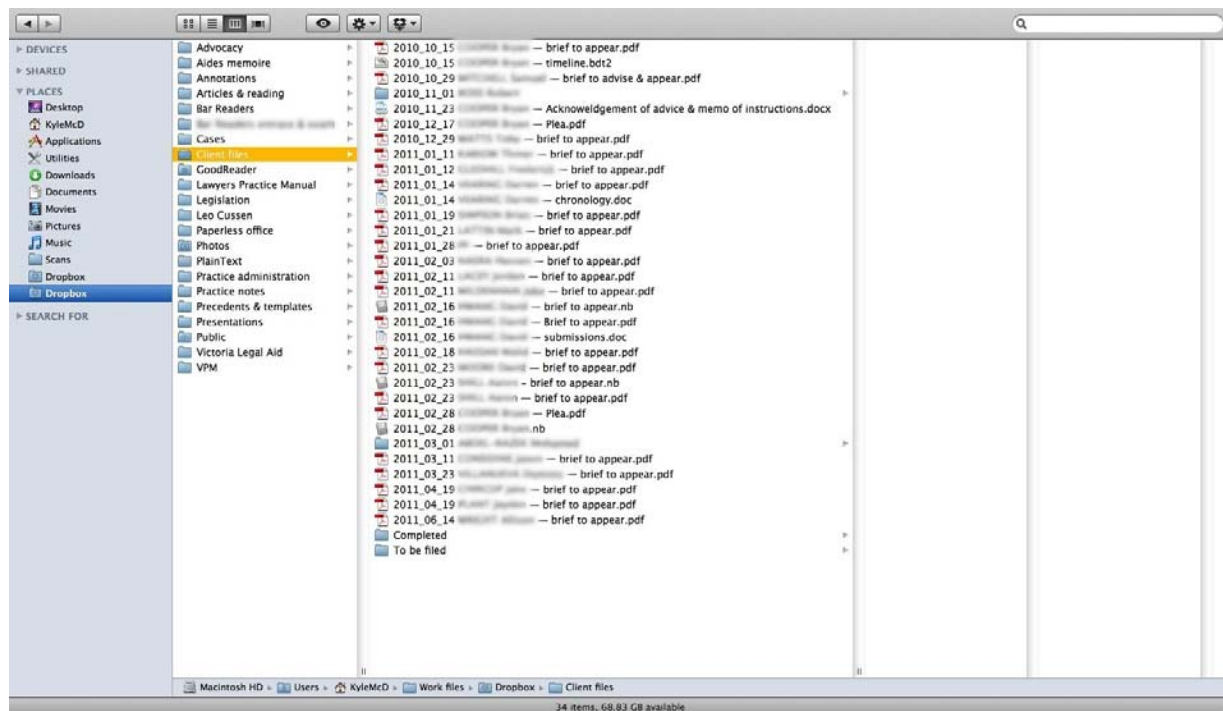
Otherwise, it's up to you how to name and arrange your files.

Two common conventions for naming files are:

- Starting with a date e.g. [document date] [description]
- Starting with the type of document e.g. [Document Type][Receiving Party][Subject][Original Document Date] or some similar format

I use the first naming style, using the appearance date I'm briefed for e.g. yyyy\_mm\_dd FAMILYNAME Given name — [brief type].pdf.

Here's a screenshot of my work DropBox, showing my folder structure, and some of my briefs.



These file names automatically sort in date order. If I do forget where a file is, I can search for it by file name or — because the files are OCR'd — by a word or phrase in the file.

Getting the structure right and choosing a naming system that works for you is important. I spent more time deciding on this than any other aspect of setting up my computer and iPad. A few resources you might find helpful are:

- [How to organize paperless client files](#) — Lawyerist
- Sign up to [DocumentSnap](#) for a download document on paperless document management
- [Digital Workflow CLE](#)
- [The Document Naming System in Our Paperless Office](#) — ABA Law Practice Today
- [Are there any recognized “best” practices for file naming conventions?](#) — Compujurist

## **1.8 Fax service**

Last, not strictly something just for the iPad but useful nonetheless, a virtual fax service allows me to send and receive faxes by email as PDFs. No fax machine or paper required. Great for getting faxes at court without the fees some of them charge!

I use [Ozefax](#), but only because I get so few faxes. The VicBar offers a service through [Fax2Mail](#) (also see [here](#)), which is better value if you send and receive a lot of faxes.

## **2. Applications for the iPad**

### **2.1 File viewers**

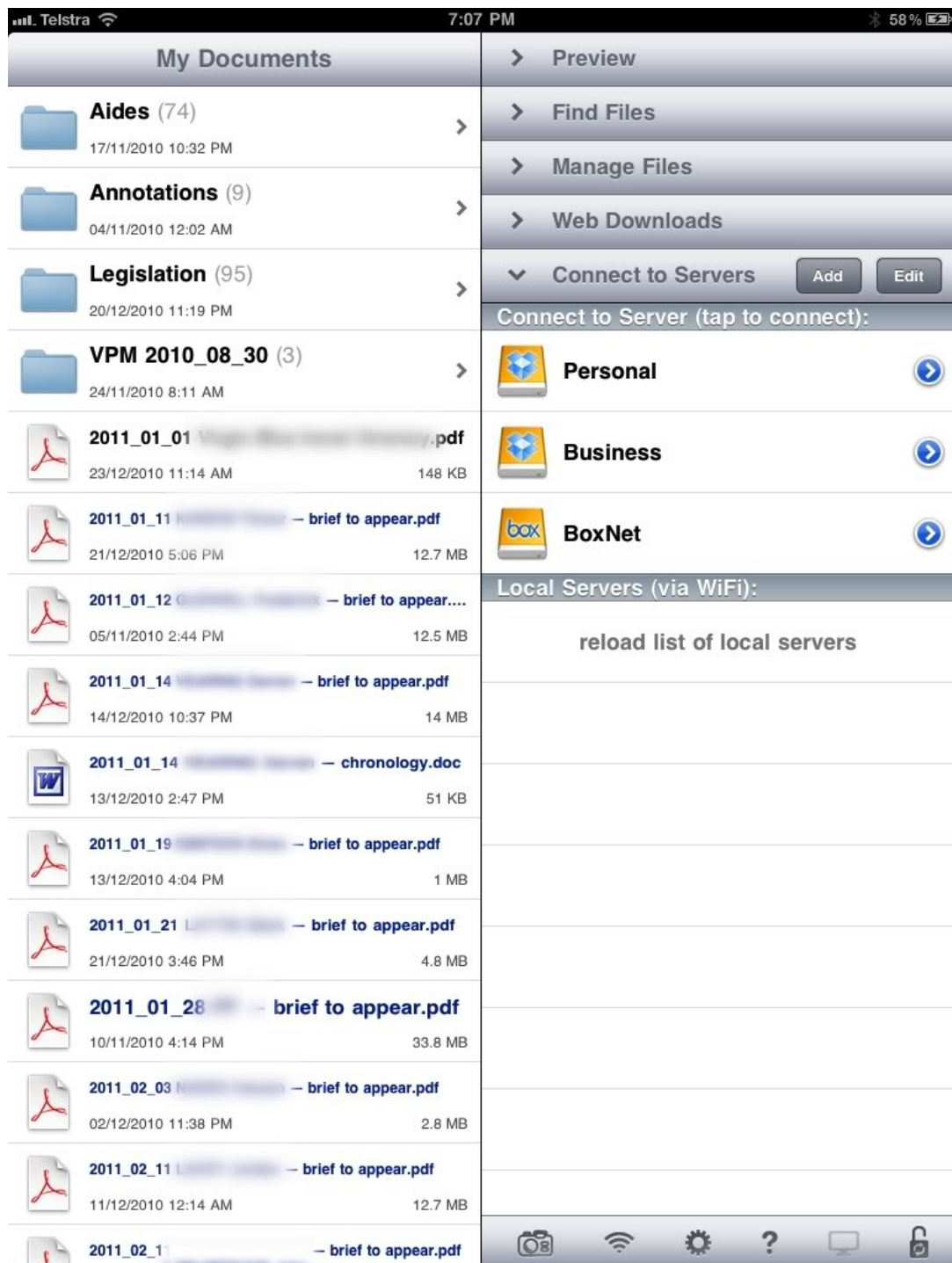
I mentioned in my last post how great the iPad is for carrying around many documents. The iPad doesn't access its storage memory the way a computer does: there's no file manager or explorer program.

We need an app (application) to store and view our files. These are the big guns for legal work. (Apart from SugarSync's own app, none of them link directly with the SugarSync cloud service I mentioned [here](#).)

#### **2.1.1 GoodReader**

[GoodReader](#) (get it from iTunes [here](#)) is my file viewer of choice.

This is its default opening page. I added the folders you see at the top left. For now, it doesn't support file sync from iTunes into folders, but only into the main directory, and I then manually move them. (Actually, I use another work-around, but I'll mention that in a later post.)





Can you see the Word document in the file list? GoodReader can view Word, txt, html, pictures, video and PDF.

GoodReader allows me to connect to a variety of cloud storage services, including multiple DropBox accounts. It's very fast — faster than using the [DropBox](#) app.





I can annotate files on the iPad, and save to the original file or create a copy. Recent versions of GoodReader view annotations created using Adobe Acrobat.

Telstra 11:55 PM 74%

My Documents C L (a minor) v Lee & Ors [2010] VSC 517.pdf Help

1 of 34 IN THE SUPREME COURT OF VICTORIA AT MELBOURNE Not Restricted

No. 7900 of 2009  
No. 7901 of 2009  
No. 7902 of 2009  
No. 7903 of 2009

CL (a minor) Plaintiff

v

TIM LEE and ORS First Defendants

and

CHILDREN'S COURT OF VICTORIA at BROADMEADOWS Second Defendant

JUDGE: LASRY J  
WHERE HELD: Melbourne  
DATES OF HEARING: 8, 9 December 2009  
DATE OF JUDGMENT: 16 November 2010  
CASE MAY BE CITED AS: CL (a minor) v Tim Lee and Ors  
MEDIUM NEUTRAL CITATION: [2010] VSC 517

COMMON LAW - Judicial Review - Children's Court - Fitness to plead - Whether Children's Court has jurisdiction to determine - ss 356(3), 516, 522, 528 *Children, Youth and Families Act 2005* - ss 3, 4, 5, 6, 7, 8 *Crimes (Mental Impairment and Unfitness to be Tried) Act 1997* - ss 7, 25, 32 *Charter of Human Rights and Responsibilities Act 2006* - No jurisdiction conferred by statute - No jurisdiction at common law - Recommendations for legislative amendment - Matter to proceed to committal - Recommendations for conduct of trial proceeding in County Court - Originating Motions dismissed.

Freehand notes are possible

APPEARANCES: Counsel Solicitors

For the Plaintiff Mr H Carmichael Gorman & Hannan

For the Defendants Mr D Trapnell SC Office of Public Prosecutions

For the Attorney-General Ms C Geiringer Victorian Government Solicitors Office

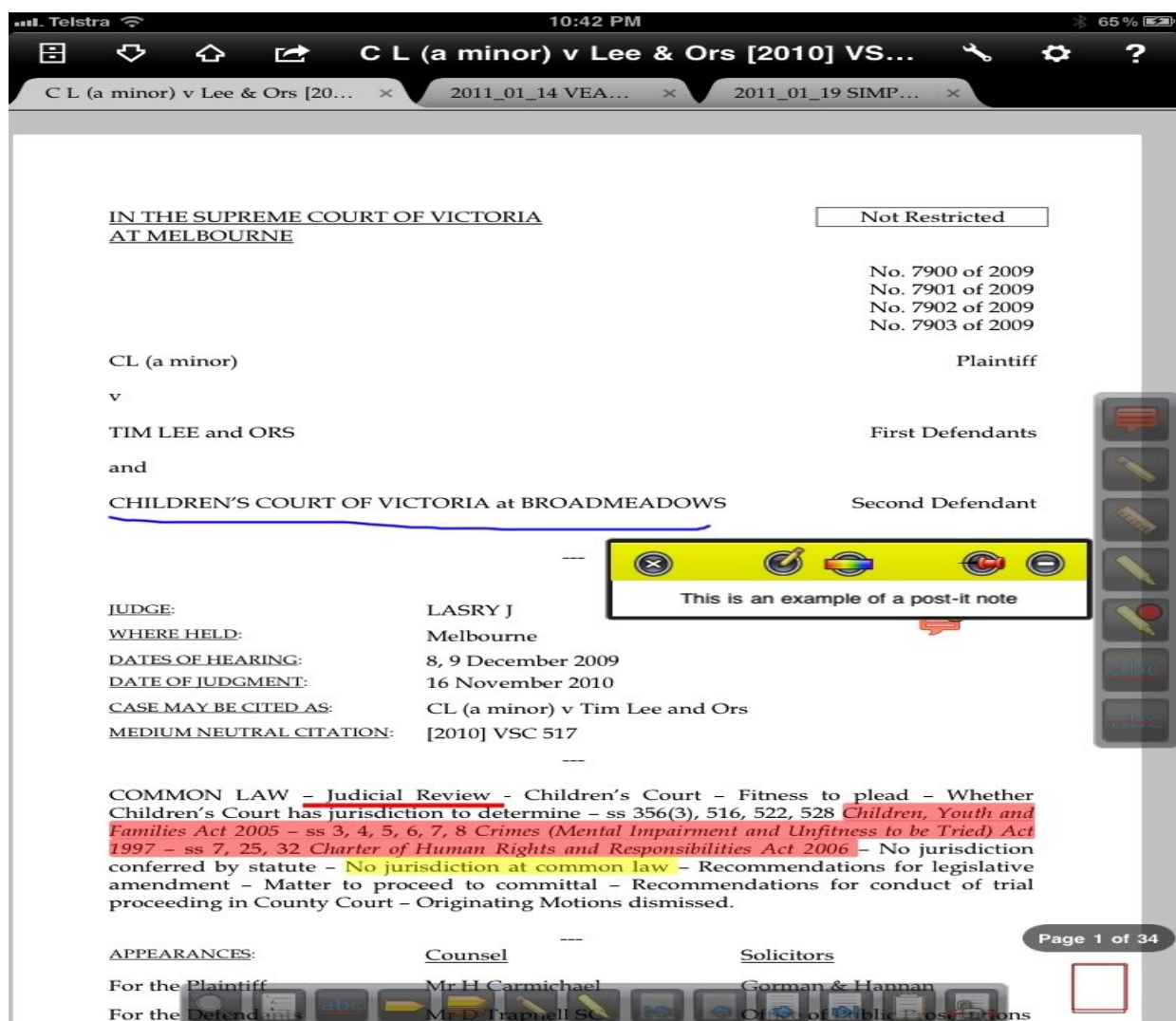
1 T0517

GoodReader can transfer files over a WiFi network, or USB cable. It also has a really nifty trick when viewing documents on the internet. For example, if I search for an Act of Parliament, and open the PDF document in the iPad's web browser, Safari, what if I decide I want to keep that document? Simple, edit the URL in the address bar to insert a *g* at the start, and that document will download into GoodReader!

## 2.1.2 iAnnotate PDF

iAnnotate PDF (get it from iTunes [here](#)) can *only* work with PDFs.

If you want to work with and mark up PDFs all the time, this app is probably the pick of the bunch. It uses customisable toolbars on the sides of the screen to provide quick access to editing tools. And it provides tabbed viewing, allowing quick access to switch documents. This is what it looks like, with a few example annotations on the document:



Tap the screen once to turn off editing and just view the document.

Telstra

10:49 PM

65 %

IN THE SUPREME COURT OF VICTORIA  
AT MELBOURNE

Not Restricted

No. 7900 of 2009  
No. 7901 of 2009  
No. 7902 of 2009  
No. 7903 of 2009

CL (a minor)

Plaintiff

v

TIM LEE and ORS

First Defendants

and

CHILDREN'S COURT OF VICTORIA at BROADMEADOWS

Second Defendant

JUDGE: LASRY J

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This is an example of a post-it note

COMMON LAW - Judicial Review - Children's Court - Fitness to plead - Whether Children's Court has jurisdiction to determine - ss 356(3), 516, 522, 528 *Children, Youth and Families Act 2005* - ss 3, 4, 5, 6, 7, 8 *Crimes (Mental Impairment and Unfitness to be Tried) Act 1997* - ss 7, 25, 32 *Charter of Human Rights and Responsibilities Act 2006* - No jurisdiction conferred by statute - No jurisdiction at common law - Recommendations for legislative amendment - Matter to proceed to committal - Recommendations for conduct of trial proceeding in County Court - Originating Motions dismissed.

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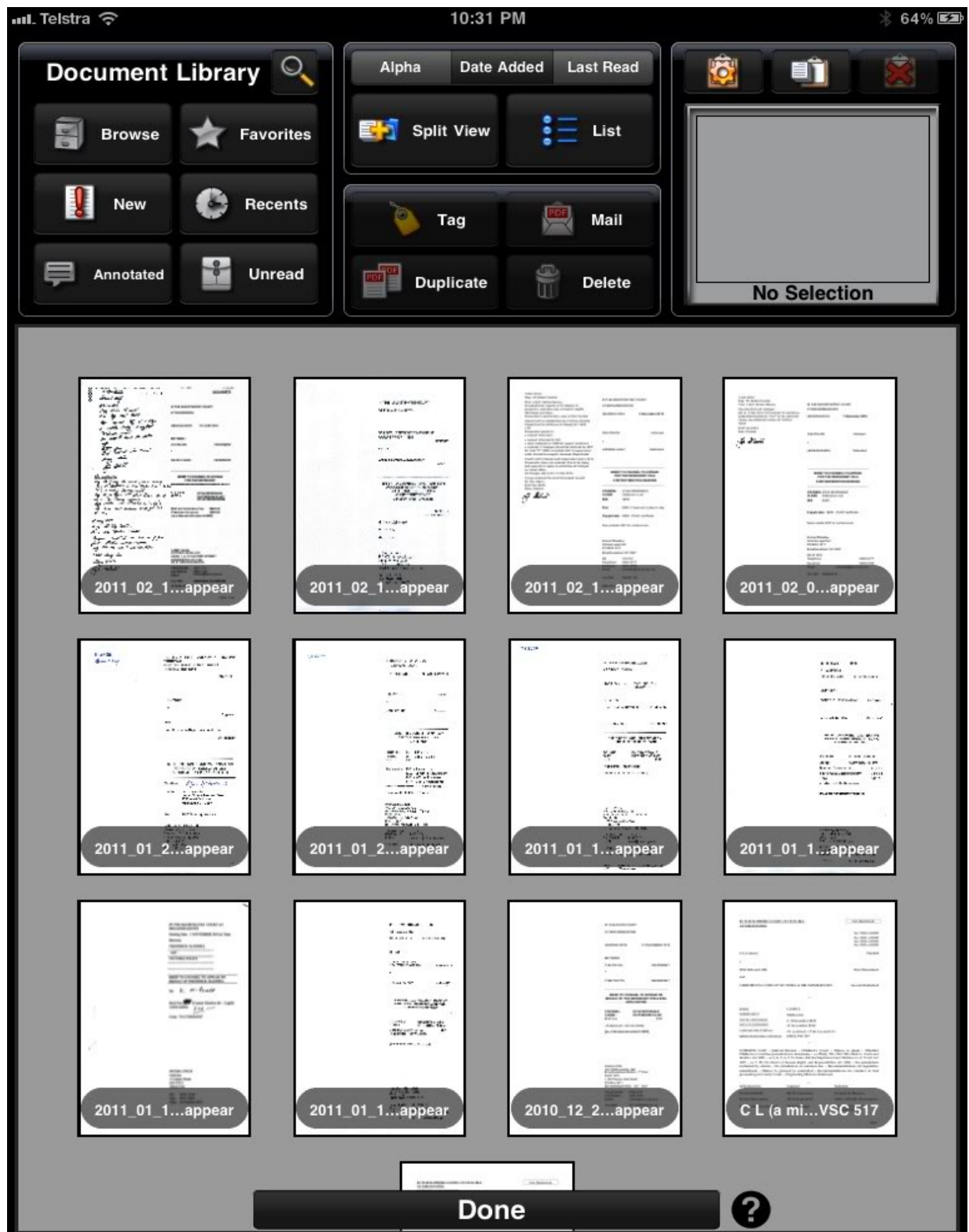
Office of Public Prosecutions

For the Attorney-General

Ms C Geiringer

Victorian Government  
Solicitors Office

The document manager organises documents, and can create folders and tags with full drag-and-drop function!

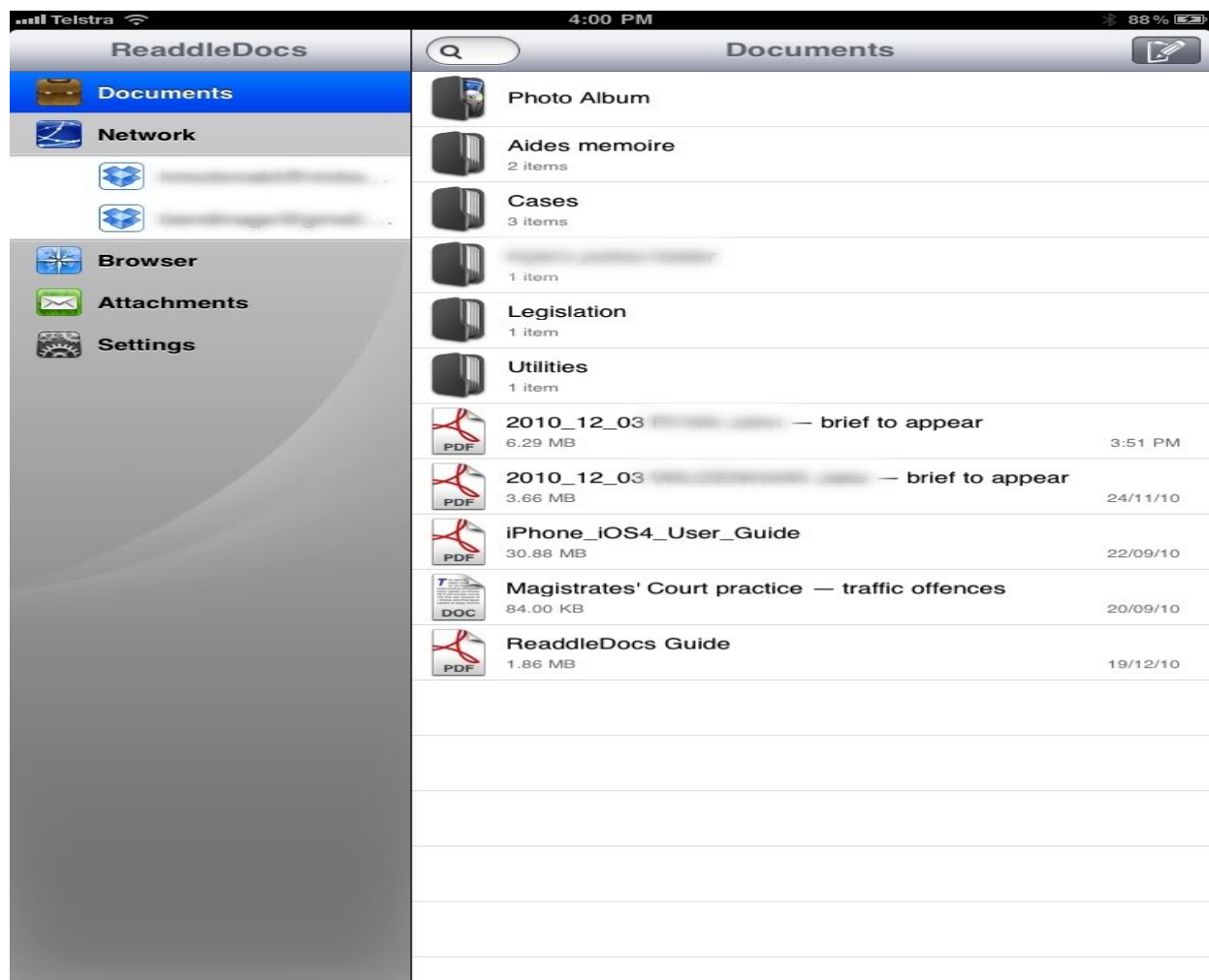


There are a couple of reasons I don't use iAnnotate PDF as my primary app.

- Visually, it's very busy, and I find the interface obscures some of my documents.
- It treats document bookmarks as outlines. I can customise the toolbars to view my bookmarks, but I don't know why the app deals with them in this non-standard way.
- It doesn't read other file types.
- It only allows me to access one DropBox.
- It scrolls pages by flicking top to bottom. To turn precisely a single page, you must use the turn arrows in the toolbars.

### 2.1.3 ReaddleDocs

[Readdledocs](#) (get it from iTunes [here](#)) views a wide range of files and stores them on the iPad. It can download documents and attachments from websites, emails, computers, and cloud services. It too allows for folders to organise files.





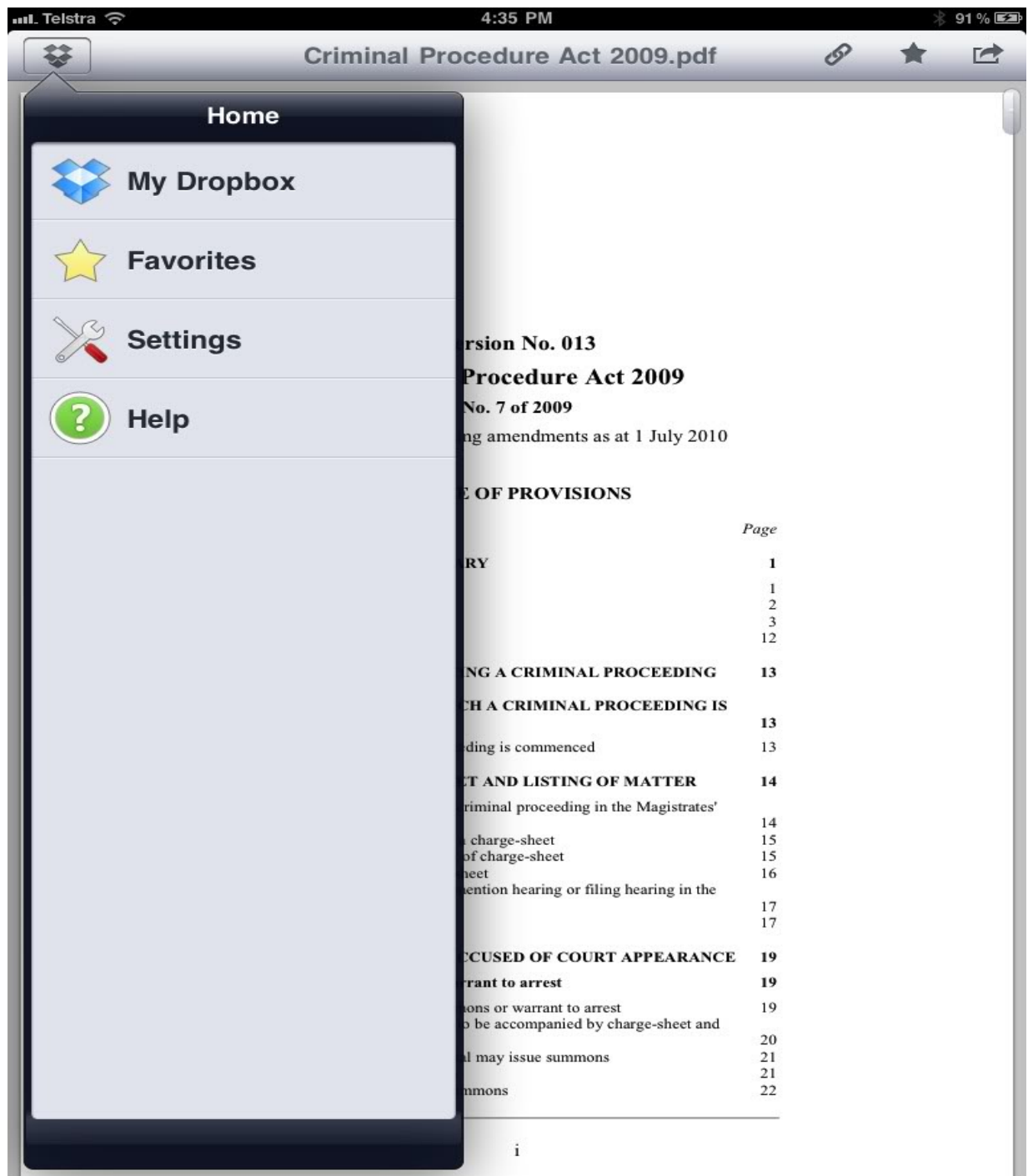
Readdledocs links to quite a few cloud providers — including multiple DropBoxes— and also offers email access — but only to IMAP and POP services (no Exchange servers).



Annotating is limited to highlighting and adding notes.

## 2.1.4 DropBox

DropBox (get it from iTunes [here](#)) provides a free iPad app that links to a single DropBox.





It can [view many file types](#), but has no annotating ability and no capacity to save files on the iPad. You can email a link to an individual file, or open a file using another app like one of the ones above.

### **2.1.5 SugarSync**

[SugarSync](#) (get it from iTunes [here](#)) also provides cloud storage and synchronises files.

I haven't used it much, but in my limited playing with it, I found the iPad app a bit clunky and slow. It doesn't offer annotating, but does allow files to be stored locally and opened in other apps. It allows access to any files or folders I select on my computer, not just those stored in DropBox.

## **2.2 File authoring**

I don't use the iPad for this very much, but it's possible to create spreadsheets and Word documents on the iPad. Most of the programs allow varying degrees of text manipulation, but struggle with anything more complex than text and two hard-returns. Footnotes and paragraph numbering are real problems, which means the iPad isn't helpful for formatting submissions.

You might also like to look at Josh Barrett's *Tablet Legal* two articles on Word processors on iPad for lawyers [Part I](#) and [Part II](#).

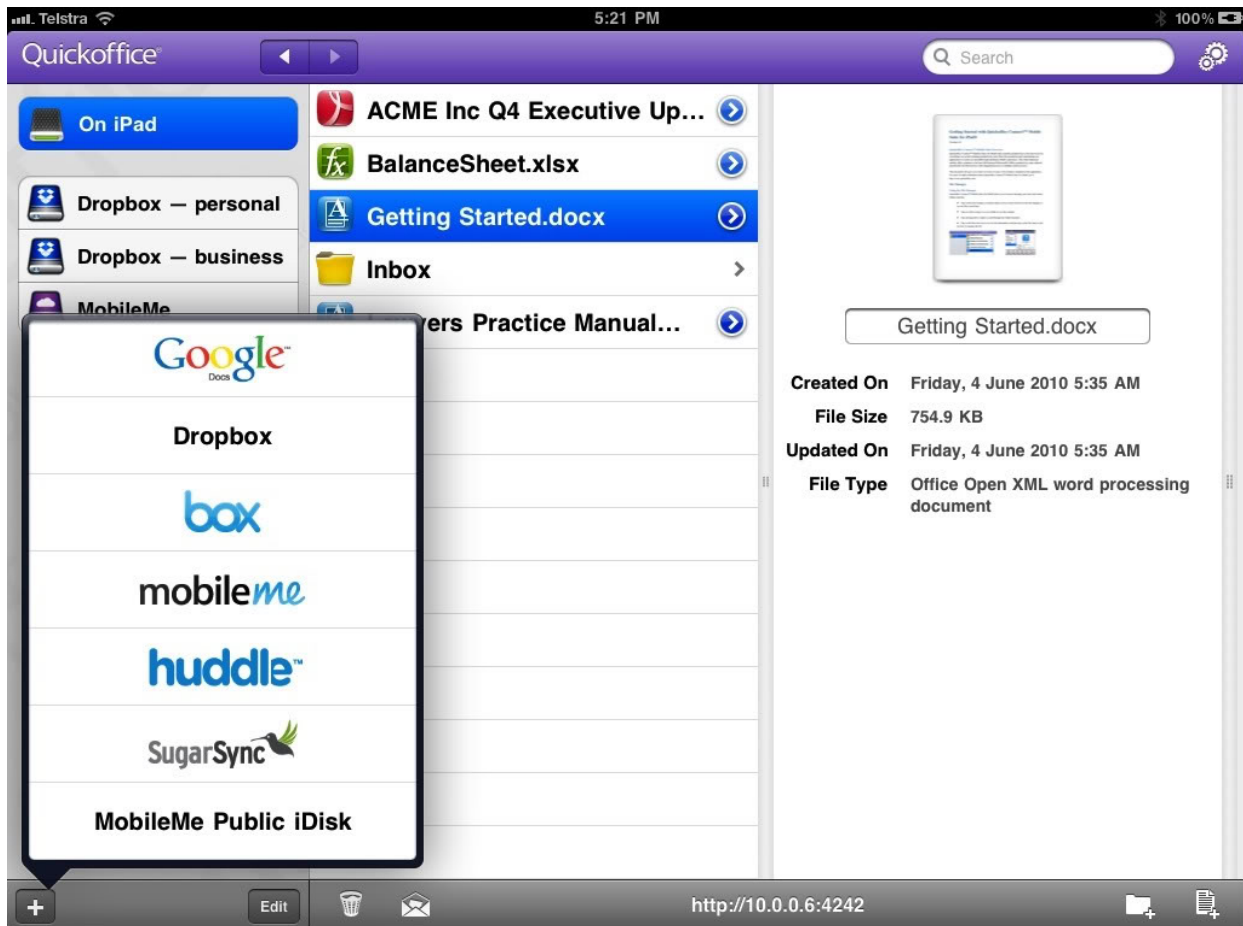
### **2.2.1 Pages**

[Pages](#) (get it from iTunes [here](#)) is Apple's iPad version of its Mac word processor.

I haven't used it, so I can't tell you anything about it, other than what I read.

### **2.2.2 Quickoffice connect HD**

[Quickoffice connect HD](#) (get it from iTunes [here](#)) can create and edit MS Word and Excel documents, and read PDFs. It doesn't provide for opening files in other apps.



It provides access to cloud services, and you drop-and-drag files to the iPad icon to store them locally, and to the trashcan or email icon to delete or send.

I find it doesn't import my document formatting when I used outline paragraph numbering and styles to provide paragraph spacing. It also undoes my formatting in my excel spreadsheets if I save the changes to DropBox.

### 2.2.3 Office<sup>2</sup> HD

Office<sup>2</sup> HD (get it from iTunes [here](#)) is another MS Word & Excel-compatible app. I haven't used it.

### 2.2.4 Documents To Go Premium

Documents To Go Premium (get it from iTunes [here](#)) is another Word and Excel app, and also says it can create PowerPoint presentations, and also read PDFs. I haven't tried it, but I'm intrigued by the claim that the latest version can apply and view styles in word

processing programs! I like also that it has a free trial.

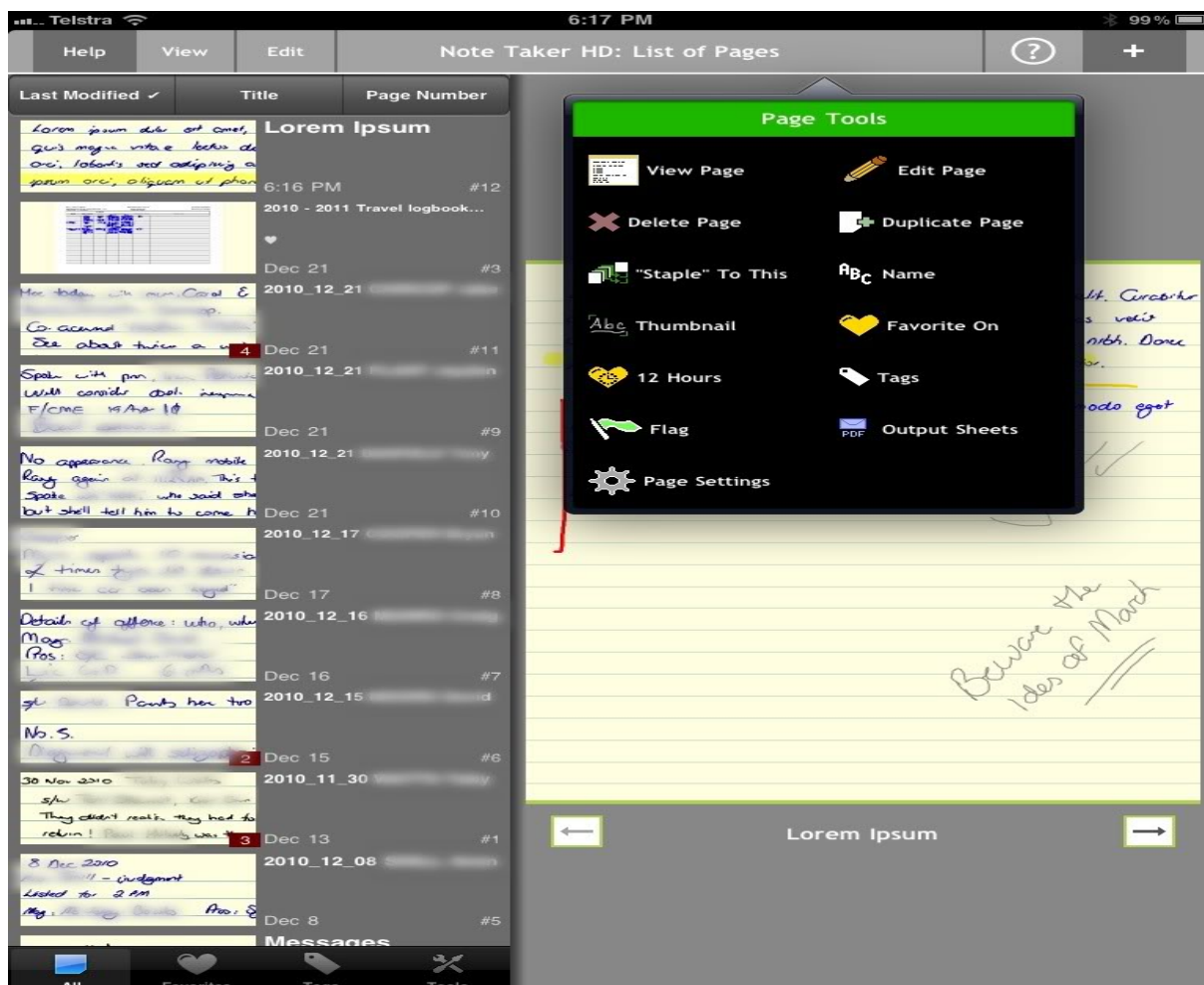
## 2.3 Note taking

When I first started using the iPad I struggled to take notes when at court or talking with people, and then keep track of those notes and integrate them with my electronic documents. I think some of these apps provide a solution.

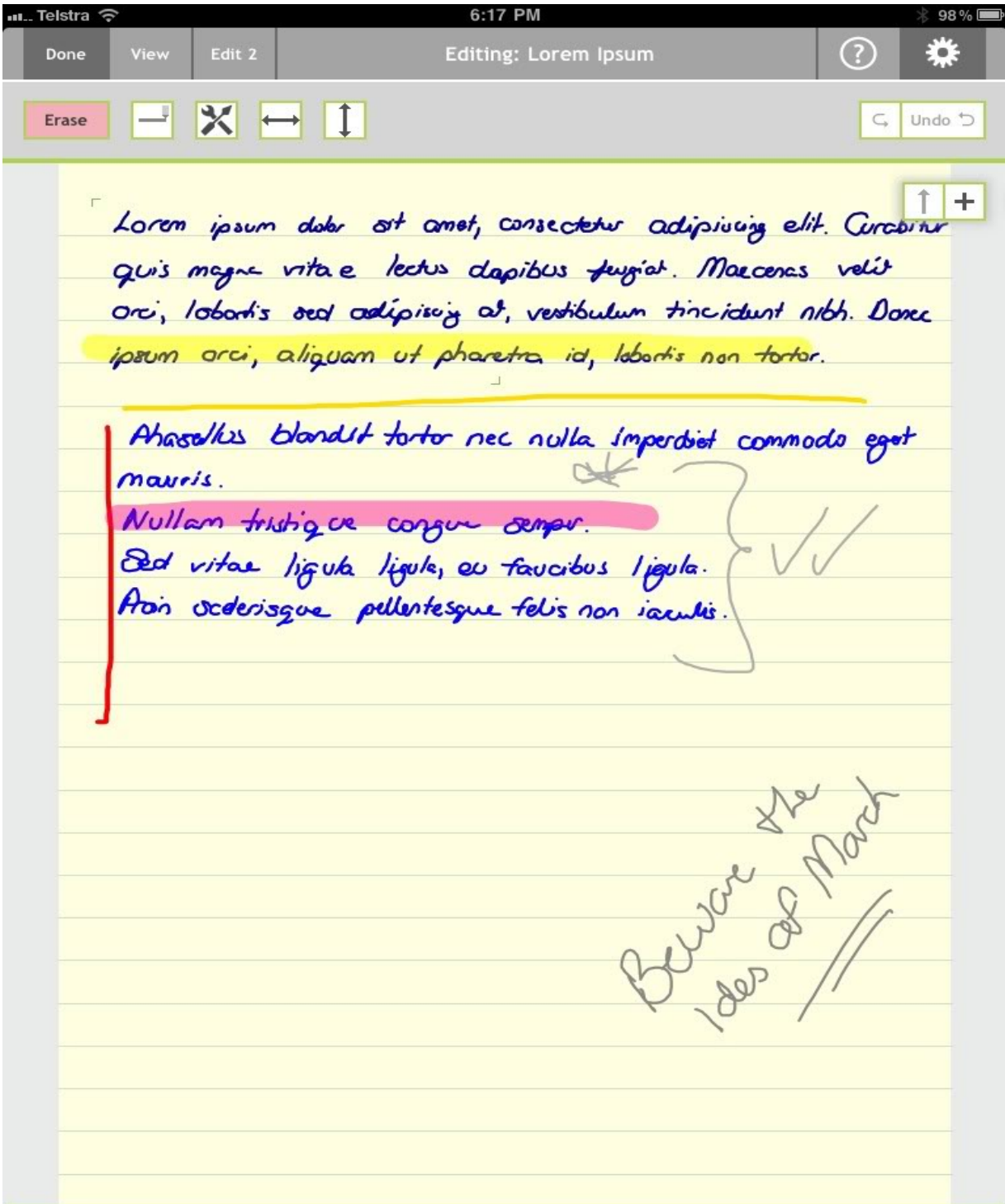
### 2.3.1 NoteTaker HD

[Note Taker HD](#) (get it from iTunes [here](#)) lets me use the iPad like a note pad.

All my notes are stored locally until I chose to delete them. You can see here the opening page, with notes listed on the left side; a preview on the right side; and the page tool menu open for the most recent note.



Select individual notes by tapping on them from the list view on the left, then double-tapping the preview on the right. Here's the note open in Edit 1 mode (there are two editing modes), where the whole page is displayed. Pen colours and width are selected from the toolbar, and I can highlight text as well.



Notes can be emailed as PDFs. I email mine to myself, and insert them into my brief before I file it in my completed folder.

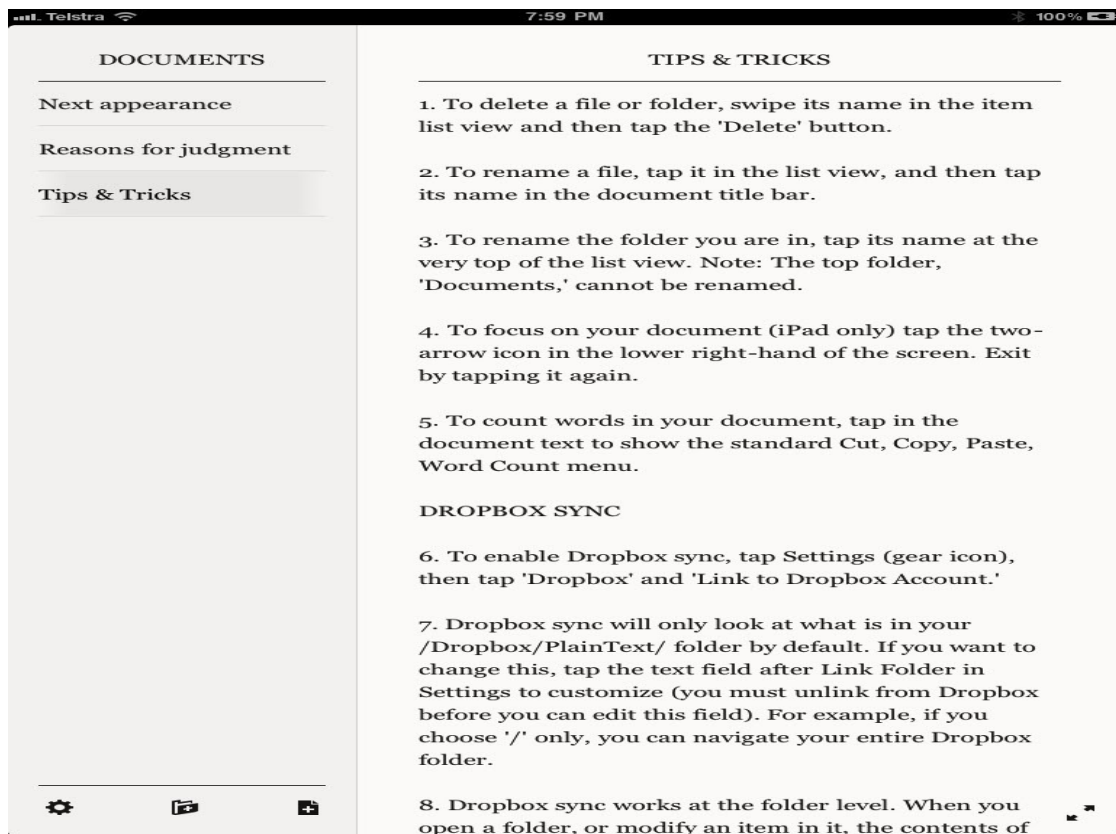
## 2.3.2 Circus Ponies Notebook

**CP Notebook for iPad** (iTunes link [here](#)) was only released a couple of weeks ago. CP Notebook is a great program on the Mac, and Notebook users have been hoping for an iPad version for a long time. Initial reviews are that the current version has a few hiccups, but great promise. I haven't tried the iPad version yet, but if it can sync with Notebook on my computer I'll be getting it. DropBox support is [mooted soon](#), so that's probably when I'll spend \$36.99 on it.

## 2.3.3 Plain Text

**Plain Text** (iTunes link [here](#)) is a deliberately simple text editor. It links with DropBox, so getting notes onto computer is a cinch.

It simply contains a list of files on the left side, and text on the right side. There are no formatting options: just text. You can expand the text entry window to fill the whole page.

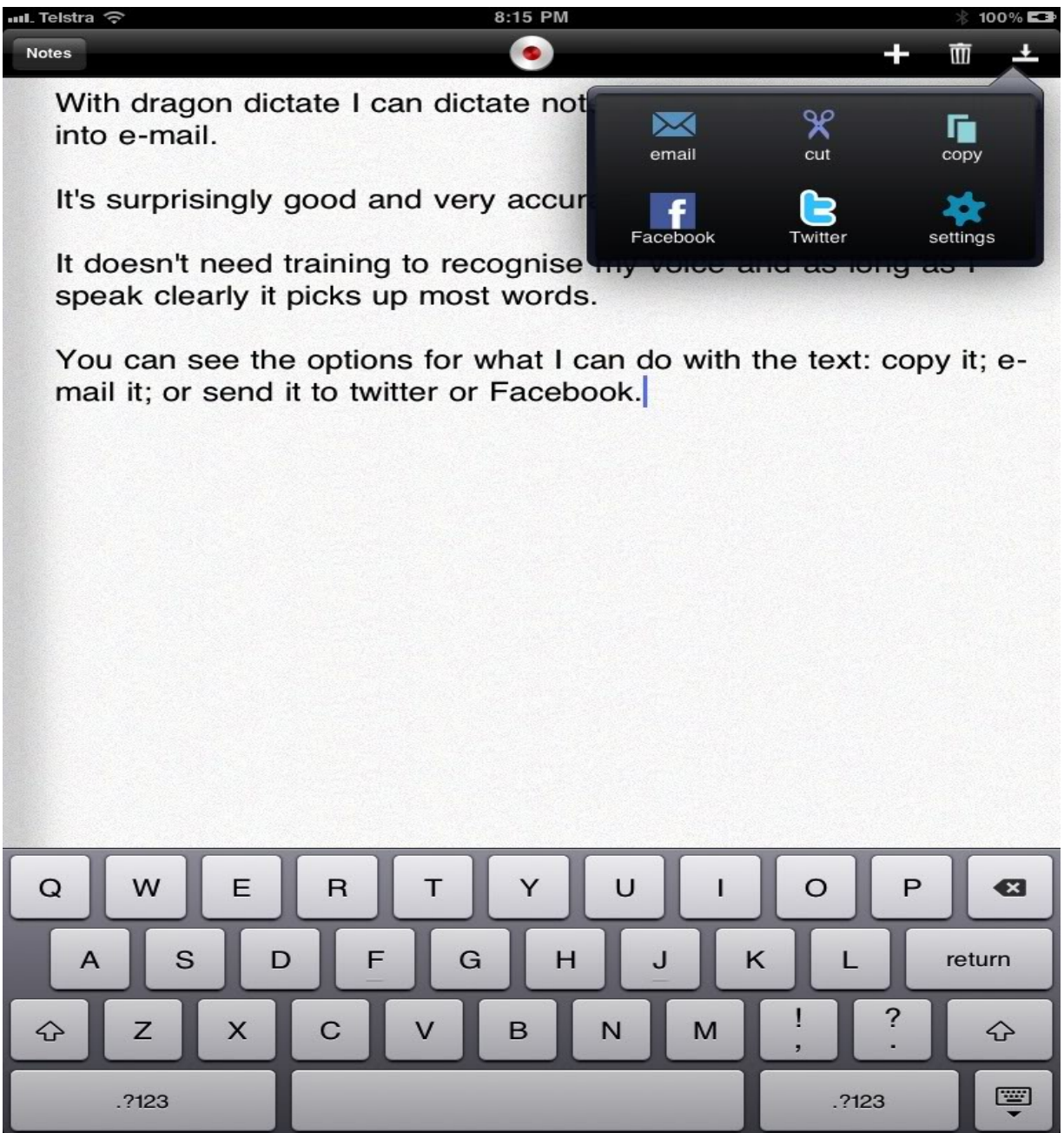




I think for just typing text — like drafting a letter or advice — to format it later, this is ideal. The price is great too: free.

### 2.3.4 Dragon Dictate

[Dragon Dictation](#) (iTunes link [here](#)) turns the iPhone and iPad into a dictaphone. This eagerly awaited app was also only released in Australia a few weeks ago. It works surprisingly well, and also has a great price tag: free.



### 3. Getting information on and off the iPad

The next step to make use of the iPad is to get stuff on and off it. Transferring data with the USB cable is the fastest option, and my first preference.

#### 3.1 iTunes

Apple's standard way of transferring files is using File Sharing in iTunes.

From iTunes:

- select your iPad
- select the 'Apps' tab
- under File Sharing, select the application you want to transfer to or from

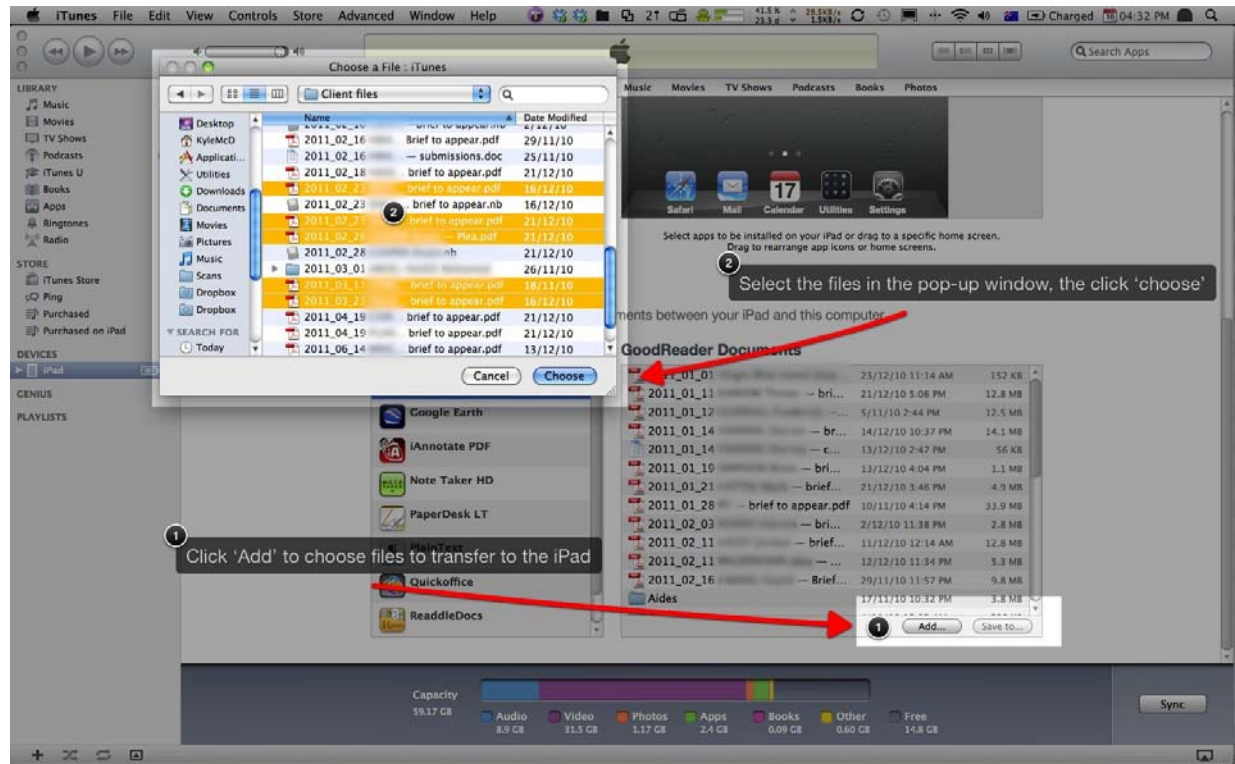
Depending on your screen size, you might not be able to see File Sharing: you might need to scroll down to view it! (That took me about 10 minutes on Google to figure out my first time. Der!)

Here's a screen shot, which (I hope) shows what I mean.





The next step is to select the 'Add' button, and navigate to the file or files you want to add, then select 'choose'.



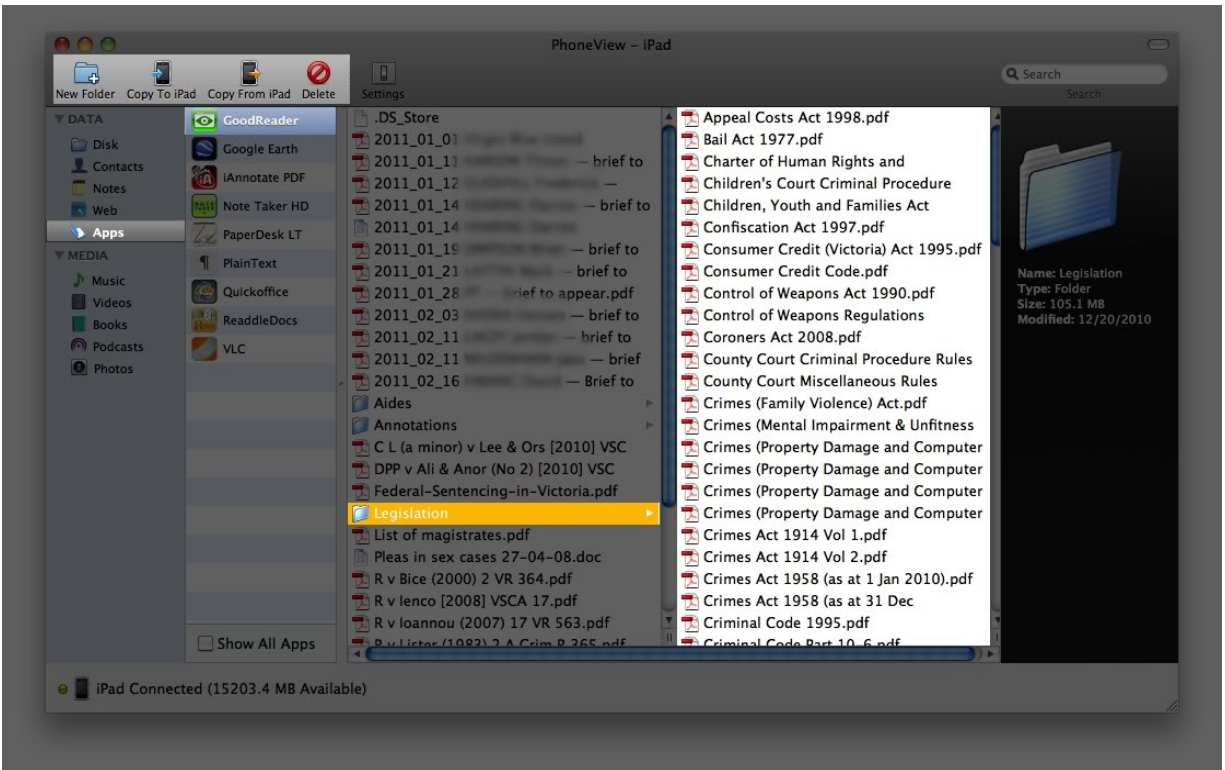
iTunes will transfer the files to the application, but only to the root level. To arrange things in folders — such as I have in GoodReader — I need to open GoodReader on the iPad, create the folders, and then move the files from the root level into that folder. I reckon it's easier to use the next method instead...

### 3.2 Third-party file sharing

There are various third-party programs that work similarly to iTunes' file sharing, but with an approach that's a bit more obvious to the casual user.

For the Mac, consider [PadSync](#) (which synchronises files between iPad and computer); for the PC, [DiskAid](#).

I use a program called [PhoneView](#), which does a great job, *and* allows me to transfer files directly to and from folders.

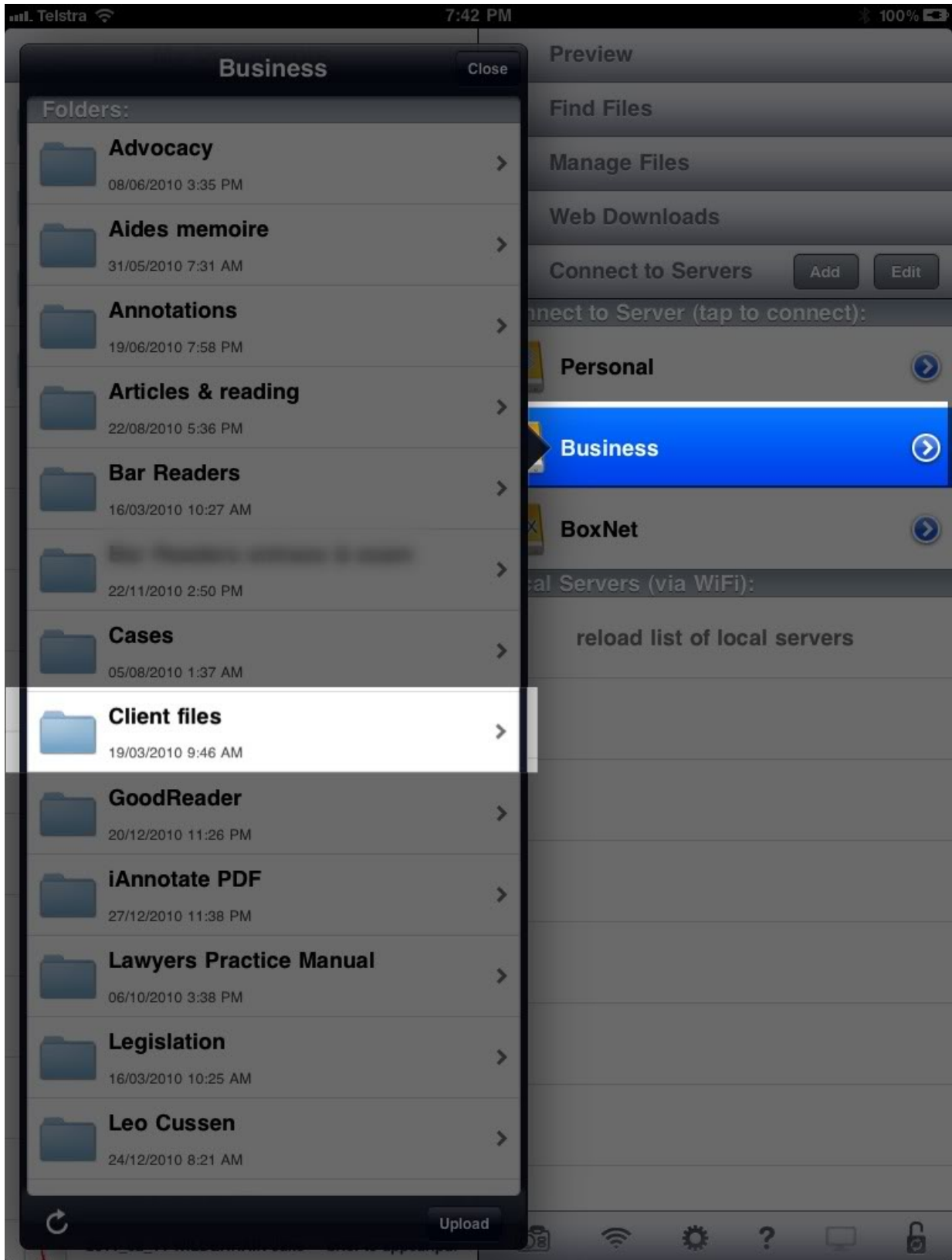


You can see in this screenshot that I can copy to and from folders in any app that provides for file sharing, and even delete files too.

### 3.3 Internet

In my last post I mentioned that GoodReader is my file viewer of choice, so I'll use that to demonstrate this method.

To download a file stored in my DropBox I simply select my DropBox, and then the folder in that DropBox, and from there, chose the file, which is then downloaded into GoodReader.



The other way is to browse the web through the web browser in GoodReader, and select any documents there.

Or, in Safari (the iPad's browser), place *g* at the start of the URL — the web address in the address bar — and it's transferred to GoodReader.

Some apps allow for documents to be saved from the iPad to an internet based service (like DropBox). Most of the apps I discussed at [2.2 File authoring](#) will do this.

### **3.4 WiFi network**

I won't re-invent the wheel and describe this in detail. GoodReader has detailed notes about [how to do this](#) on its website. It works, but it's cumbersome and slower than USB.

### **3.5 Printing**

When Apple released iOS 4 for the iPad (the operating system), it finally introduced printing from the iPad. But contrary to the original plan, printing is officially restricted to a small collection of Hewlett Packard printers, using a feature called [Airprint](#). Apple apparently intends to provide printing for other brands in future releases of iOS.

There are ways around this, but they don't enjoy Apple's official imprimatur.

On the Mac, [Printopia](#) is a very good program that allows for printing to any printer connected to your network.

Another one is [Airprint Activator](#), known as Hacktivator till a few weeks ago. Apparently there's a Windows equivalent, but I don't have any experience with it. If you desperately need to print from an iPad to a Windows PC, try [googling](#): there are heaps of suggestions, but I can't vouch for any.

Personally, I haven't really needed to print from my iPad, because I have everything backed up on my computer and can transfer data from the iPad if needed and print from my computer. YMMV.

### **3.6 Video on the iPad**

A common query I get is how to get video on the iPad. A common example of video we might want to take with us is a police video record-of-interview.

### 3.6.1 Ripping video

When video is on a DVD, the first step is often to get that footage off the physical disc and on to a computer, called ‘ripping’.

I typically use a program called [RipIt](#), or [Mac DVD Ripper Pro](#).

In Windows, the best program is [DVD Fab](#).

RipIt and DVD Fab can also convert video into iPad compatible format.

### 3.6.2 Converting video

I use a free program called [Handbrake](#), available in both [Mac](#) and [Windows](#) versions.

Handbrake has various preset conversion settings: choose the ‘universal’ setting for the iPad. (That setting will also work on an iPhone 4, but not the older, lower-resolution iPhones.)

**[edit]** Since I posted, Handbrake released a new [version 0.9.5](#) with new preset conversion settings for the iPhone & iPod Touch, iPhone 4 and iPad.

It can convert directly from DVD in some cases. I expect it would do so for police records-of-interview, but haven’t actually tried — I’ve always ripped the DVD first.

Whichever way you choose, once the video is in iPad format, import it into iTunes — either by double-clicking, or click-and-drag — and then sync it to your iPad, much as we did above with files, but this time in the ‘movies’ tab.

### 3.6.3 VLC

Another useful app for the iPad is [VLC](#), an open-source (free) video player. It handles all sorts of video files, and is the program I use anytime I have trouble playing a video file. (Strangely, I’ve had to resort to it a few times to view police interviews that wouldn’t play in my DVD player.)

The iPad version of [VLC](#) (iTunes link [here](#)) lets me watch all sorts of video files on the iPad. By default, the iPad can only view a couple of video formats, but not the popular QuickTime and WMV formats. With VLC installed, I can view these popular formats.

### 3.6.4 Air Video

[Air Video](#) (iTunes link [here](#)) converts a wide variety of video formats — including those that aren't native to the iPad — and streams it to an iPad on the same wireless network as the computer hosting the video files.

A [free version](#) is available to try out.

### 3.6.5 Air Display

[Air Display](#) (iTunes link [here](#)) is a nifty app that allows the iPad to operate as a second monitor for your Mac or Windows computer.

Earlier versions were a bit slow, but the current one seems fine. It now lets me chose to mirror my display — so the iPad shows what's on my computer — or not, and to change the display arrangement, so the iPad can be to the left, right, top or bottom of the primary display.

This means it's possible to have video play on a laptop, and also on the iPad which can be viewed by a witness or the Bench!

## 4. Using the iPad in Court

This is the place where using the iPad can really make a difference for lawyers and advocates — and judicial officers too.

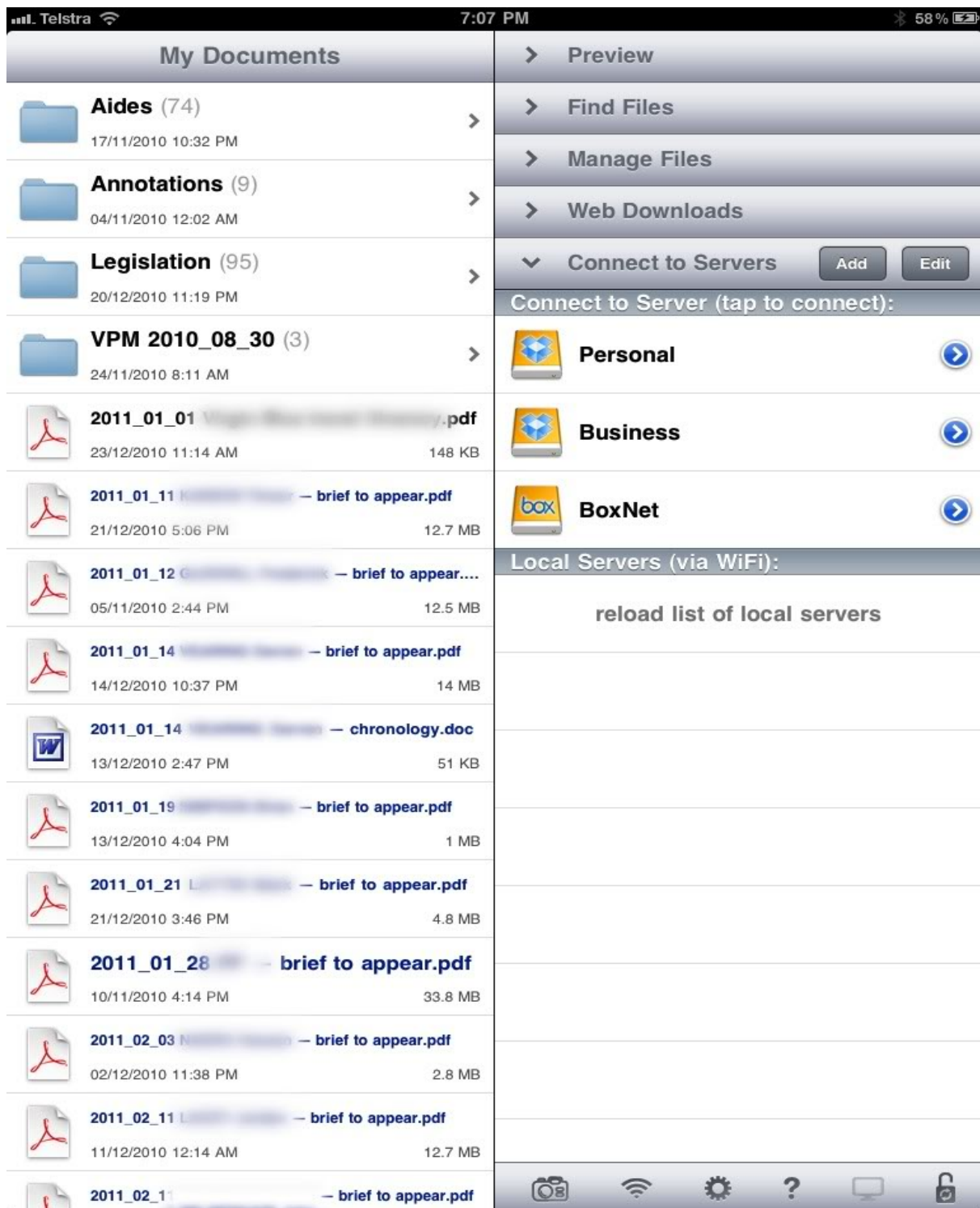
The important thing is that the iPad has to help not hinder the advocate. I confess that there are some things that an iPad or computer doesn't do quite as well as paper: for example, having a brief open and at the same time having a notebook open while you take notes; or photocopying a page.

But so long as you understand its limitations and benefits, it can be extremely helpful in the court.

### 4.1 File structure

I mentioned in [2.1.1 GoodReader](#) that I use GoodReader as my main file viewer.

This was my default opening page: the 'root' level.



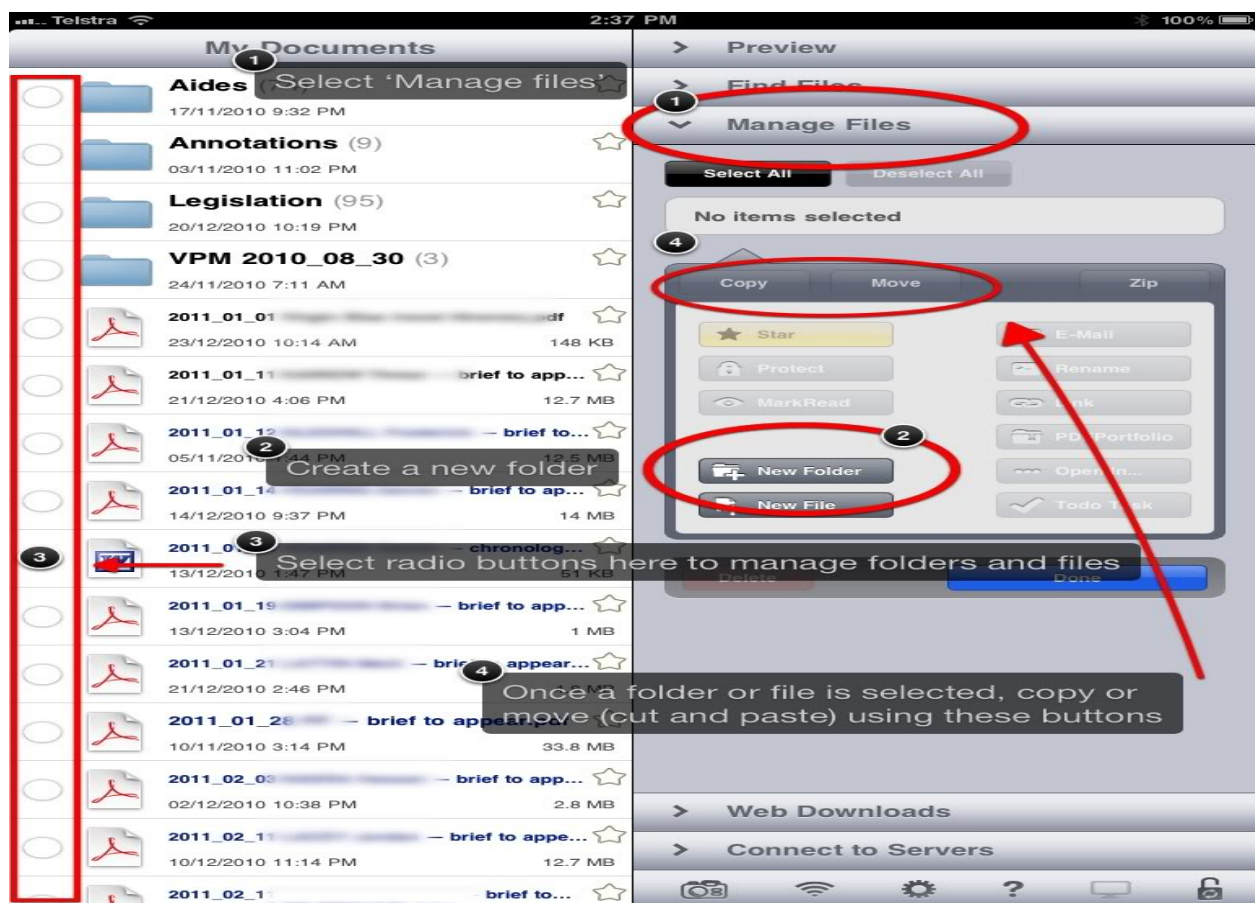


I place current briefs at this level, along with any other documents I might need regular access to for the current case.

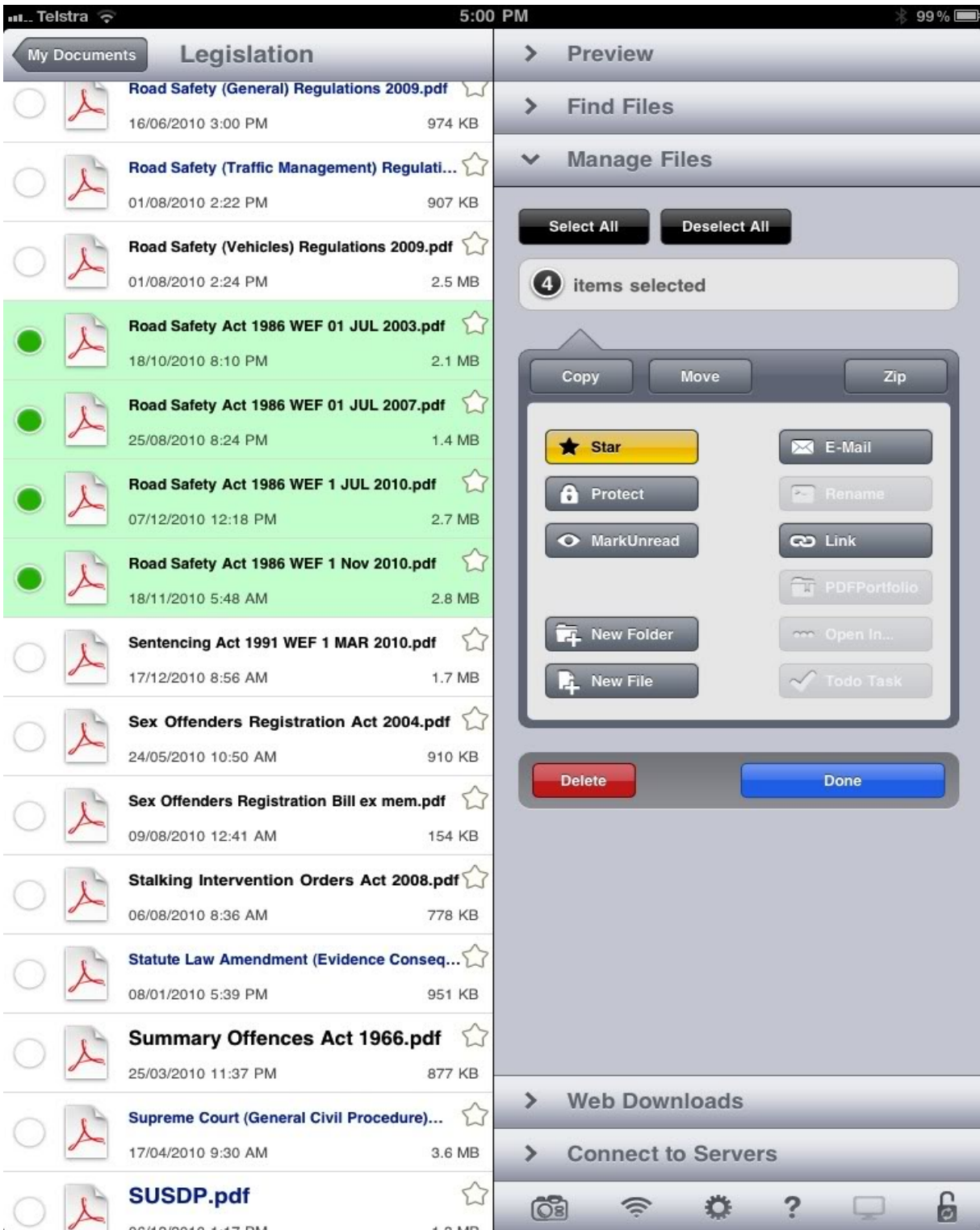
I have four folders I keep permanently (and may add extras if there are lots of files required for a particular case):

1. Aides mémoire — ready reckoners, guides, cheat-sheets, check-lists I draw up and refer to for commonly recurring topics
2. Annotations — Word documents of marginal notes I print and physically cut-and-paste into the few hard-copies of legislation I use. These are mostly references to cases, and cross-references to other legislative provisions
3. Legislation — self-explanatory
4. VPM — the Victoria Police Manual. I discuss this below

I can create new folders using the 'Manage Files' tab.



In the Legislation folder, I store all the legislation I need, including different point-in-time versions. See 4.2 Legislation for where to get it.



## 4.2 Legislation

We're fortunate in Australia, and Victoria particularly, to have free access to a lot of basic but high-quality legal information.

For most lawyers — and particularly advocates in the criminal field — legislation is the major source of primary law.

### 4.2.1 Victorian legislation

Although [Austlii](#) (see below) contains legislation libraries, I don't recommend them for use in legal practice: although they're now regularly [updated](#), they're [marked up automatically](#) and occasionally, there are errors. Bit embarrassing if we get our law wrong!

The place to get Victorian legislation is the [Victorian Legislation and Parliamentary Documents Website](#). (You may occasionally see it referred to as 'LDMS', an acronym for Legislative Document Management System. That was the catchy title for the online database when it was first available only on the Victorian government intranet.) This website is run by the [OCPC](#) (Office of Chief Parliamentary Counsel).

You can get historical as well as current versions of legislation, and bills and explanatory memorandum.

A perfect example of why you should prefer the versions available here in preference to Austlii is the new Part V of the [Interpretation of Legislation Act 1984](#), which is not presently available on Austlii. This new Part commenced operation on 1 January 2011, and provides for authorised *electronic* versions of legislation, authenticated by digital certificates that can be created under [Adobe Acrobat](#).

That Part provides:

## PART V—AUTHORISED VERSIONS

### 60 Definitions

In this Part—

***authorised electronic*** version means an electronic version authorised by the Chief Parliamentary Counsel in accordance with section 62;

***authorised version*** means—

(a) an authorised electronic version;

(b) a printed copy of an authorised electronic version in accordance with section 63;

***electronic version*** means a version of legislation published on the Victorian Legislation Website by the Chief Parliamentary Counsel;

***legislation*** means—

(a) an Act;

### Note

***Act*** is defined in section 38.

(b) a statutory rule;

### Note

***Statutory rule*** is defined in section 38.

(c) a consolidation of an Act as amended from time to time prepared by the Chief Parliamentary Counsel;

(d) a consolidation of a statutory rule as amended from time to time prepared by the Chief Parliamentary Counsel;

***Victorian Legislation Website*** means [www.legislation.vic.gov.au](http://www.legislation.vic.gov.au).

## **61 Effect of Part**

This Part is in addition to, and does not derogate from, section 54.

## **62 Authorisation of electronic version**

(1) The Chief Parliamentary Counsel may authorise an electronic version.

(2) An electronic version is an authorised electronic version if—

(a) it is in the format authorised by the Chief Parliamentary Counsel;

(b) the words “Authorised Version” appear at the beginning of the version;

(c) the words “Authorised by the Chief Parliamentary Counsel” appear at the foot of each page of the version.

(3) An electronic version which does not comply with subsection (2) is not an authorised electronic version.

## **63 Printed copy of authorised electronic version**

A printed copy of an authorised electronic version is an authorised version only if it is printed directly from the authorised electronic version.

## **64 Evidentiary provisions**

(1) An authorised version is on the mere production of that authorised version admissible as evidence thereof before all courts and persons acting judicially within Victoria.

(2) It is presumed, unless the contrary is proved, that a document purporting to be an authorised version is what it purports to be.

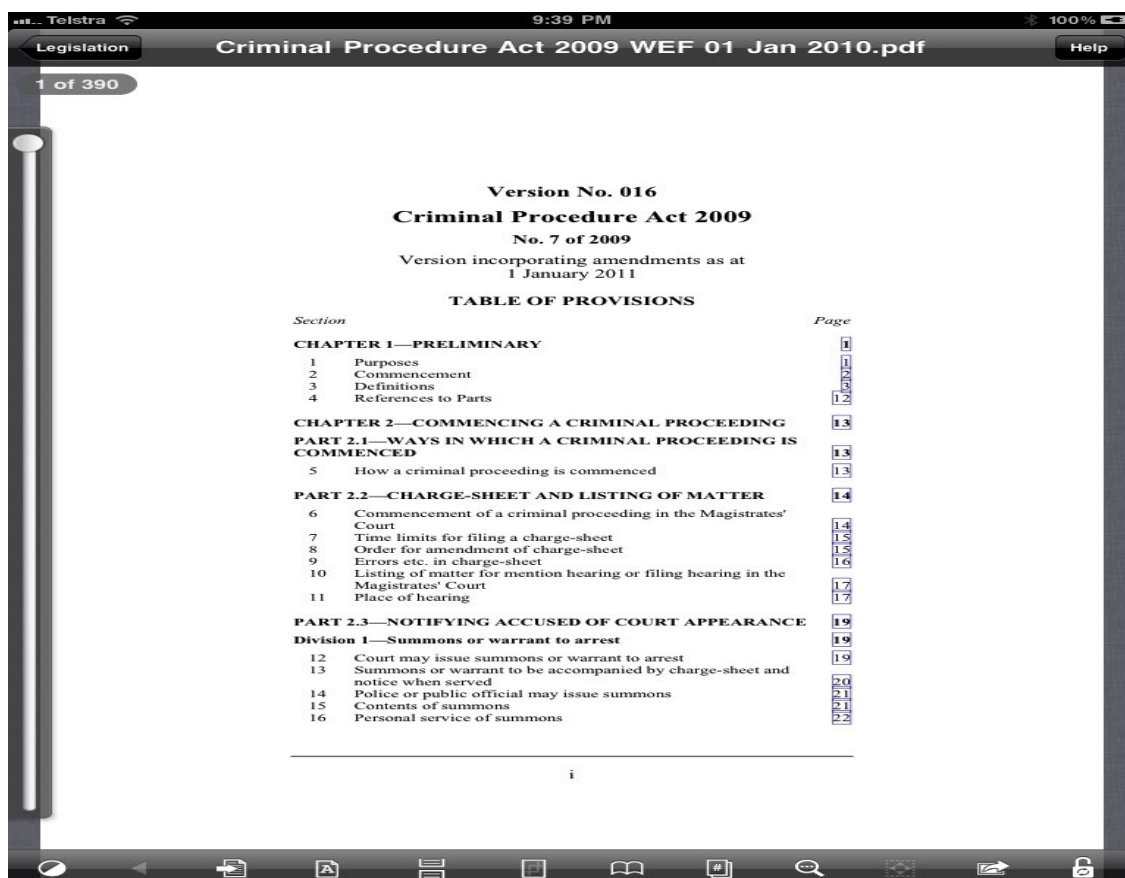
## Note

**Document** is defined in section 38.

This Part was inserted by [s 28](#) of the *Justice Legislation Further Amendment Act 2010*.

Right now, the OCPC has decided not to bookmark the *authorised* electronic versions of legislation, but will provide unauthorised electronic versions that do have bookmarks. I guess that's because it reckons the main use for the authorised version will be to print hardcopy for use in court. But if you're reading this, it means you're interested in using legislation electronically on an iPad! It really would be helpful if we could refer to and hand up the authorised legislation *and* navigate the document.

That provides two ways of jumping around the document. The first is from the table of contents, where the hyperlinks are highlighted in blue. Tapping on one will take you to the corresponding page.

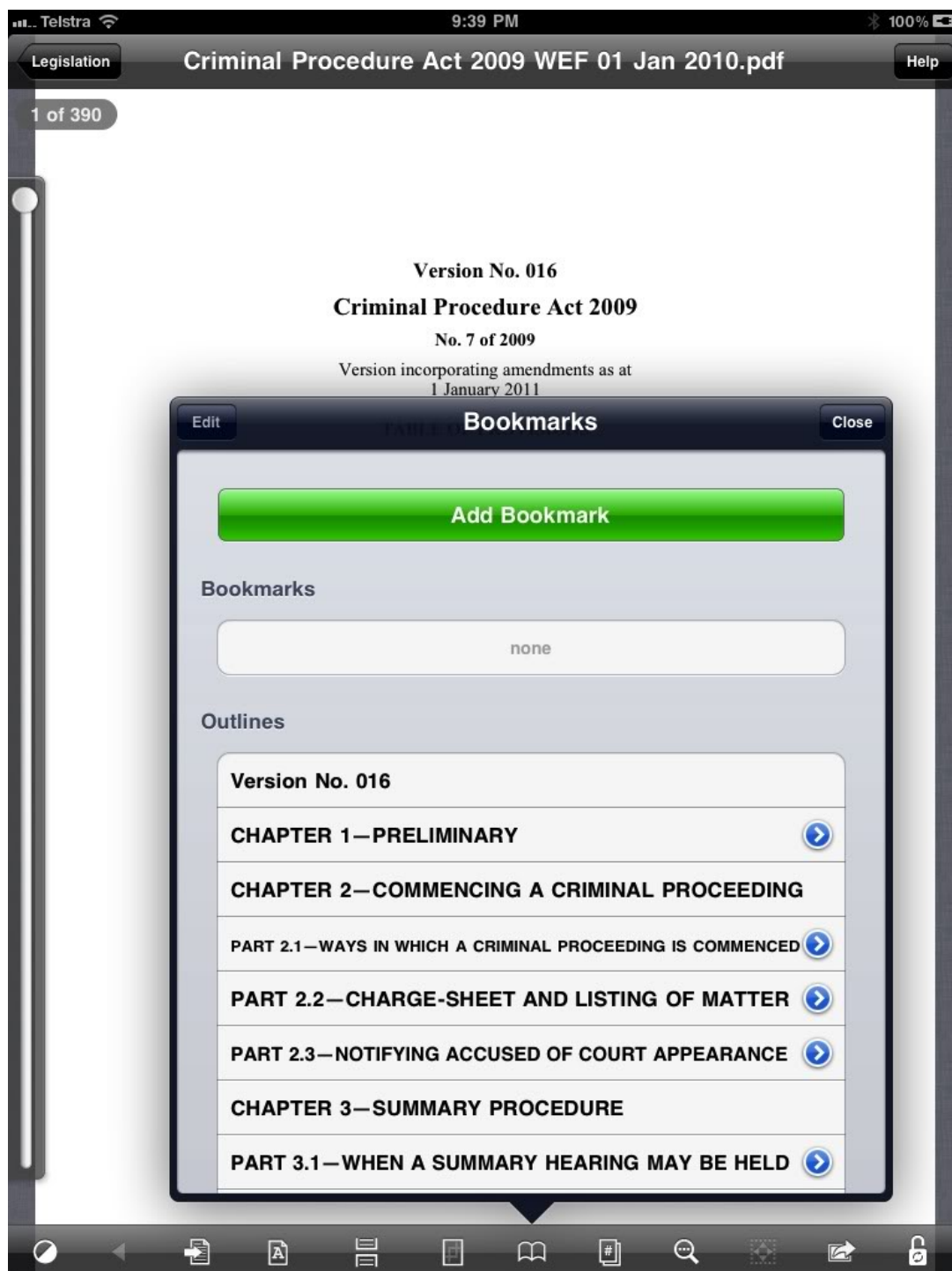


Section	Page
<b>CHAPTER 1—PRELIMINARY</b>	<b>1</b>
1 Purposes	1
2 Commencement	2
3 Definitions	3
4 References to Parts	12
<b>CHAPTER 2—COMMENCING A CRIMINAL PROCEEDING</b>	<b>13</b>
<b>PART 2.1—WAYS IN WHICH A CRIMINAL PROCEEDING IS COMMENCED</b>	<b>13</b>
5 How a criminal proceeding is commenced	13
<b>PART 2.2—CHARGE-SHEET AND LISTING OF MATTER</b>	<b>14</b>
6 Commencement of a criminal proceeding in the Magistrates' Court	14
7 Time limits for filing a charge-sheet	15
8 Order for amendment of charge-sheet	15
9 Errors etc. in charge-sheet	16
10 Listing of matter for mention hearing or filing hearing in the Magistrates' Court	17
11 Place of hearing	17
<b>PART 2.3—NOTIFYING ACCUSED OF COURT APPEARANCE</b>	<b>19</b>
<b>Division 1—Summons or warrant to arrest</b>	<b>19</b>
12 Court may issue summons or warrant to arrest	19
13 Summons or warrant to be accompanied by charge-sheet and notice when served	20
14 Police or public official may issue summons	21
15 Contents of summons	21
16 Personal service of summons	22

i



The second way of navigating is to use the 'bookmarks' function. These bookmarks are created by the document author when they convert the document to PDF. (In the new authorised versions of legislation, we can't edit them because the document is secured by a signed certificate.)



Where there's an arrow pointing to the right, you can tap on that to drill down another level in the bookmarks to a lower level in the contents hierarchy, such as Division or Section.

And, as I mentioned previously, with GoodReader, you can either use its built-in web browser to open and then save your legislation on the iPad, or from Safari, add a *g* to the start of the URL, and it GoodReader will save it on the iPad. As long as you have internet access, you'll *never* need to say at Court "I'm not sure Your Honour, but I *think* the legislation provides..."

I also mentioned before that I download legislation into my [DropBox](#), so I keep a copy of my commonly used legislation there and can access that through GoodReader, rather than having to navigate the Victorian Legislation site.

I've already had a few occasions where I was able to download legislation I needed but didn't have with me, and then hand it up to the bench. One time we were discussing the application of the *Appeal Costs Act 1998*, which I didn't have with me. So, I simply downloaded it, quoted the relevant provision, and then handed it up. After having the opportunity to read what the Act actually said, as opposed to mere submissions, the Bench agreed with me, and then finished with, "Thank you; you can have your...er...*device* back!" I expect this will become less of a novelty in the future!

#### **4.2.2 Commonwealth legislation**

Commonwealth legislation is available from [www.comlaw.gov.au](http://www.comlaw.gov.au). It offers a variety of Commonwealth Acts and Legislative Instruments, including point-in-time versions.

Unlike Victorian electronic legislation, Commonwealth electronic versions don't contain hyperlinks, which makes it hard to navigate. The *Criminal Code 1995* for example, is a nightmare to scroll through. With [Adobe Acrobat](#) I can insert hyperlinks, but it's painstaking.

But...[ComLaw2](#) is due to start operating on 17 Jan and will offer authoritative electronic

versions of legislation and improved search functions. No word on hyperlinking in documents, but one can only hope...

## 4.3 Cases

### 4.3.1 Austlii

Austlii is an excellent resource for cases, and has a very useful *free* citator, [LawCite](#). It's part of a [group of free access providers](#) to legal information. Other useful equivalents are [WordLii](#), [BaiLii](#) (British and Irish law) and [CanLii](#) (Canadian Law).

The advent of Austlii means that many cases are now available *only* in a media neutral format, though reported and authorised versions are still preferred when available:

[Practice Note 1 of 2006](#) (2006) 14 VR 529.

Austlii is also lightening fast, because it's a text-only website. Its case coverage extends back about 10 years or so, depending on the jurisdiction and court, but has a few gems. For example, the High Court's [judgments back to 1903](#) are all available on Austlii! Although they're not in the same format as the CLR's, and sometimes don't have the headnote or catchwords, this is still a phenomenal resource.

The screenshot displays the Austlii website on a mobile device. The browser's address bar shows [www.austlii.edu.au/](http://www.austlii.edu.au/). The page features a navigation bar with links to Austlii, LawCite, LexisNexisAU, MobileMe Login, FirstPoint, Wikipedia, Edumail, Google, and Gmail. The main heading is "Australasian Legal Information Institute", with a sub-heading "A joint facility of UTS and UNSW Faculties of Law". Below this is a search bar with buttons for "Advanced Search", "LawCite", and "Help". The page is divided into several sections: "Cases & Legislation" (listing Australia, New Zealand, etc.), "Libraries" (listing Law Journals, Law Reform, etc.), and "Catalog" (listing Australia, New Zealand, etc.). On the right side, there are sections for "Update Status", "Austlii Contributors", "Contribute \$\$\$", "Research Projects", and "Special Features & Tools". The footer mentions "Austlii participates in the free access to law movement" and lists various partner organizations like ALI Law, CanLii, CYLaw, etc.

It's possible to download cases from Austlii on to the iPad, opening them in apps like [GoodReader](#) or [Quick Office connect HD](#). But, the formatting isn't retained exactly, with the biggest problem the loss of paragraph numbers, as you can see here after I followed the download link for [CL v Lee & Ors \[2010\] VSC 517](#):

[Austlii](#) [LawCite](#) [LexisNexisAU](#) [MobileMe Login](#) [FirstPoint](#) [Wikipedia](#) [Edumail](#) [Google](#) [Gmail](#) >>

[CASE MAY BE CITED AS:](#) CL (a minor) v Tim Lee and Ors  
[MEDIUM](#) [2010] VSC 517  
[NEUTRAL](#)  
[CITATION:](#)

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COMMON LAW – Judicial Review - Children's Court – Fitness to plead – Whether Children's Court has jurisdiction to determine – ss 356(3), 516, 522, 528 *Children, Youth and Families Act 2005* – ss 3, 4, 5, 6, 7, 8 *Crimes (Mental Impairment and Unfitness to be Tried) Act 1997* – ss 7, 25, 32 *Charter of Human Rights and Responsibilities Act 2006* – No jurisdiction conferred by statute – No jurisdiction at common law – Recommendations for legislative amendment – Matter to proceed to committal – Recommendations for conduct of trial proceeding in County Court – Originating Motions dismissed.

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<u>APPEARANCES:</u>	<u>Counsel</u>	<u>Solicitors</u>
For the Plaintiff	Mr H Carmichael	Gorman & Hannan
For the Defendants	Mr D Trapnell SC	Office of Public Prosecutions
For the Attorney-General	Ms C Geiringer	Victorian Government Solicitors Office

HIS HONOUR:

The plaintiff, a minor, seeks judicial review pursuant to Order 56 of the *Supreme Court (General Civil Procedure) Rules 2005* by his Litigation Guardian who is his mother. Four Originating Motions have been filed on behalf of the plaintiff and in each case the first defendant is a member of the Victoria Police and is the person who is the informant against the plaintiff in relation to criminal charges laid against him in the Children's Court of Victoria. The second defendant in each Originating Motion is the Children's Court of Victoria at Broadmeadows.

The issue for determination primarily concerns whether the Children's Court has jurisdiction to deal with the plaintiff's fitness to plead which was raised by the prosecutor during a hearing before the Magistrate to which I will return. The particulars of the criminal conduct alleged against the plaintiff are as follows:

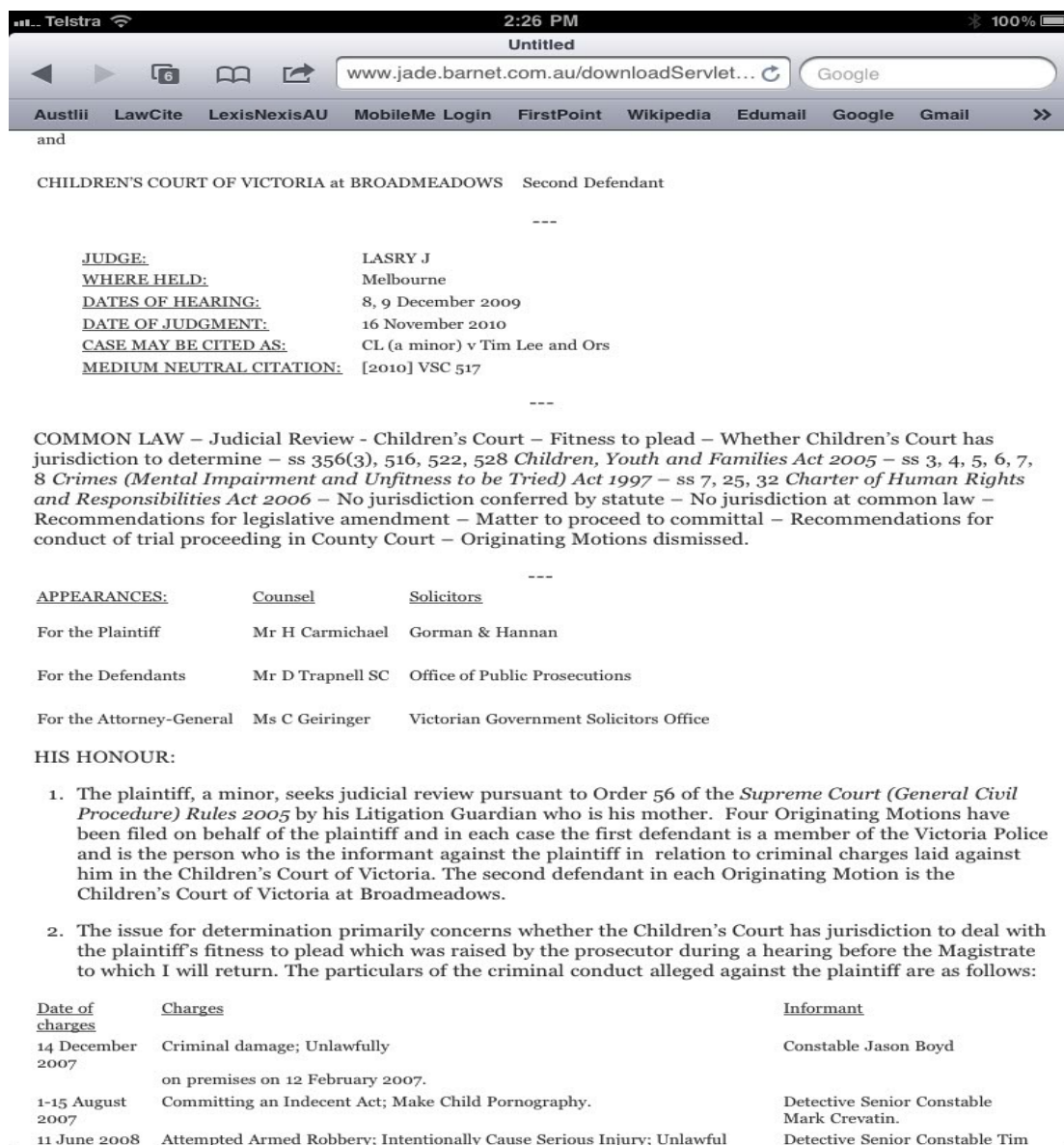
<u>Date of charges</u>	<u>Charges</u>	<u>Informant</u>
14 December 2007	Criminal damage; Unlawfully on premises on 12 February 2007.	Constable Jason Boyd
1-15 August 2007	Committing an Indecent Act; Make Child Pornography.	Detective Senior Constable Mark Crevatin.
11 June 2008	Attempted Armed Robbery; Intentionally Cause Serious Injury; Unlawful Assault; Assault in Company.	Detective Senior Constable Tim Lee.
20 August 2008	Indecent Assault; Attempted Rape; Rape; Sexual Penetration; Unlawful Imprisonment.	Detective Senior Constable Mark Crevatin.

These charges were consolidated for the purpose of the cases being presented in the Children's Court. On 7 October 2008, the matter was adjourned to enable a neuropsychological assessment of the plaintiff to be obtained. That report was to deal with the plaintiff's ability give proper instructions to his lawyers and his fitness to plead. On 21 November 2008, Dr Allan Tucker, a clinical neuropsychologist prepared a report on the plaintiff which concluded that he may not be fit to plead. Dr Stephen Mihailides, psychologist from the Children's Court Clinic came to a different view after seeing the plaintiff on 7 January 2009.

### 4.3.2 Jade BarNet

An alternative to Austlii is [Jade BarNet](#), which is also free. I [mentioned this great legal research tool](#) in April last year.

Jade now works nicely on the iPad, and retains formatting for downloaded cases. This is [CL v Lee & Ors \[2010\] VSC 517](#) downloaded on the iPad using Jade BarNet:





But...there's no ability to save this locally on the iPad. It's visible in the browser, but that's it.

### 4.3.3 Lexis Nexis AU

If you have a subscription, the iPad works quite well with Lexis Nexis AU. I [discussed this in July](#). The only real problem I found with it on the iPad was that downloading PDFs resulted only in a single-page document. This is still a problem.

The screenshot shows the LexisNexis AU search results page for the query 'Jones v Dunkel'. The page is displayed on a mobile device, as indicated by the Telstra signal and battery status at the top. The search results are listed in a table with columns for Case name & citation, Court, Judgment date, and Source. The results are sorted by Reverse Chronological order, showing 1-3 of 3 results. The search terms are '[Jones v Dunkel](3)' and the source is '[All Subscribed Australian Cases Sources]'. The date/time of the search is Tuesday, June 1, 2010, 23:29 EST.

Case name & citation	Court	Judgment date	Source
1. Jones v Dunkel — (1959) 101 CLR 298; [1959] ALR 367; (1959) 32 ALJR 395; (1959) 76 WN (NSW) 278; BC5900240	HCA	3/3/1959	CaseBase Cases
2. JONES v DUNKEL - BC5900240	HCA	03/03/1959	Unreported Judgments High Court of Australia
3. Jones v Dunkel — (1958) 75 WN (NSW) 358	NSWSC	12/5/1958	CaseBase Cases

### 4.3.4 First Point

I also [discussed](#) Thomson/Law Book Co's *First Point* in July.



Telstra 11:30 PM 86%

Thomson Reuters - Legal Online | Welcome!

www.firstpoint.thomson.com.au/do/resultSummary.jsp?caseUpdat... Google

Austlii LawCite MobileMe Login Telstra prepaid Lexis Nexis AU LBC FirstPoint Wikipedia Edumail Google Gmail Google Maps >>

LEGAL ONLINE Home | Lawbook | Tagged Items | Research Trail | Preferences | Feedback | Help | Log Out

Home Cases Commentaries Encyclopaedia

A-C D-H I-M N-S T-Z A-Z Find

FirstPoint

- Aboriginals
- Administrative law
- Animals
- Appeal and new trial
- Arbitration
- Associations and clubs
- Aviation
- Bailments
- Banking and finance
- Bankruptcy
- Carriers
- Charities
- Churches and religious associations
- Citizenship and migration
- Communications law
- Constitutional law
- Consumer credit
- Contracts
- Conveyancing
- Corporations
- Criminal law

New Search | Edit Search | Refine Search Go

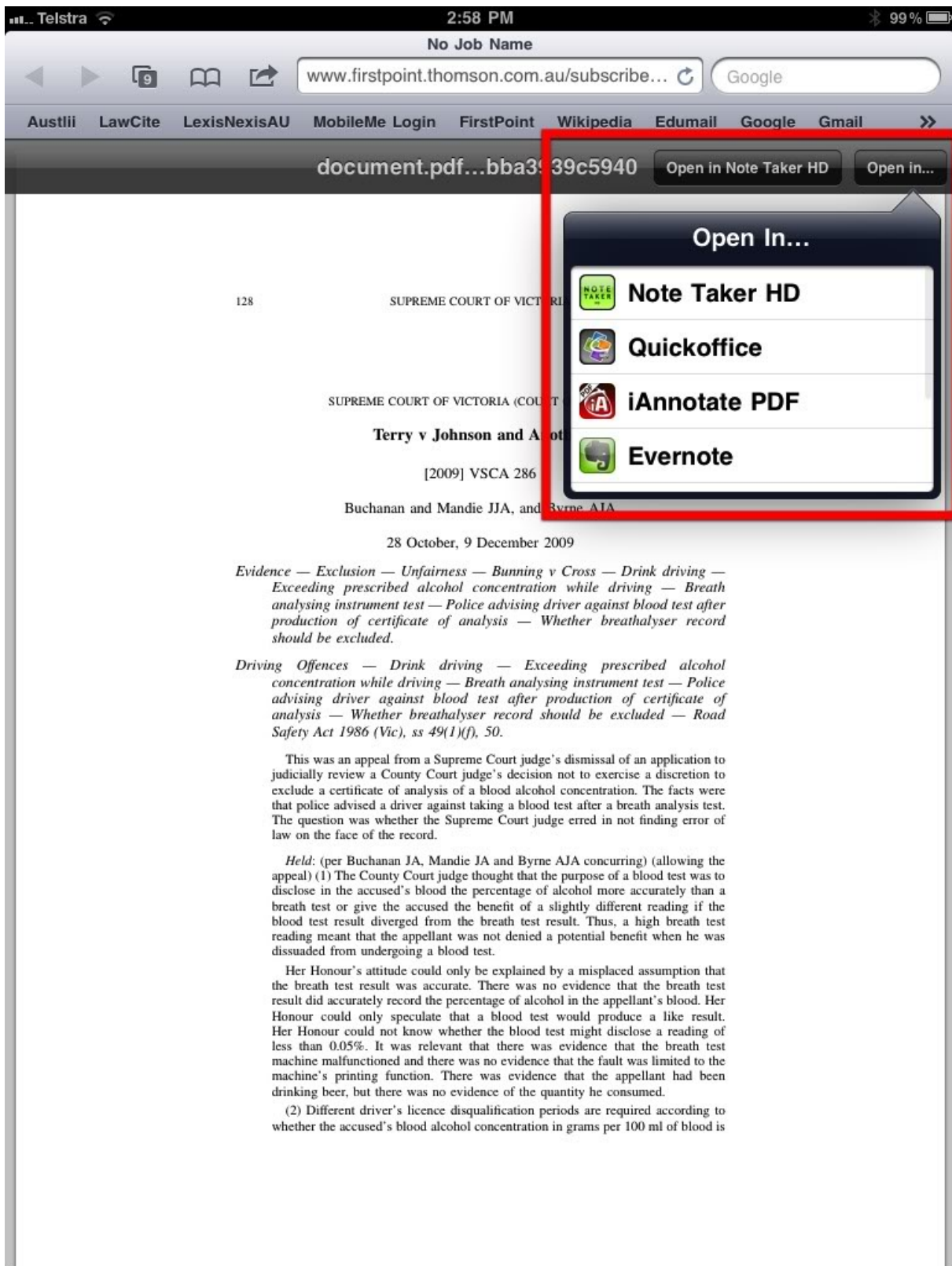
Current Search >> Case Name: Jones v dunkel

Print Go Showing documents from 1 to 2 of total 2 hits

Case Title	Status	Year	Citation	Jurisdiction
<input type="checkbox"/> Jones v Dunkel		1959	101 CLR 298 (PDF)	AUS
High Court of Australia <ul style="list-style-type: none"> <li>Evidence &gt; Burden of proof, presumptions, and weight and sufficiency of evidence &gt; Generally &gt; Credibility and weight &gt; Party's failure to give or call evidence</li> <li>Torts &gt; Negligence &gt; Proof of negligence &gt; Weight and credibility of evidence</li> <li>Torts &gt; Negligence &gt; Road accident cases &gt; Actions for negligence &gt; Evidence &gt; Onus of proof and sufficiency of evidence</li> </ul>				
<input type="checkbox"/> Jones v Dunkel		1958	75 WN (NSW) 358	AUS

Showing documents from 1 to 2 of total 2 hits

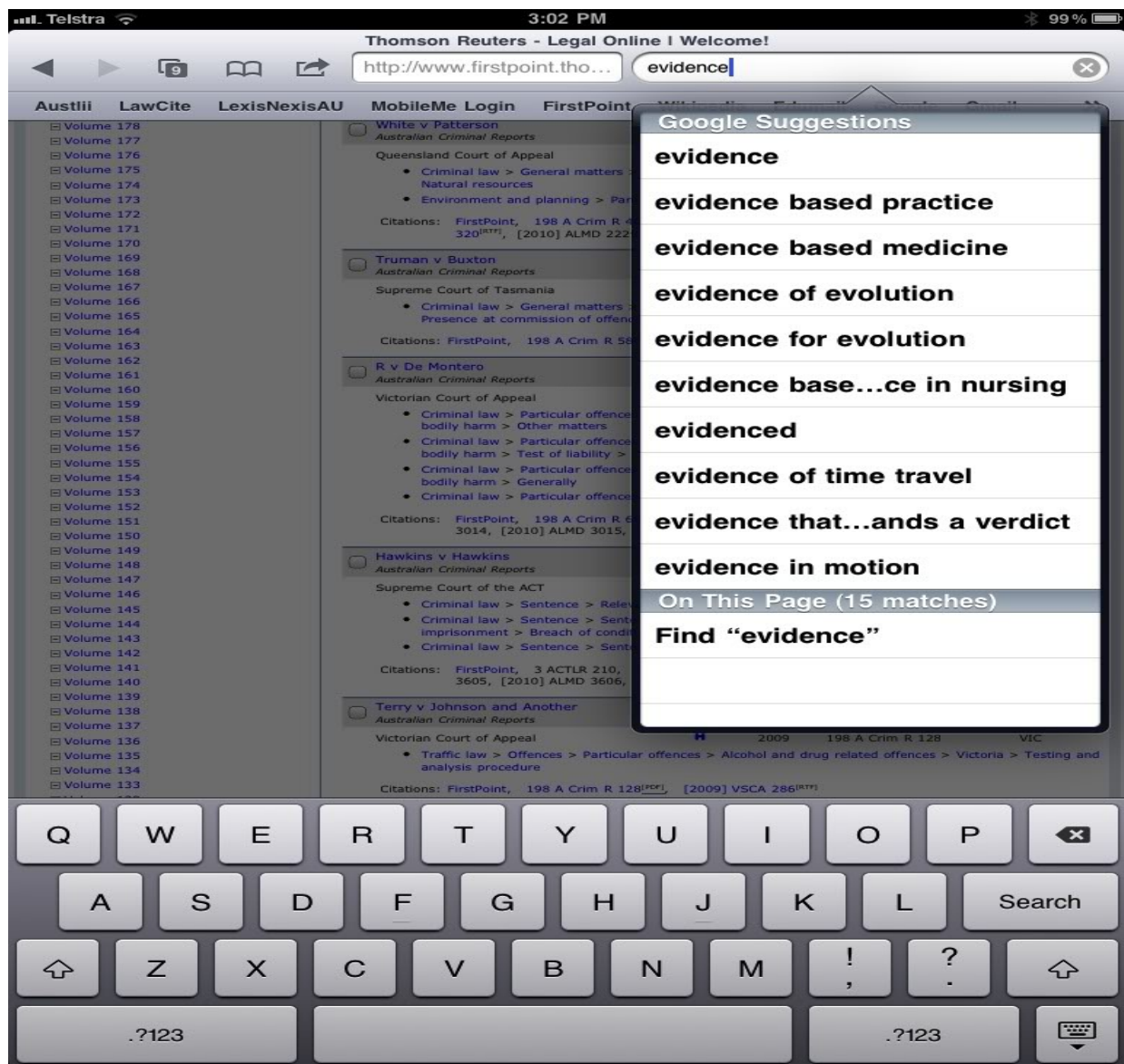
Using First Point, PDF copies of cases still download quite nicely on the iPad, and are now even easier to save on to the iPad: simply tap the centre of the screen, and a menu bar pops up with a button to open the document in [NoteTaker HD](#), or another button to open it in any other application.



## 4.4 Searching webpages

The latest version of iOS now has the ability to search webpages in Safari.

Simply enter a word or phrase you're looking for in the google search panel at the top right, and at the bottom you can see results for that word or phrase on the current page.



Tap to jump to the results.



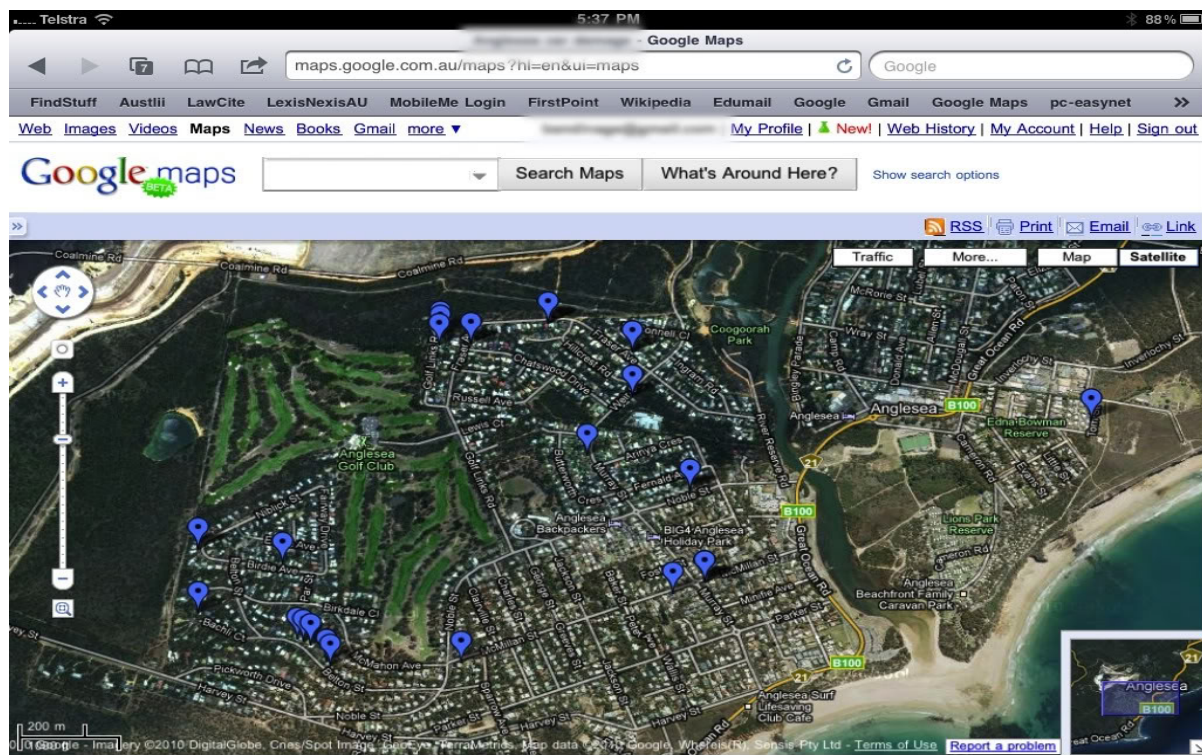
## 4.5 Google maps

I haven't made much use of this inside court yet, and I'm not entirely certain how well it might be received.

With Google Maps it's possible to bring up maps and satellite images of relevant locations, and ask witnesses to authenticate the image and refer to it in their evidence. I've done it with hard-copy printouts, so I guess it's possible to do with an electronic version.

There *might* be concern about retaining a copy for the court record: I guess the solution is to take a screen shot. Do this by pushing the power button and home button together. Screen shots are accessible in the iPhoto app, and can be opened in other applications, just like with opening PDFs from [4.3.4 First Point](#), above.

The other thing we can do with Google Maps is to create and save a map with points of interest. This is one I prepared for a case earlier in the year, but didn't get a chance to use. It plots various locations in Anglesea relevant to the case.



This shows locations relative to each other, allows the user to zoom in and out, and tapping a location brings up a window with a street view thumbnail, and an option to zoom in or switch to street view. Although this sounds great, in practice it seems a bit slow to be useful enough in a court room.

## 4.6 Victoria Police Manual

Victoria Police sells the Victoria Police Manual on CD-ROM for \$180 per year, through its Corporate Policy Unit.

Using PhoneView, I can copy the entire CD-ROM on to the iPad, and have the whole VPM with me if I need it. It's a bit clunky to get it open: navigate to the folder VicPol Policy, and then the file front.htm. Tap to open the front page to the VPM:

Victoria Police Manual			What's New?
Policy Rules (VPMP)	Procedures and Guidelines (VPMG)		
<b>Professional standards and conduct</b> <a href="#">Professional and ethical standards</a> <a href="#">Managing conflict of interest</a>	<a href="#">Uniform and appearance</a> <a href="#">Alcohol and drugs: workplace guidelines</a> <a href="#">Declarable associations</a> <a href="#">Gifts and benefits</a> <a href="#">Police clubs and functions</a>		<b>Index</b>  <b><a href="#">Alphabetical listing of instructions</a></b>  <b><a href="#">Quick links by subject</a></b> <ul style="list-style-type: none"><li>- <a href="#">Professional standards</a></li><li>- <a href="#">Police powers</a></li><li>- <a href="#">Operational management</a></li><li>- <a href="#">Operational response</a></li><li>- <a href="#">Investigations</a></li><li>- <a href="#">Offender processing</a></li><li>- <a href="#">Connecting the community</a></li><li>- <a href="#">Protective security</a></li><li>- <a href="#">Performance and discipline</a></li><li>- <a href="#">Corporate standards</a></li><li>- <a href="#">Finance and physical resources</a></li><li>- <a href="#">Human resources</a></li><li>- <a href="#">Occupational health and safety</a></li></ul> <b><a href="#">Chief Commissioner's Instructions</a></b>  <b><a href="#">Conversion table</a></b>  <b><a href="#">Suggest a Policy change</a></b>
<a href="#">Workplace management and supervision</a>	<a href="#">Business continuity</a>		
<a href="#">Alcohol and drugs: workplace responsibilities</a>	<a href="#">Alcohol and drugs: workplace guidelines</a> <a href="#">Testing members for alcohol or drugs of dependence</a>		
<b>Police powers and accountabilities</b> <a href="#">Operational safety and equipment</a> <a href="#">Taking persons into police care or custody</a> <a href="#">Searches of persons</a> <a href="#">Arrest and preventative action</a>	<a href="#">Operational safety and equipment</a> <a href="#">OSTT qualification</a> <a href="#">Taking persons into police care or custody</a> <a href="#">Searches of persons</a> <a href="#">Arrest powers and warrants to arrest</a> <a href="#">Preventative action</a>		
<b>Operational management</b> <a href="#">Operational duties and responsibilities</a>	<a href="#">Recording of operational duties</a> <a href="#">Patrol responsibilities and communications</a> <a href="#">Resource management and patrol supervision</a>		

Chief Commissioner's Foreword | Dictionary | Delegations | Forms | MOUs

(This is another reason I use [GoodReader](#), because it can handle html files.)

When opening different instructions, I find they don't scroll, so I open the print-friendly PDF version. That can also be annotated or opened in other apps.