

# Databases - Design and Training

## Table of contents

1 Legal_Research.mdb.....	2
2 Special_Appearance.mdb.....	2
3 Addresses.mdb.....	2
4 LitChron.mdb.....	2
5 Evidence.mdb.....	3
6 Transcript.mdb.....	3
7 Disclaimer and License Info.....	3

Although there are more powerful database products, Microsoft Access seamlessly integrates with the Microsoft Office environment deployed by the majority of small to medium sized businesses. Customized MS Access databases can significantly improve office productivity. Access can replace commercial software or provide specialized business tools not commercially available.

TLS can help customize an existing databases or design a custom database for you. Please bear in mind that databases available for free download are copies of databases used by TLS and are not finished products. Documentation is scarce or non-existent. The .mdb file format allows you to modify all aspects of the database, including modifying or adding additional reports, forms, tables, etc.. In most cases, basic familiarity with the MS Access user interface and built in toolbars in required.

The following are samples of TLS can provide for you.

### **1. Legal\_Research.mdb**

A tool for maintaining a database for legal authorities. Organizes citations by topic, subtopic, cases, statutes, and treatises. Designed primarily for use in California. Automatically creates links to cases and statutes on Findlaw so you can quickly read the full text of decisions. Helps organize legal authorities obtained from a variety of sources so that you can find your important authorities. Also can keep track of your legal documents citing authorities.

### **2. Special\_Appearence.mdb**

Designed for lawyers who frequently make special appearances for another law firm. Prints a calendar of upcoming hearings, generates hearing results reports, calculates amounts owed for appearances, and prints invoices. Stores addresses and helps you determine whether you have previously appeared in a case and what the results were. Aids in tax preparation.

### **3. Addresses.mdb**

Contact management software designed primarily for printing labels and envelopes. Prints single addresses or multiple addresses in a mailing list.

### **4. LitChron.mdb**

Legal document indexing and archiving tool. Organizes legal documents by type (pleading, discovery, correspondence, memos, etc.) and case. Designed to help paralegals and office staff print indexes of documents received or generated in litigation. Includes a hyperlink field so you know where documents are stored on your network and can open them quickly. Also

maintains information on service of documents (date, time, person served, fees, costs), number of pages, physical volume document is stored in, number of copies, and document summary.

## **5. Evidence.mdb**

Evidence database for maintaining and organizing physical evidence.

## **6. Transcript.mdb**

Designed to assist office staff and paralegals summarize depositions.

## **7. Disclaimer and License Info**

All software available for download is shareware. TLS assumes no risk of use. Software should be considered beta. You may download software from TLS for your personal or business use only. TLS databases may not be redistributed or resold. TLS maintains copyrights over all forms, tables, queries, macros, and reports. By downloading software, you are agreeing to this license agreement.