



## Making the Switch to Paperless: How to make it Happen



26 September 2017, Tuesday  
12.00pm – 2.15pm



The Law Society of Singapore  
39 South Bridge Road, Level 2 (Amicus Room)  
Singapore 058673



No. of Public  
CPD Points:  
**1.5**

Practice Area:  
**Professional  
Skills**

Training Level:  
**General**



## About the Seminar

Paperlessing a law firm can seem like an overwhelming task. Is it even possible, some may ask. With a bit of planning, perseverance and the will to shift the traditional paradigm, it is.

This seminar will provide an overview of the workflows, software, hardware and tips needed for paperlessing a law firm and harness the benefits in terms of both cost and productivity.

The learning outcomes include:

- (1) An understanding of the benefits of paperlessing a law firm
- (2) The steps needed to implement a paperless system
- (3) A list of best practices for paperlessing a law firm
- (4) Knowledge of the tools needed to transform to a paperless practice
- (5) Understanding the need for a different approach to paperlessing for different practice area
- (6) The costs of paperlessing
- (7) The long term effect of paperlessing on firm overhead (cost recovery)

## Programme Outline

Time	Programme
12.00pm – 12.30pm	<b>Registration (Lunch will be provided)</b>
12.30pm – 1.25pm	<p><b>Paperlessing a Law Firm: Introduction, workflows, costs and benefits, tools required, best practices, contextualizing to different practice areas</b></p> <p>Serena Lim - Founder and Managing Director, Bizibody Technology Pte Ltd; Co-Founder and Business Development Director, Litigation Edge Pte Ltd</p>
1.25pm – 2.00pm	<p><b>Paperless Litigation: Document digitization, metadata coding, e-discovery, e-bundling, e-archiving, and how all this improves efficiency and productivity of lawyers in litigation</b></p> <p>Chen Junbin - Co-Founder and Head of Litigation Support, Litigation Edge Pte Ltd</p>
2.00pm – 2.15pm	<b>Question and Answer</b>
2.15pm	<b>End</b>

## Speakers' Profiles

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**Serena Lim - Founder and Managing Director, Bizibody Technology Pte Ltd; Co-Founder and Business Development Director, Litigation Edge Pte Ltd**

*Serena is a legal technology and litigation support consultant to law firms. She is the founder and Director of Bizibody Technology and Litigation Edge, and several other companies which provide outsourced services to Singapore and Malaysian law firms. Her group of companies services more than 200 law firms in Singapore and Malaysia.*

*For more than 15 years, Serena has been helping small and mid-size firm law firms to integrate technology into their practices. Prior to starting Bizibody in 2000, Serena was the managing partner of Khattar Wong & Partner's Hong Kong Office, and specialized in corporate and real estate law.*

*Serena's legal background, daily dealings with her law firm clients, and her fascination with technology and business trends gives her a bird's eye view of the impact of the information revolution on legal practice, and what law firms need in order to continue to thrive. Her projects include technology projects to automate standardized processes, increase efficiency and increasingly, create new business models and new ways of delivering legal services.*

*She works closely with the Law Society of Singapore, Singapore Academy of Law and the Singapore Judiciary. She has also contributed to the design and delivery of practice management courses at the Temasek Business School and the Law Society of Singapore.*



**Chen Junbin - Co-Founder and Head of Litigation Support, Litigation Edge Pte Ltd**

*Junbin Chen heads the litigation support division at Litigation Edge Pte Ltd. He has undertaken both business development and project management roles in document intensive litigation support projects, at and prior to Litigation Edge. Junbin's projects have involved leading onsite digitization and coding teams in Hong Kong, PRC, Vietnam, Indonesia, with case scenarios involving Foreign Corrupt Practices Act (FCPA), Anton Pillars and investigations. As project lead, Junbin is experienced in assembling teams at short notice, logistic planning, implementing best practices, budgeting and client reporting.*

*At Litigation Edge, Junbin's primary areas of responsibility include:*

- *Project managing large scale document digitization and metadata coding projects.*
- *Project managing large scale document production projects*
- *Project managing the production of document lists and trial bundles*
- *Data Room Management*
- *Undertaking different aspects of the electronic discovery reference model, including document collection, ingestion, processing, executing eDiscovery searches, production and eDiscovery inspection.*

## Registration Fees

Membership Category	Fees (Inclusive of 7% GST and course materials)
Law Society Member	\$32.10
Non-Member of the Law Society	\$53.50

To register, please visit our website at: <http://www.lawsoc.org.sg/en-gb/events.aspx>. For enquiries, please contact us at [cpd@lawsoc.org.sg](mailto:cpd@lawsoc.org.sg) or 6530-0239.

## Terms and Conditions

- Allocation of seats is on a first-come-first-serve basis.
- Registration closes on **18 September 2017, Monday (5.00pm)**, or when all seats are filled.
- The registration fee is due and payable upon registration and must be received prior to the event.
- Payment must be made by the closing date stated. Registration will only be confirmed upon receipt of full payment.
- The Law Society reserves the right to refuse to register or admit any participant, and to cancel or postpone the course or seminar.
- If you are unable to attend, a substitute delegate is welcomed, provided that the Law Society is notified in writing of the name and particulars of the substitute delegate at least 3 working days before the seminar.

## Cancellation and Refund of Fees

- Allocation of seats is on a first-come-first-served basis and limited seats for each seminar. Registration closes on **18 September 2017, Monday (5.00pm)**, or when all seats are filled.
- Participant who cancels their registration before the commencement date shall be liable to pay the percentage of the seminar fee set out as follows:
  - 20 days before commencement date: 25% of seminar fee.
  - 19 to 8 days before commencement date: 50% of seminar fee.
  - 7 days or less before commencement date: 100% of seminar fee.
- Participant who is unable to attend the seminar due to medical exigencies will be subjected to a cancellation fee of 50% of seminar fee.

### Admin Note to Singapore Practitioners and s36B Foreign Lawyers in relation to the Mandatory CPD Scheme:

No of Public CPD Points: 1.5 Points  
Practice Area: Professional Skills  
Training Level: General

Participants who wish to claim CPD Points are reminded that they must comply strictly with the Attendance Policy set out in the CPD Guidelines. This includes signing in on arrival and signing out at the conclusion of the activity in the manner required by the organizer, and not being absent from the entire activity for more than 15 minutes. Participants who do not comply with the Attendance Policy will not be able to obtain CPD Points for attending the activity. Please refer to <http://www.silecpdcentre.sg/> for more information.

Note: In the course of the workshops, seminar, conferences or events, photographs of participants/videos or interviews of the participants could be conducted by the Society, or its appointed vendors, for the purpose of post event publicity of the respective workshops, seminar, conferences or events, either in the Society's official publication/website or any third party's publication/website approved by the Society.