

How to Maintain Your Technical Competence

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Over the past 50 years, the legal profession has witnessed technological advances that include artificial intelligence, cloud computing, digital assistants, personal computers, smartphones, and wireless connectivity. Legal technology can attract clients, manage billing, and perform routine tasks. The ABA recognized the importance of technology in 2012 by amending the Model Rules of Professional Conduct to require lawyers to stay technologically competent. The rules also require lawyers to be alert to the benefits and risks associated with technology. Following are tips for maintaining technological competence and resources for implementing them at your firm.

Tips

Audit – take a technology assessment to identify areas for improvement.

Attitude – stay alert to technological changes that can improve practices and profits.

Community – join bar committees and user communities to improve skills and solve problems.

Consultant – consult a tech loving co-worker, friend, or IT professional for help.

Newsletters – subscribe to a tech magazine or newsletter to stay current.

Options - use apps to improve accounting, billing, managing, marketing, and writing.

Podcasts – listen to technology podcasts while commuting, exercising, or relaxing.

Support – use tech resources available at bar and vendor websites.

Training – attend tech seminars sponsored by bar associations and software vendors.

Videos – view YouTube videos to solve technology problems and enhance skills.

Conclusion

Law office technology can eliminate chores, protect security, and raise profits. Keep pace with advances by using the resources and tips mentioned in this article. If you are tech challenged, consider hiring an IT professional or using a technology consultant. Failure is not an option so spend an hour every week improving your tech skills and adopting modern technology in your practice.

Articles

[Auditing Technological Competence](#), Clio, Sept. 4, 2025.

[How Technology Helps the Practice of Law](#), Bloomberg Law, Apr. 17, 2025.

[Solo and Small Firm Tech Report](#), ABA, Apr. 21, 2025.

[Technology Makeover for Small Firms](#), NCBA, Aug. 20, 2025.

Books

[Cybersecurity Handbook](#), ABA Book Publishing, Apr. 6, 2022.

[Leveraging Technology for Success](#), ABA Book Publishing, May 30, 2025.

[Lawyer's Guide to Office Automation](#), ABA Book Publishing, Feb. 1, 2023.

CLE

[ABA](#)

[FBA](#)

[Others](#)

Newsletters

[Law Technology Today](#) (ABA)

[Onward](#) (Justia)

[Weekly Tips](#) (PC Magazine)

Podcasts

[Legal Tech Week](#) (Bob Ambrogi)

[Kennedy-Mighell Report](#) (Dennis Kennedy and Tom Mighell)

[Technically Legal](#) (Chad Main)