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	Sommario/riassunto	This book provides a comprehensive guide to automating office tasks

within a legal practice, with a focus on enhancing efficiency and reducing mundane work. It covers strategies for planning and designing workflows, selecting appropriate tools, and using forms to securely capture data. The text emphasizes the importance of client communication, scheduling, and document generation. Additionally, it explores the integration of multiple automation applications to streamline operations. The author, Chris Fortier, draws on his experience with the Social Security Administration and his involvement in legal associations to offer practical insights. This book is aimed at legal professionals seeking to optimize their practice through technology.