



## The Best App for any Lawyer with an iPad

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**J. Hoke (Trey) Peacock III**  
Trial Attorney & Partner at Susman Godfrey LLP

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Every few weeks, I get asked by a lawyer in my firm or a colleague for my list of the best apps to purchase for a new iPhone or iPad. For many years, the first app on that list has always been Goodreader. Today, I want to share why it's the best app for any practicing lawyer.

Goodreader was one of the first iOS apps written to handle both the review and organization of multiple PDF files (it can also handle MS Office files). My focus is on four principal features: annotation, organization, synchronization, and signing.

- **Annotation**

On any given day, I get documents that need to be reviewed and annotated in PDF form. Typically, this involves deposition transcripts but also production documents. As long as I have my iPad mini (which goes with me wherever I go), I can immediately open up a PDF and proceed to highlight (in a choice of colors), annotate (with pre-set shapes or my own crude hand markings), or add digital typed post-it notes. Frequently, in advance of trial, I will highlight deposition designations on PDF versions of condensed transcripts in blue, counter-designations in green, and objections in yellow. The interface and tools for doing this are all simple, obvious and quite user-friendly

- **Organization**

There are lots of programs for editing PDFs. But few offer Goodreader's organizational functionality. The iPad lacks a file manager. Goodreader lets the user organize and manage PDF files into folders and subfolders, rename files and folders, and organize and sort those files. You can also delete and move files to other folders or make copies. And you can email files to yourself or others from the Manage File screen.

- **File Synchronization**

Goodreader's greatest asset is its integration with Dropbox and numerous other file synchronization systems including Google Drive, SugarSync, and OneDrive. I keep a lot of materials for various cases in shared folders on Dropbox. With Goodreader, I can take exhibits, document productions, and depositions with me whenever I travel or want to work from home or on vacation. With a simple press of the sync button, I can get an update to the document set I want to review. And when I finish annotating a set of documents or depositions, I just sync it up to Dropbox from my iPad mini and my legal assistant (with whom I share the relevant Dropbox case folder) gets immediate access to my work product.

- **Signatures**

In addition to all these other features, you can also use Goodreader to open, sign, and return documents that require your approval. I use this frequently with letters, agreements and pleadings from wherever I am working. You can setup up multiple signatures and require Touch Id to use them.

- **Security**

Goodreader also offers robust security. You can require a password in order to access the application and the files within it. I encourage all lawyers to do this to further protect the integrity of the documents they work with every day. Goodreader lets you use Touch Id as a further tool to quickly obtain secure access to these files.

So if you do not already own it, consider purchasing Goodreader at the App Store. Its only \$4.99 and it is a universal app that will work on all your iOS devices. It makes my life easier every day.