Judiciary, Information Technology Management Section
Questionnaire on Use of Information Technology in Legal Practice

I.   Background

   1. How many personnel are there in your firm?
   ☐ 1   ☐ 2 - 9   ☐ 10 - 24   ☐ 25 - 49   ☐ 50 - 99   ☐ 100+

   2. When are you admitted to practice?

   _____

   3. What is your position?
   ☐ Partner   ☐ Solo   ☐ Associate   ☐ Trainee Solicitor

   4. What are the practice areas of your firm? (Check all applicable)
   ☐ Litigation   (Please specify %: _____)
   ☐ Estates, wills and trusts   (Please specify %: _____)
   ☐ Real estate   (Please specify %: _____)
   ☐ Others   (Please specify %: _____)

II.   Office Automation Information Technology

   5. How much budget did your firm allocate to information technology in 2003?
   ☐ 0   ☐ $1 - $19,999   ☐ $20,000 - $39,999
   ☐ $40,000 - $79,999   ☐ $80,000 or above   ☐ Don't know

   6. How much budget did your firm allocate to information technology in 2004?
   ☐ 0   ☐ $1 - $19,999   ☐ $20,000 - $39,999
   ☐ $40,000 - $79,999   ☐ $80,000 or above   ☐ Don't know

   7. Do you use computer at work?
   ☐ Yes   ☐ No

   8. Do you share computers with your colleagues at work?
   ☐ Yes, computers are shared   ☐ No, I use my own computer

   9. What are the operating systems of your office computers? (Check all applicable)
   ☐ Windows 98 / NT   ☐ Windows 2000 / XP   ☐ Linux
   ☐ Macintosh   ☐ Unix   ☐ Other

   10. What word processing software do you use? (Check all applicable)
   ☐ Microsoft Word / Office   ☐ Open Office   ☐ Star Office
   ☐ Word Perfect   ☐ Kai Office   ☐ Other

Revised version as on 9 December 2004

11. What web browser do you use? (Check all applicable)
☐ Internet Explorer 5.5 or below   ☐ Internet Explorer 6 or above
☐ Netscape / Mozilla   ☐ Other

12. What is the language preference of your computing software?
☐ English   ☐ Traditional Chinese   ☐ Simplified Chinese

13. Do you have a handheld / PDA?
☐ Yes (go to Q.14)   ☐ No (go to Q.15)   ☐ Don't know (go to Q.15)

14. If yes, do you use a handheld / PDA?
☐ Yes   ☐ No

15. Which of the following legal-specific software do you have and use?

	Available	Use
Time and billing	☐	☐
Time entry	☐	☐
Citation checking	☐	☐
Conflict checking	☐	☐
Docketing / calendaring	☐	☐
Specialized practice	☐	☐
Case management	☐	☐

16. Which of the following litigation software do you have and use?

	Available	Use
Litigation support	☐	☐
Transcript / deposition management	☐	☐
Trial presentation	☐	☐

17. Do you receive electronic discovery requests?
☐ Yes (go to Q.18)   ☐ No (go to Q.19)

18. If yes, how often do you receive electronic discovery requests?
☐ At least once per month   ☐ Less than once per month

19. Do you make electronic discovery requests?
☐ Yes (go to Q.20)   ☐ No (go to Q.21)

20. If yes, how often do you make electronic discovery requests?
☐ At least once per month   ☐ Less than once per month

III. Web and Communication Technology

21. How do you access Internet at work?
☐ Broadband   ☐ Dial up modem   ☐ Leased line   ☐ No access

22. Does your firm have a website?
☐ Yes   ☐ No

23. Does your firm provide you a company e-mail account?
☐ Yes   ☐ No

24. How often do you use e-mail?
☐ 1 or more times per day   ☐ 1 to 4 times per week
☐ Once per month or less   ☐ Never

25. What do you use e-mail for? (Check all applicable)
☐ Routine correspondence   ☐ Memos / briefs   ☐ Case status
☐ Marketing materials   ☐ Electronic newsletter
☐ Assent to contracts / transactions   ☐ Client bills

26. Which online communication tools have you used? (Check all applicable)

	For any purpose	For work
E-mail discussion list	☐	☐
Instant messaging	☐	☐
Web-based message board	☐	☐
Online chatroom / conferencing	☐	☐
None of the above	☐	☐

27. Do you have any personal electronic certificates from the following authorities? (Check all applicable)
☐ HK Post Office   ☐ Other international certificate authority

28. If you do not have a personal electronic certificate, would you apply for one in the near future?
☐ Within 1 month   ☐ Within 6 months   ☐ No plan to apply

29. Do you have videoconferencing?
☐ Yes (go to Q.30)   ☐ No (go to Q.31)   ☐ Don't know (go to Q.31)

30. If yes, do you use online videoconferencing?
☐ Yes   ☐ No

31. How often do you conduct online transaction?
☐ 1 or more times per day   ☐ 1 to 4 times per week
☐ Once per month or less   ☐ Never

IV.   Judiciary Online Information and e-Services

32. Have you ever visited the Legal Reference System (http://legalref.judiciary.gov.hk) website for Judgments and Practice Directions?
☐ Yes   ☐ No

33. Have you ever visited the Civil Justice Reform (http://www.civiljustice.gov.hk) website?
☐ Yes   ☐ No

34. Do you find the pinpoint citation feature (CJR citator) (http://www.civiljustice.gov.hk/aboutcjrcitator.html) useful?
☐ Yes   ☐ No

35. Have you ever referred to the daily cause lists (http://www.judiciary.gov.hk/en/crt_lists/daily_caulist.htm) on the Judiciary website?
☐ Yes   ☐ No

36. Have you ever used the e-Hearing Date Enquiry Services (http://e-services.judiciary.gov.hk/hr_enq/index.jsp?lang=EN) on the Judiciary website?
☐ Yes   ☐ No

37. Have you ever downloaded Judiciary forms (PDF/WORD format)?
☐ Yes   ☐ No

This is the end of the questionnaire. Thank you for spending time filling in the questionnaire.