

### Chapter 6 - Computer Concepts and Legal Applications

#### Databases

Today's relational database programs offer management capabilities unheard of just a few years ago. There are many case and office database applications in the practice of law. To name a few, databases can be created for case document information, witness lists, employee lists, marketing information, brief banks, exhibit lists, work product information, and conflict information. In databases, you can keep all your data in one place where it is easy to find when you need it. Updating information is easy, and when you need to summarize information you can create professional looking reports, such as an exhibit or witness list.

Database can be confusing when vendors and others talk about a "full text" database or a

A database is similar to a common address book. You place last names in your address book. Then, when you need to locate a person by their last name, you go to the section that begins with the first letter of their last name. However, what do you do if you remember the first name of the person but not the last name? In a manual system you literally would have to look at each name to see if the name "David" is part of the name. A computerized database would solve this problem since you would merely search the first name of the database for the name "David" and retrieve all records of persons with this first name. You could get your answer in seconds.

The primary components of a database are the table where the information is kept, the form where information is entered, and the most importantly, the report that summarizes the data entered into the records.

