

Expert Witness Toolbox

Allison Muller, 3-10-25

These are some tools that I use (I've noted these) and that fellow medical writers shared with me recently. Please let Gerry know what to add to this (categories? tools?), and it will be updated in Gerry's monthly email. - Allison

AI tools (future discussion: how do you use AI? Do you indicate how you use AI in your contract? Have you been asked about it?)

- Perplexity
- Notebook LM [Allison]
- Chat GPT [Allison]

Invoicing/Time tracking

- Excel spreadsheet and Pomodoro timer/phone timer [Allison; I'm not a fan of cloud-based accounting software]
 - o Cirillo, F. (2018). The Pomodoro Technique: The Acclaimed Time-Management System That Has Transformed How We Work. Currency. [Allison]
- QuickBooks Online – Accounting software with invoicing, expense tracking, and tax preparation features.
- FreshBooks – Cloud-based invoicing and accounting software with time tracking and expense management.
- Wave – Free invoicing and accounting software ideal for small businesses and freelancers.
- Zoho Invoice – Feature-rich invoicing software with automation and client management tools.
- Xero – Cloud-based accounting software with invoicing, financial reporting, and bank reconciliation.
- Invoice Ninja – Open-source invoicing software with time tracking, project management, and payments.
- Bill.com – Business payment platform that simplifies invoicing and accounts payable/receivable.
- Square Invoices – Part of Square's payment ecosystem, allowing businesses to send invoices and accept payments.
- PayPal Invoicing – Simple invoicing solution integrated with PayPal for easy online payments.
- Hiveage – Online invoicing and billing software with customizable invoices and financial tracking.
- Harvest – Time tracking and invoicing software designed for freelancers and small teams.
- Cashboard – Invoicing and project management software with time tracking and budgeting tools.

Productivity

- OneNote – A versatile digital notebook by Microsoft with cloud syncing, handwriting support, and integration with Office apps.
- Notion – An all-in-one workspace for notes, databases, project management, and collaboration, available on Mac and other platforms. [I'd like to know if anyone uses this and if it's a gamechanger!]
- Things 3 – A beautifully designed task manager exclusive to Mac and iOS, great for organizing projects and to-do lists.
- OmniFocus – A powerful task management app for Mac users, designed with a GTD (Getting Things Done) methodology.

- RescueTime – A time-tracking tool that helps analyze productivity and improve focus across Mac and other devices.

Collaboration

- Slack – A team messaging and collaboration platform with channels, direct messaging, and integrations.
- Microsoft Teams – A communication and collaboration tool with chat, video conferencing, and Office 365 integration.
- Google Workspace (Docs, Sheets, Drive, Meet) – A suite of cloud-based tools for real-time document collaboration, storage, and meetings.

Expert witness books on my shelf [Allison]

Lubet, S. (2020). Expert testimony: A guide for expert witnesses and the lawyers who examine them (4th ed.). National Institute for Trial Advocacy.

Babitsky, S., & Mangraviti, J. J. (2010). The biggest mistakes expert witnesses make and how to avoid them. SEAK, Inc.

Mangraviti, J. J., Babitsky, S., & Einstein, M. (2016). How to be a successful expert witness: The A to Z guide to expert witnessing. SEAK, Inc.

Mangraviti, J. J., Babitsky, S., & Einstein, M. (2014). How to be an effective expert witness at deposition and trial: The SEAK guide to testifying as an expert witness. SEAK, Inc.

Lubet, S. (2019). Modern trial advocacy: Analysis and practice (6th ed.). National Institute for Trial Advocacy.

Brodsky, S. L. (2013). Testifying in court: Guidelines and maxims for the expert witness. American Psychological Association.

Chamberlin, J. (2007). The effective deposition: Techniques and strategies that work. American Bar Association.

Furst, S. M. (2010). The toxicologist as expert witness: A primer for forensic professionals. CRC Press.

Hamilton, J. M. (2007). The expert witness marketing book: How to promote your forensic practice in a professional and cost-effective manner. Hamilton Publishing.

Referencing/citation software

- Zotero – A free, open-source tool for collecting, organizing, and citing research sources.
- EndNote – A powerful reference management software used widely in academic and scientific research. [Allison]
- Mendeley – A reference manager with PDF annotation, collaboration tools, and citation generation.
- RefWorks – A web-based citation manager ideal for students and researchers needing cloud access.

Proofreading/spell checkers

- Grammarly – AI-powered tool for grammar, spelling, punctuation, and style enhancement. [Allison]
- PerfectIt – A professional proofreading tool designed for consistency in legal, technical, and academic documents. [The Mac version is cloud-based; Windows is not]
- Stedman's Medical Dictionary – A trusted resource for checking medical terminology and spelling.
- ProWritingAid – A comprehensive grammar and style checker with readability insights.
- Microsoft Editor – AI-driven spelling and grammar tool integrated with Word and Outlook.