

APPENDIX A
RECOMMENDED RESOURCES

1. Legal Resources
 - a. Elkouri & Elkouri, How Arbitration Works (42 responses)
 - b. Brand and Biren, Discipline and Discharge (11)
 - c. St. Antoine, The Common Law of the Workplace (8)
 - d. Fairweather's Practice and Procedure in Labor Arbitration (1991) (5)
 - e. Black's legal or other dictionary (4)
 - f. CanLII for the Canadian Members (2)
 - g. Hill and Sinicropi, Remedies in Arbitration (2)
 - h. Hill and Sinicropi, Evidence in Arbitration (2)
 - i. Developing Labor Law (2)
 - j. Mittenthal on Past Practices (2)
 - k. BNA yearly Grievance Guide (2)
 - l. Thesaurus (2)
 - m. Labor Arbitration Practice for Federal Sector – Views of the Arbitrators (1)
 - n. Member Barry's Goldman's "Science of Negotiation" (1)
 - o. Own awards – some respondents have their cases organized and indexed for keyword searches; a few expressed regret that they had not started such a project earlier in their career.
 - p. Lexis, other online caselaw, and/or BNA labor reports
 - q. NAA Proceedings, and website of resources,
 - r. NAA listserv (Member's only)

2. Apps or Programs for Note Taking
 - a. MS One Note
 - b. Note Studio
 - c. Text Expander

3. Apps or Programs for Creating Transcripts from a Recording
 - a. Otter.ai

4. Apps or Programs for Billing & Case Management
 - a. "nothing" (27 responses)
 - b. QuickBooks (7)
 - c. Your own template(s) (4 responses)
 - d. Quicken (3)
 - e. Outlook Calendar (2)
 - f. Clio (2)
 - g. NAA Member Mark Lurie's template (1)
 - h. RTG Bill (1)

- i. Harvest (1)
 - j. Evernotes (1)
 - k. ICal (1)
 - l. Quatro (1)
 - m. Paradox database (1)
 - n. "...& a great CPA"
5. AI for Arbitrators?
- Use of AI in legal work is a dicey proposition, as will be discussed at the Friday closing plenary on legal ethics and use of AI, presented by Eileen Plutkin of the Texas State Bar Ethics Office.
 - Arbitrators should use extreme caution if considering using AI to perform research or draft awards.
 - However, there may be viable AI digital assistants that could prove handy with back office or administrative tasks, such as calendaring, invoicing, and template email drafting. Practitioners are encouraged to research such products to see if they can help you "Elevate Your Arbitration Practice".