



The Legal Connection

where legal technology & people connect

2013-01

January Theme = Tech + New

Welcome to 2013! Obviously, I'm quite happy to be on the other side of the Mayan Apocalypse! What is new and tech related in my world?

1. Community Site

On January 1, 2013, the Legal Connection Community site was launched – with over 10 hours of practical information loaded to the member's only library – and an upcoming calendar of events and seminars that will add at least 3 hours of content each month through end of 2013.

At only \$5 per month the Community Site contains insights from experts for those too busy practicing law to locate and process the massive amount of information about working on and through the web.

If you are planning on adding or renovating a website; thinking of hiring out SEO or social media related tasks or want to know what Office365 is all about – join the site, and listen to/download the podcasts already in the library. They will save you time, money and the frustration of finding out too late that you didn't know what you needed to!

The technology used to run the membership site is by a company called Wild Apricot. I've tested the tech through the site I created for Legal Virtual Assistants: www.legalva.com

2. Legal Tech New York/LTNY

The annual circus that is legal and geek combined is coming to town! Also known as LegalTech NY or LTNY and held at the Hilton each year, this cornucopia of legal tech vendors, massive numbers of practicing attorneys and the best free coffee make for the most lively legal trade show Expo. Always on my toes to see what is available to help my clients and practicing attorneys, I will be touring the Expo Floor at 2pm on the 29th. Get in touch if you'd like to join me!

Unfortunately, I won't be attending any sessions this year. After studying the grid for some time, I realized that I must have been the only one who appreciated last year's ILTA track, complete with IT panel discussion and Brett Burney on iPads and practicing law.

3. ABA TECHSHOW

Also new and tech related – I have been asked to co-present two sessions at the 2013 ABA TechShow held in Chicago April 4-6, 2013. My topics are To SaaS or Not – That Is The Question with Chair Elect Natalie Kelly; and Communications Interconnectedness! (<-say that 5x fast!) with last year's Chair Debbie Foster. As a non-attorney, I am honored to have been added to the TechShow faculty!

As I do every year, I am amassing SuperPassers so all can enjoy TechShow at the discounted rate of \$500. See page 4 for more details on how you can come meet me face to face, perhaps see me speak and otherwise enjoy all that is TechShow and/or Chicago in Spring, including the annual SuperPasser/Solosezzer meet up on April 4, 2013.

As for the Newsletter, this issue brings back the familiar faces of Barbara Nelson, Bruce M Cameron and occasionally Allison Shields and Ben Schorr. Joining the team of regulars in 2013, we welcome Jeffrey Taylor (aka The Droid Lawyer); Justin Meyer, Esq. practicing attorney on Long Island and Kris L. Canaday, freelance paralegal. As always, if you would like to contribute or comment: editor@legaltypist.com

With new contributors, the community site and new opportunities to speak with attorneys face to face - let's all rock 2013 shall we?!

til next month...



5 Frugal Finds!

1. Everything search engine

(<http://www.voidtools.com/>)

Just learned of this nifty little utility that will literally search every part of your windows based PC for that one file you can't seem to locate. Cost: Free

2. Solosez

(<http://www.americanbar.org/groups/gpsolo/resources/solosez.html>)

OK – I've recommended Solosez before but it was from Solosez that I learned of Everything Search Engine (and so much more).

This group of engaging legal types (mostly lawyers) makes me feel like part of a firm. Nothing like having 3,500 partners! Cost: Free

3. Twitter

(<http://twitter.com/>)

Without a doubt the best free tool there is to communicate and connect with the entire world at once has to be twitter. Consider it instant messaging to the world. Cost: Free

4. Hootsuite

(<http://hootsuite.com/>)

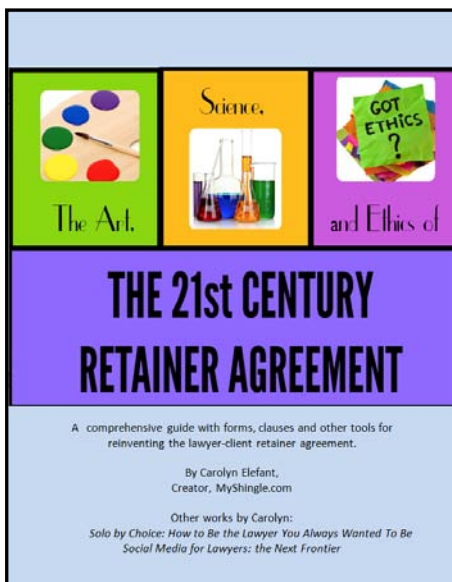
Twitter is like Solosez is like email – a LOT of volume travels through it. To organize email I use DAFT; to organize Solosez, I use gmail – to organize twitter, I use Hootsuite.

I have set up streams of my public stuff; along with a private list of just about 200 people that I pay closer attention to; I can schedule tweets for when I feel they will be best received by my audience; and I can track how many peeps click on links. Cost: Free

5. CCleaner

(<http://www.piriform.com/ccleaner>)

Is a utility that once installed, will help keep your privacy safe online, and make your computer faster and more secure. I have been using this utility every week for years to make sure my computer is clean and ready to get to work on Monday morning. Cost: Free

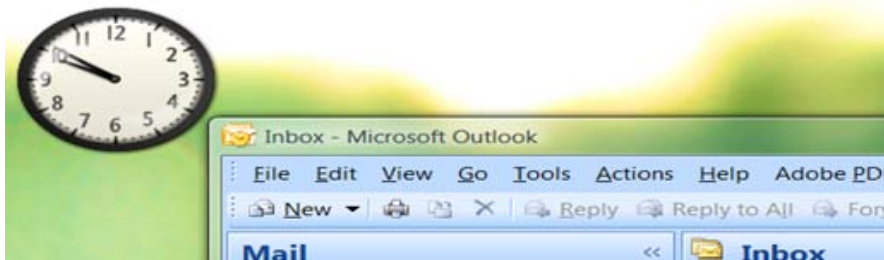


The Retainer Agreement is one of the most important contracts that you'll ever draft or sign as an attorney. Not only do Retainer Agreements protect clients from overreaching by unscrupulous lawyers, but they can immunize lawyers against malpractice claims and non-payment by clients.

Moreover, from the terms of the Retainer Agreement to its design, a Retainer Agreement is a reflection of your practice and the way you do business - making it a potential selling tool for your firm.

Written by practicing attorney, Carolyn Elefant of www.myshingle.com fame, the ebook is not only full of practical considerations, but has an Appendix of forms and sample language.





Got Time? Try Something New in January

How about trying a new email habit?

If you're like most professionals, you likely waste a lot of time on email. It's not necessarily the email that's the problem- it's the interruption.

One study concluded that 28% of a typical information worker's day is consumed by interruptions that aren't urgent.

I use the statistic that it takes 11 minutes to handle and recover from an interruption. 11 minutes before you return your focus to the work you'd been doing. Think about it, with just 10 interruptions, you've lost about 9 hours a week.

Good email habits will return hours to your schedule. Hours that you can waste in other, more entertaining ways- or spend on getting more work done in less time. Your choice.

One tactic you can use involves software; for example, a utility that prevents you from checking email during a certain period of protected time.

However, you can also get good results from the habit that I teach - time blocking. Time blocking is simply blocking time on your calendar and

protecting it from interruptions. In the case of email, you need to protect yourself *from* yourself - because emails are an interruption that you control.

Creating time blocks for focused content work and other specific blocks for checking email is the first thing I address with clients.

It works, even if you only stick to it 75% of the time - which is about where I am. If you try it, it will add hours to your week. GUARANTEED!

Create the habit of checking your emails at planned times and not between those times. Take a look at the emails you get. How many of them are actually urgent? How many require any response at all? Get a feel for how often you need to check your email and put two or more 10-minute blocks on your calendar. Then turn off your email notification.

Time blocking is the first and best way to start seriously addressing work/life balance.



Barbara Nelson helps lawyers and other professionals learn the simplicity of action. She's grateful for the opportunity to show up here and share her unique perspective. Barbara is a huge fan of writing to improve productivity. To learn more, visit Barbara's blog: <http://www.successfullysolo.com/blog>



BRINGING LAWYERS & TECHNOLOGY TOGETHER

Hilton Chicago | Chicago, IL

www.techshow.com #ABATECHSHOW

Who wants to go to TechShow for **only \$500!?! Chicago. April 4-6, 2013. Annual Meet Up to be held April 4th.**

LegalTechNY is for the entertainment value, TechShow is for the people. Shout out to the Canadians! <-and Ben Stein!! C'mon and learn some tech, meet good people and eat great food at the Taste of TechShow Dinners.

Email techshow@legaltypist.com to get in on LegalTypist SuperPass.

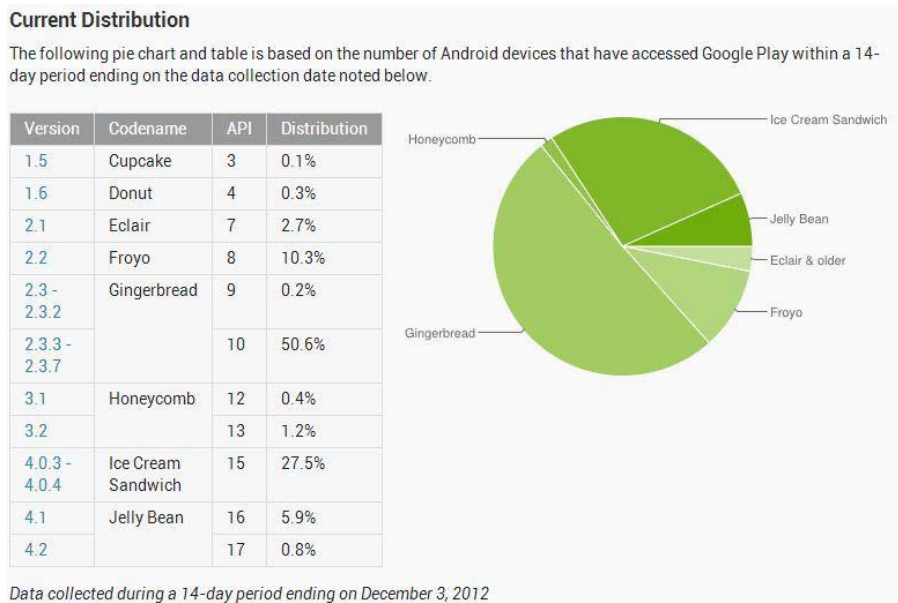


THE DROID LAWYER

New Android

If you don't know, Android is the number 1 mobile operating system in the world. After being acquired by Google, Android evolved from a lack-luster, fairly meaningless system into a complex, and now for lawyers, very useful operating system. In 2011/2012, Google developers introduced the most-powerful versions of Android, to date: Android 4.0 (named Ice Cream Sandwich) and Android 4.1 (named Jelly Bean).

Unfortunately, because of its open-source scheme, many manufacturers and carriers tinker and change the operating system. The end-user then depends on his/her wireless carrier to update to the recent Android version. According to Android's developer stats, many end-users remain stuck in a sub-Ice Cream Sandwich world:



If you're one of the 51+ percent, don't despair, there are options. If you're one of the new small minority, be grateful.

I argue on my blog, The Droid Lawyer (<http://www.thedroidlawyer.com>) that lawyers shouldn't fret or envy their iOS brothers and sisters. The truth is, Android can and will do all that iPhone and iPad do, and more. Plus, with its ease-of-integration with Google's services, Android is a perfect companion for solo and small-firm lawyers looking to ease their IT needs.

If you're new to Android, and regretting your purchase, then read my new user's suggestion guide. You'll see that the iOS guys are the ones who miss out on innovation. I've even sparred with iFans, who claim their iDevice outperforms Android. The simple truth, as I've enumerated time and again, is that Android has the major apps that make it competitive. On a daily basis, you're not going to find yourself needing to outline and style a grand trial, you'll need a note-taking app, email app, or to collaborate with others. Android has it.

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New Android

If you're new to Android, I recommend a few things:

1 *Create and connect your device with your Google account* - this enables you to backup your contacts, email, and apps, if you ever lose your device;

2 *Install antivirus and backup protection* - Android has a malware/virus problem. Not clicking on bad links is good, having antivirus protection is better. I recommend Lookout Mobile Security, but any app is better than nothing at all;

3 *Install some must-have apps* - here's a list to consider (<http://thedroidlawyer.com/2012/12/5-must-have-apps-for-your-new-android-device/>) and check out 2012's best ones for lawyers (<http://thedroidlawyer.com/2012/11/2012s-best-android-apps-for-lawyers/>);

4 *Have fun* - once you get using your device there's a number of fun things to do and explore, including custom ROMs that change your device's look and feel.

When used correctly, your new Android device will become a secondary, and necessary, appendage to your personal and professional lives. You can't help but love your new Android.



Jeffrey Taylor is a lawyer in Oklahoma City, Oklahoma, whose practice focuses on litigation, consumer issues, and business representation. Jeff is the author of The Droid Lawyer (<http://thedroidlawyer.com>) on tips and tricks for lawyers using Android OS.

3 Reasons To Remove Email From Your Processes

I'm sure the title of this article has some readers scratching their heads. *Remove e-mail? I just started using it - it's the wave of the future - I work with clients by e-mail all the time - My clients wouldn't hire me if I don't use e-mail.*

I've heard it all and I still say every business should remove email from their processes where they can. Here's three good reasons:

1. Security Issues

I cannot stress this one enough. Any information you send in the content or as an attachment to an email can be intercepted, reviewed and altered by the owner of the electronic equipment it touches - you know the wires, routers and switches that physically make up the Web. (Everyone forgets that the Web has a physical component.) Is it **LIKELY** that someone is intercepting your communications? No. Is it possible? Absolutely! That's why you don't use email to transmit things like credit card information, let alone attorney work product.

2. Administration Woes

Business owners are required to save and store their business emails in the same manner as they do other business records. Over time, the data storage needs increase and the larger the business, the larger that cost in terms of actual server space plus the time that one pays (or puts in) to verify that the data is being saved, backed up, archived, etc.

3. The Ooops! Factor

Security does not just mean that the email messages your business creates are only read by the intended recipient. One Law.com article reported on how a law firm inadvertently sent an email to a reporter instead of to their client. That email, of course, contained sensitive and confidential information. This is what I call the built in Ooops! Factor for email. It is really just too easy to dash off an email and hit send. How many times do you check and recheck the email address before hitting "send"? I check once when I'm drafting and it's the last thing I do before clicking on the send button. Even double checking, I have done other stupid email faux pas - like using the "Reply All" button to send a private communication to a whole list, instead of one member on that list. Thank goodness that's only embarrassing and not fodder for a law suit!



The Rural Lawyer Take on New Tech

Genuine beginnings begin within us, even when they are brought to our attention by external opportunities. - William Bridges

Winter tends to be a malodorous season here in the little law office on the prairie; a time of shoveling, related back pain and the ever present hope that a lucrative slip and fall case might come limping across the threshold. Yet amongst the frigid wind chills and the slush strewn streets, the silence of a Christmas Eve night's snow can bring a wondrous sense of hope and peace to the world, and a clear, crisp New Year's day will herald a moment of bright beginnings burgeoning with promise.

Perhaps it is the weather or perhaps a need for reflection is an essential of the collective human gestalt, but whatever the reason, Midwinter injects a slight pause in the normal flow of business here in the law firm (business picks up after the first of the year fueled, in part, by resolutions made at the stroke of 12) and provides a needed respite best used to do a bit of house cleaning in preparation for the opportunities yet to come.

Being a solo and male, cleaning my physical office is usually a quick once over with a dust cloth and a few passes of a vacuum over the highest traffic areas (I must admit to a temptation to buy a Rumba, but I can't seem to justify investing in a piece of technology whose inevitable end will come under the wheels of my office chair). After all, my office need only be "working guy clean" - a loose standard aimed more at keeping the dust bunnies from evolving

to the point of sentience than actually approaching "tidy" - I leave the maintenance of those areas that clients see to the regular ministrations of a professional cleaning crew.

Once my haphazard rearrangement of the dust in my office is complete, I turn my attention to my technology.

The first of the year always seems a good time chase the cruft from my disks; to burn those closed client files to a DVD or two to be filed away in offline storage, to clean out those e-mail folders as well - if you can't bear to toss old e-mails out, at least archive them to off-line storage, and to defrag what remains - an electronic rejuvenation for the New Year.

The turn of the year also reminds me to exercise my backups. Having returned my disks to the electronic equivalent of being freshly cleaned and pressed, it always seems like a good idea to verify that my backups are in fact backing things up. So, I'll take a little time to recover one or two of those just deleted client files to make sure that all is well with the unsung heroes of the digital office.

And last but not least, my attention turns to those little things that will extend the lifespan of my technology - removing the old year's grunge from keyboards and mice, clearing air vents and fans, and cleaning the glass on my monitors and scanners.

So let the wheel of the year make another revolution, thanks to Midwinter's pause, I'm ready for the New Year's new beginnings.



Bruce M. Cameron Having decided that going to law school and opening a solo law practice would be a sufficient response to the male midlife crisis, Bruce now practices Collaborative Family Law and Estate Planning in rural Minnesota. When not in the law office, he can be found on his small farm where he and his wife are at the beck and call of a herd of horses, a couple of cats, a few dogs and one extremely spoiled parrot. <http://www.rurallawyer.com>

New Technology and the Law

Happy New Year!

Have you been playing with cool new gadgets you or your children got for the holidays? I love the downtime leading up to the new year – that period of time when all the hustle and bustle is over, the presents have been opened, and the entertaining is done – when you can relax, ponder the year prior, and spend some time enjoying the gifts you received.

Gifts have certainly changed over the course of time – and a subtle change by no means: From plush, stuffed animals to stuffed animals that move as they read books to your children; from bicycles to motorized scooters; from coloring books to tablets (and I don't mean the kind you takes notes on).

Yep. Technology has changed the way we do everything and it's evolving at lightning speed. So much so that it's hard to keep up. But keep up we must.

I learned the full impact of this lesson last year when my 17-year-old car finally gave up the ghost. You see, although I love technology, I still live under the “don't fix it if it isn't broke” motto. I also don't rush out to buy the latest gadgets; I wait until all the bugs are fixed and a better version released. But when my trusted ride was replaced with a new 2012, I realized just how much had changed in the past 17 years. Not only have I upgraded from a tape player to a CD player, I can also connect an iPod, listen to podcasts through my Blackberry via Bluetooth, and use my touch screen to navigate unfamiliar territories rather than suctioning an external GPS to my windshield.

More importantly, though, I realized how much I had been out of sync with the rest of the world; and, how important it is to stay on top of technology in general – not just technology specifically related to legal work.

In the legal field, we have a duty to work competently. In August, the American Bar Association (ABA) updated its Model Rules of Professional Conduct to align with changing technology. For example, Rule 1.1 requires attorneys to provide competent representation.

Nothing new, but the new Comment 8 (formerly Comment 6), now specifically states that, “. . . a lawyer should keep abreast of changes in the law and its practice, including the benefits and risks associated with relevant technology”

Similarly, Rule 1.6, “Confidentiality of Information,” now includes a Section (c): “A lawyer shall make reasonable efforts to prevent the inadvertent or unauthorized disclosure of, or unauthorized access to, information relating to the representation of a client.”

Granted the concept behind Section (c) already existed, but now the ABA has made it a formal part of the rule and the technological implications abound, especially in conjunction with Rule 1.1, Comment 8.

Overall, the changes made to the Model Rules mean that attorneys need to have *and* maintain a good understanding of current technologies to provide the most competent legal services possible. They also need to understand the risks and benefits associated with those technologies, whether they are SaaS (cloud storage services), smart phones, tablets, wireless networks, or other devices.

The ABA's ethical requirements do not stop with attorneys, though. They extend to all legal professionals – from file clerk to paralegal to every outside vendor an attorney utilizes. It's up to all of us to know and understand the technology we use and have available.

With the exception of California, which still has competency requirements relating to technology, all the states have adopted some version of the ABA's Model Rules. Although none have updated their model rules yet to reflect the ABA's most recent changes, keeping abreast of technology is still a good idea for many, many reasons besides the most obvious ones.

I learned my lesson last year with my car and must admit I'm thoroughly enjoying this new technology venture. So what new gadgets have you been playing with during the past few weeks?



Kris L. Canaday provides paralegal support and consulting services to attorneys. She works with law firms and legal departments to help them meet workload demands. Kris also provides consulting services to help attorneys streamline processes, improve efficiency, and learn how to secure professional support services without jeopardizing security or confidentiality. You can learn more about Kris' services at IntegrativeLegal.com or peruse her knowledgebase at www.ParalegalSupport101.com. Kris can be contacted directly at Kris@IntegrativeLegal.com.



The Legal Connection

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Calendar

Lunch-N-Learns, Meet-N-Greets & More

Tue Jan 15	3:00pm – 3:45pm	📺 LIVE! Websites 101 - San Francisco Bar Webinar - Andrea Cannavina Topic: Websites 101
Wed Jan 16	4:00pm – 4:30pm	📺 Getting Email Done Webinar - Attend webinar get ebook for free 📄
Thu Jan 24	10:00am – 12:00pm	📺 LIVE! Getting Email Done - Roslyn JCC - Andrea Cannavina Topic: Getting Email Done
Tue Jan 29	2:00pm – 3:30pm	📺 LIVE! TLCxn LTNy Meet Up/Expo Tour - Solosezzers and legal peeps - NYC Hilton 2pm
Wed Feb 6	12:30pm – 2:00pm	📺 TLCxn Lunch N Learn: Dictation to Done - Speaker: Phil Metcalf TLCxn Webinar Room
Tue Feb 12	1:00pm – 2:00pm	📺 TLCxn Meet N Greet - Member's Only Group Chat TLCxn Web Conference Room
Wed Feb 13	12:00pm – 2:00pm	📺 TLCxn Lunch N Learn: Getting Business Done 101 - Speaker: Gina Bongiovi TLCxn Webinar Room

Members of TLCxn Community Site receive promo code to attend any TLCxn webinar for only \$5.00.

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