



The Legal Connection

where legal technology & people connect

2013-05

Paralegals Assisting Legal Professionals Affected by Disaster

My entire adult life has been spent helping people. As someone close enough to see the smoke rising on 9/11 and who housed extended family for 9 days after Superstorm Sandy – I have long wished to be able to help those affected by natural disaster. I had the tech, but I knew there was no way I would ever have the resources to back it up, and I didn't have the time to gather another group of willing volunteers!

Enter fellow Solosezzer, Lyza Sandgren, who posted a message about gathering resources to help those affected by the tornado in OK and I immediately offered to help. Here's more about the group:

PARALEGAL RELIEF is a group of independent paralegal businesses willing to provide short-term courtesy paralegal, docketing, filing and client support to attorneys, law firms of any size, and corporate legal departments who have been victims of natural or man-made disasters. We know how difficult it is to meet deadlines and/or filing commitments when your offices and computer equipment are in shambles or just not usable, but our members have the technology, resources, experience and capacity to assist wherever needed. If you are an independent paralegal or paralegal service willing to donate your time to assist other legal professionals in their time of need, please join us.

Mission Statement:

PARALEGAL RELIEF was established to assist attorneys, law firms and corporate legal departments on a short-term, volunteer basis in times of crisis, whether man-made or by natural disaster. We are committed to becoming the "Red Cross" of the legal profession, available at a moment's notice to step in and provide assistance whenever business rather than personal resources are stricken, either virtually or on-site if convenient. Paralegal Relief is not designed as a networking organization and we are not recruiters or staffing agency services.

Members **MUST** be very experienced in one or multiple areas of law and they must be able to assist without having to ask for permission or "time off" from their jobs to help. We encourage all contract/freelance paralegals and legal assistants, legal support and paralegal business owners, and solo attorneys to join us. Full-time employed paralegals are welcome to join if you are experienced and are able to also respond to an immediate legal support need having already secured your firms permission to do so.

If you who wish to volunteer, and meet the above criteria, please send a request to join **PARALEGAL RELIEF** on LinkedIn or contact Lyza Sandgren, Pamela Starr or Andrea Cannavina for an invitation.

3 Techs To Trust Your RSS Feeds & Replace Google Reader before July 1st

Really Simple Syndication (RSS) provides an easy way for you to read the latest postings to your favorite web sites. Many web sites offer RSS Feed subscriptions so that when new content is published, such as an updated news article, you receive a summary or the full article automatically within your RSS Reader. Over time you build up a trusted list of RSS feeds to consume much of the information flying at us each day.

For those who have built up their library of RSS feeds using Google's Reader - you have until July 1, 2013 when the service will terminate. Here are three reliable alternatives.

1. Feedly

A free service that works through your web browser and has mobile versions for your personal mobile devices. According to this Law Technology Today article:

Feedly is free, works through a web interface, and has apps for iPhone, iPad, and Android. Feeds can be added directly from your browser. Feedly also integrates robust social sharing features, and accommodates tags and folders for organizing feeds.

Feedly has provided step by step instructions and information for those transferring from Google Reader to feedly. You can read them [here](#)

2. Hootsuite

Offers both free and pro accounts; with almost full functionality in the free account. Quick and easy way to view RSS feeds right in the HootSuite dash. You can add your feeds as you go along, or upload OPML files to import multiple feeds.



3. Outlook

Many do not realize you can subscribe to RSS feeds and have them automatically download directly into the RSS folder in Outlook. Look at your navigation folder tree - locate the "RSS Feeds" folder and click on it. If you have the reading pane open, all you need do is click on the link displayed at the bottom of the screen: "Subscribe to an RSS feed".




RSS Feeds in Microsoft Outlook

Really Simple Syndication (RSS) is a way for content publishers to make news, blogs, and other content available to subscribers. You can add your favorite RSS Feeds as subscriptions in Microsoft Outlook.

Get started

Using Outlook to subscribe to an RSS Feed is quick and easy and does not involve a registration process or fee. After you subscribe to an RSS Feed, headlines will appear in your RSS folders. RSS items appear similar to mail messages. When you see a headline that interests you, just click or open the item. To learn more about RSS read [Subscribe to an RSS Feed](#).

You will need the actual url of the feed - which you can get using most Web browsers by right-clicking the  RSS icon, and then "copy shortcut"; and press CTRL+V to paste the feed information into the RSS Feed location box.



Andrea Cannavina CEO of LegalTypist, Inc., publisher/author [Getting Email Done](#) - a deceptively simple system to process email and get your inbox from overload to organized.

What's Wrong With Security?

Security sounds like a good thing, but sometimes it's the one thing that holds you back. As we head into summer, let's shake things up a little.

Consider the phrase "nothing to lose." What does it say to you? Does it make you feel a little excited, a little more adventurous and open to possibilities? And then, consider "everything to lose." Can you feel the wind being knocked out of your sails? Security can be the thing that prevents you from taking a risk that might propel you to reach a new level. You might be happy with "good enough" and never know that "amazing" is just around the next corner. Notice the

word "scrappy." I'm starting to see it everywhere, as a trait of people who are high achievers, especially successful entrepreneurs. If you check it out in an online dictionary, you'll find that one definition is: *determined, argumentative, or pugnacious*. It's being used to talk about people who create remarkable results.

Remarkable results. If you're someone who has achieved a level of security, perhaps it's time to take a look and see if you might be so secure that you're missing out on the opportunity to create remarkable results. It's said that success

is the greatest enemy of change. Why change when you are feeling secure? When what you have is working? Because what got you to the point of security won't get you to the next level of achievement.

Sure, you need the emergency fund. Retirement savings. You need to have a stable income flow.



The point isn't to throw caution to the wind. It's about always playing at 100%. Whether you're looking at your finances, your family and relationships, your fitness, your faith or fun- aim for 100%. If you're feeling secure at any other level- hustle your way out of it. Do whatever it takes.

When it comes to living a full life, secure can be a limitation. Sit up, take a look around, and see if you're leaving anything on the table. Try exchanging a few degrees of security for a couple of ounces of scrappy.

Take some time to check in with your goals, take a peek at your dreams. Do more of what matters. Nothing that doesn't.



Barbara Nelson helps entrepreneurial attorneys move their practices from successful amateur to full pro status. If you're interested in finding about the next session of The Practice Target seminar, sign up to receive updates here. <http://successfullysolo.com/subscribe/>

A Keen Sense of Justice: A Conversation

by Napoleon Hill

HILL: Perhaps, Mr. Carnegie, it would be well for you to define what you mean by justice.

CARNEGIE: Justice, as I use the term here, has reference to *intentional honesty!* Many people are honest for the sake of expediency, but their brand of honesty is so flexible that they can stretch it to fit any circumstance where their immediate interests can be best extended. It is not that brand of honesty we are analyzing. We are talking about deliberate honesty that is so rigidly adhered to that the individual is motivated by it under circumstances that may not be to his immediate benefit, the same as to those that promise the greatest possible reward.

HILL: Mr. Carnegie, would you care to name some of the more obvious practical benefits of a keen sense of justice?

CARNEGIE: It establishes the basis of confidence, without which no one can have an attractive personality.

It builds a fundamentally sincere and sound character which, of itself, is one of the greatest of all attracting forces.

It not only attracts people, but it offers opportunities for personal gain in one's occupation.

It gives one a feeling of self-reliance and self-respect.

It places one in a better and more understanding relationship with one's own conscience.

It attracts friends and discourages enemies.

It clears the way for that state of mind known as Faith.

It protects one from the destructiveness of controversies with other people.

It helps one to move with more initiative in connection with one's major purpose in life.

It never damages one nor does it subject one to any form of embarrassment.

A keen sense of justice not only aids in the development of attractive personality, but it is an asset of priceless value in almost every human relationship. It discourages avarice, greed, and selfishness, and gives an individual a much better understanding of his rights, privileges, and responsibilities. *A keen sense of justice has a very definite and very great contributory influence in the development of the other traits of attractive personality.*

Source: *Napoleon Hill Yesterday and Today Newsletter Issue 326*



1. Rakofsky: 0 | Internet: 1 <http://ow.ly/kVKQx>
2. 60 Sites in 60 Minutes (2000-2012): <http://ow.ly/kDtxA> #ABATECHSHOW
3. Great infographic: How Gmail Has Evolved Over the Years <http://ow.ly/kIPbF>
4. Interesting schedule/template for a marketing blog: <http://ow.ly/kOOC8>
5. Giving New Meaning To "Your Zipper Is Down" @rickgeorges <http://ow.ly/kMtJB> <-what a great idea!
6. Have you ever searched "askew" in google? Here's more cool Google tricks: <http://ow.ly/kTOY7> <-bonus at bottom is for @jeffrey taylor
7. Reading: Harvard Business: Apple's Trojan Horse <http://ow.ly/kY90s> HT @vaforums
8. "LegalTypist is simply that — an administrative assistant who optimizes your workflow." <http://ow.ly/kIGSj>
9. Winky, New Google Glass App, Just Made Google Glass Even Creepier @HuffingtonPost <http://ow.ly/kFLfU>
10. The latest in law firm marketing @turkewitz <http://ow.ly/kJWPu> <-that's awesome!

Who knows your passwords?

Last month I wrote about the importance of writing down passwords, and keeping them organized. If you have them written down and all over the place, how do you keep them secure? The methods and techniques range from simple to complex, from low tech to high, and all depend on you.

My father keeps his passwords in a binder - he fills the binder with address book pages and keeps his passwords organized in semi-alphabetical order by site. The binder sits on a shelf, next to four other binders that all look the same and none of them look interesting in any way. His passwords have never been found. When people go through a desk looking for passwords, they are more likely to look around the computer (on or under the monitor, under the keyboard), they are not likely to start rifling through books. However, if you want an added bit of security, a binder can easily be locked in a file cabinet when not needed.

If you want something a little more hi-tech, or a little more portable, there are various options that will sit on your smart phone. Several of these programs have companion programs that run on either a Windows or Mac machine. If you are willing to pay for the service, the programs can sync between your various devices as well.

The two biggest names in password vaults are KeePass and LastPass. Both will encrypt your passwords and both work on computers and phones. KeePass is free and open source. It has been developed with a base system and a series of plugins. The base system allows for portability and other basic features. A series of plugins allow for form-filling, multi-device sync (through Dropbox, Google Drive, and other online services), and additional encryption methods, as well as other features.

LastPass is a proprietary system, which is available for most operating systems and phones. The base system is free and includes multi-device syncing, but a premium system is also available for \$1 per month, which includes a password generator. LastPass also lives within your browsers, so it is easier to fill in the passwords - in fact, this program will do it for you. That can be either an advantage or a disadvantage, depending on your perspective.

The password generator (a base feature in KeePass and a premium feature in LastPass) is particularly useful. While most people use one or two particular passwords, that is a large vulnerability - if a hacker finds the password in one place, they will be likely to try it to get access to your other accounts. By generating random passwords, and using a unique password for each account, you will prevent collateral damage if one account is hacked. These random passwords, hard to remember, would need to be written down. This is the added advantage of using an integrated system. When you don't have to type the password, the likelihood of getting it wrong is minimized. When you don't have to remember the password, it allows for more complex, and more secure passwords.

There are a variety of ways to keep your passwords, once written down, secure. It is important to find the system that works best for you, but you want to also make sure that you are protected against intrusion, either via your computer network or the front door. Good security means both strong passwords, and a safe place to keep them.



Justin Meyer has an Android phone, in case you care. He is an estate planning and business attorney in Hauppauge, NY and is licensed in NY, NJ and FL. To contact Justin, e-mail him at jmeyer@meyeresq.com. For more about his practice, please go to <http://www.meyeresq.com>

BlackBerry Not Quite Dead Yet!

My name is Cesia, and I am a loyal BlackBerry user.

Sometimes I feel like I have to start out that way whenever someone asks me what smartphone I use. I have an iPad, and love it. I also have every possible Google account, and love them. But when it came time to get my first smartphone three years ago, my gut instinct was to get a BlackBerry Bold instead of the iPhone or Android offerings. I loved that phone, and wore it into the ground, so when I was due for a new one there was no question that I would keep my patriotic loyalty and go back to BlackBerry. Conveniently, my three-year plan ended just as BlackBerry 10 made its long-overdue debut (and I even had enough time to read every review I could get my hands on to make sure I wasn't blindly buying a lemon).

The Z10 is, in my opinion, an impressive device. I know it's just esthetics, but it even came in a beautiful box, which is not the norm. And hey, considering most of smartphone purchase is about being in with the cool kids, image does matter. It's also a sleek looking phone, with an incredibly large screen (bigger than the iPhone's), which makes reading documents and viewing pictures that much better.

One of my favourite features of BB10 is the Hub. [picture attached] With one swipe, either from the home screen or inside any app, you can access every communication point you have loaded onto the phone. This means that, if you know an email or text just came in but you're in the middle of reading an article through a news app, you can simply swipe up, see the message, and then swipe back into your app without losing your place.

You can also choose which messages are available for viewing inside the Hub stream itself; I have deliberately kept my work email out of it, so that I can look at it separately if I want to but I'm not as chained to it if I just want a quick peek at my text messages, BBMs or Twitter mentions. This is especially helpful since, like most people my age, my BlackBerry is my only phone; the last thing I want on a Saturday afternoon is to check my phone to see what text I got and then be tempted to read that work email. In the picture you can see that, yes, my work email is showing, but on the weekend I can leave my phone sitting inside the Hub view and never know if a work email has come in.

One area that admittedly needs some work is app availability. BlackBerry World is certainly no match for Apple's app store or Google Play. However, there are certainly enough to work with for the moment, with more added every day. My beloved Triplt app is still missing, but my favourite grocery list app was just added last week; conveniently, BlackBerry remembers which apps I had on my old Bold phone and pushes a notification to let me know when an app was just released for BB10 if I haven't already downloaded the new version.

BlackBerry as a company still has a lot of work to do to gain the tremendous amount of ground it has lost to Apple and Android. Maybe the Z10 and the Q10 will be enough; that remains to be seen. In the meantime, this particular device does everything I need it to do, very well, and I am more than happy that I stayed with it.



Cesia Green is a partner at Wall-Armstrong & Green, in Barrie, ON, Canada. You can find her on Twitter at [@cesiaagreen](#)



THE DROID LAWYER

Don't Stumble on Disorganization

Disorganization is perhaps my biggest flaw. To compensate for my inadequacy, I've tried all of the gimmicks and gizmos, from the Covey® system of binders and organizers, to the Palm® Pilot, and even now to my smartphone. Unfortunately, none of the systems worked, and I gave up.

What I didn't realize though was that the system depended on me. Without me, or my dedication to handling tasks, I couldn't succeed. Moreover, without some set of simplified tasks, I always seemed to fail.

There are a number of books to help people succeed at organization, with David Allen's, *Getting Things Done* books being most popular. David's ideals center on a classification system to help organize and manage components of tasks, thereby generating success through completion.

I've implemented David's program into my daily routine, slightly modifying the principles.

One of the biggest helps has been my practice management system. If you're an attorney trying to practice using a jumbled system of Outlook/Gmail, Excel, and Windows search, you're losing valuable opportunities to boost your productivity. Practice management systems help generate the system organization you'll need to be effective.

Second, to handle email, I make sure to eliminate all messages by the end of each work day. This works better in theory than actual practice, but I'm usually left with one or two, non-consequential or insignificant emails crowding my inbox. I set aside time to respond, and make sure to use Outlook or Gmail's flags systems to track important items. I also save copies of the email in my practice management system, so I'm not relegated to storing massive strings of messages.

Third, I use my calendar as a method for setting aside time to accomplish tasks. One appointment, called "to do", sits at 9 am. Here I jot down everything I want to accomplish in that day. Then, depending on the task, I allocate time during the day to accomplish it. Usually that time is 15 minutes, but it can be longer. During that time, I focus only on that task. Depending on the task, I may not even take phone calls to boost my productivity.

Finally, I'm making a big point this year to keep my desk clean. I'm finding that a clean desk improves the workplace atmosphere and my own productivity. While I regularly fail at this task, I'm making sure that I tackle this before I head home on Friday. On Monday, I can come to the office with "a clean slate."

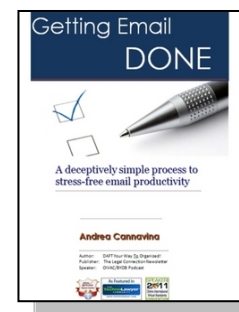
I'm finding that if you tackle the problems regularly and set goals to accomplish them, you too can turn disorganization into something a little more meaningful.



Jeffrey Taylor is an attorney in Oklahoma City, Oklahoma, who helps plaintiff's injury clients, small business, and immigrants. Jeff is also the author of *The Droid Lawyer* blog, which discusses Android devices and tips to help lawyers using them. You can follow him on Twitter ([@jeffrey_taylor](#)) or on Google+.

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Rather than making our lives easier and less stressful, technology appears to be making the battle of information overload that much harder to win. Buzzes, flashes, dings and rings ... the digital never stops! Pile on the paper that crosses through your world every day and no wonder most people feel completely overwhelmed.

Answer: Getting Email Done No special software, no special training. Just proven principles put you in control of the emails, information, files and documents that cross your desk each day.



The Rural Lawyer: Phishers, Crackers, and Script Kiddies Oh My!

Truly secure computing went out the window with the demise of sneakernet, punchcards and the church of the monolithic mainframe. Ah, those were heady days when information could be folded, bent, spindled and mutilated, when applications had to be blessed by the system administrator or one of his authorized minions before being left alone on the CPU to run in the wee hours of the morning, and when geeks were real geeks, hackers were real hackers, and modems were one step up from a pair of tin cans, a bit of string and an acoustic coupler - sorry that last bit should read "real 300 baud modems".

Unfortunately, today's world is logged-in, on-line, and downloadable and security is about more than simply worrying if your card deck is in order. A typical daily stroll through the internet exposes our tech to untold megabits of spam, viruses, and malware - and those are just the threats to the ol' office desktop, our woes just escalate when we move to the cloud. Even the ABA is hinting that today's lawyer needs to be more than just tech-savvy, they need to be tech-security-savvy as well. Frankly, if it weren't for the fact that this internet thing is so gol dang useful and chock full o' useful tidbits I'd have torn that cat-5 from my router years ago; would've saved me a few grey hairs and a bit-o-change as well.

But before we go nuclear and foreswear from all things internet, banish all foreign electrons from our presence, or build a mighty fortress about our tech

complete with DMZ's and firewalls, its always good to take a little time to do a little spring cleaning and spruce up our basic tech defenses.

So let's start with changing your password- it's a bit like changing the battery in your smoke detectors on the equinoxes; a bit of simple insurance to ward off future evils. I know it's a chore, but good passwords are not only long complex phrases, they should also have expiration dates. Now, I must admit a fondness for password managers; neat little applications that not only generate long strings of random characters, they remember them as well neatly locked up behind a single password.

Once we've rekeyed the locks on our doors, its time to consider closing the windows and consider encrypting our data. With the major operating systems now offering disk level encryption and the availability of open source solutions filling the gap for those that don't, keeping your data tied up in encrypted bundles is never easier. The hardest part of using encryption is setting things up in the first place - after that it is practically transparent. The only time I notice anything different is that I have to enter a password when I first mount an encrypted disk.

Now, the only thing left to do is to dust the shelves and vacuum the floors by updating those anti-virus and malware definitions, perhaps even adding a link-scanner, an anti-rootkit, or some anti-spyware protection to the mix depending on what your comfort level and degree of paranoia requires.



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>



So You Think You're Secure??

We are an online society. Imagine every computer, laptop, tablet, cell phone, application, and other Internet portal as window into your life. (They call them 'windows' for a reason.) Every window in your home, at the least, has a reliable locking mechanism; most also have some sort of covering - a pull-down shade, blinds, sheers, or even black-out curtains that protect your privacy from the prying eyes of neighbors and passers-by. Your computer 'windows' require similar protection to protect your personal information from interception by your fellow travelers on the interwebs.

When you connect to the Internet, your personal information becomes vulnerable. Whether you are logging in to read or send e-mail, participate in a list-serve, post to Twitter, update your Facebook status, submit a blog post or comment, make online purchases and payments, check your various bank and credit card accounts, send/receive IMs, Skype, make VoIP call, click a link, or send information from your cell phone or i-thingy - you have flung the window wide open. Society has become far too complacent about providing personal information. We generously supply our names, phone numbers, and e-mail addresses on paper and online forms. All it takes is a simple click of the mouse to release that information, irretrievably, into the ether. Unless you return to the time of "stone knives and bear skins"¹, accept your personal information is no longer sacrosanct.

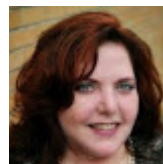
So what can you do to protect yourself and your personal information? Be vigilant about, and aware of, not only the physical location of your computer, but also the type of Internet connection being used, install protective software, implement and follow safety protocols. To quote Ben Schorr (www.officeforlawyers.com), "security is a process, not a product".

Best Practices

- Lockdown your computer, laptop, tablet, or other device with a **strong** password or phrase.
- Create strong, easily remembered pass phrases for websites.
- Never write down your passwords / phrases.
- Store passwords / phrases in a password protected document, or secure storage site.

- Install, utilize, and regularly update firewalls, spam filters, anti-virus/malware/spyware software.
- Install and run safe browsing plug-ins (e.g.: Web of Trust or avast! WebRep).
- Set security and privacy restrictions on your browser - turn off tracking, block pop-ups, administer your browsing and download history, and restrict cookie settings.
- Regularly clear your browsing history, cache, cookies, passwords, and saved form data.
- Utilize VPN software as an extra firewall to encrypt your Internet use at unsecured hotspots, and disguise your IP address.
- Create an alias web address for sign-ups and registrations.
- Beware of shortened hyperlinks.
- E-mail
 - Do you know the sender?
 - Never respond to unsolicited/spam e-mail.
 - Do not open links in an unsolicited e-mail.
 - E-mails that create a sense of urgency are often fraudulent.
 - Opting out sometimes legitimizes rather than removes your e-mail address.
 - Scan attachments for viruses - even when you know the sender.
 - Never fill out forms or provide personal information in an e-mail
- Restrict peer-to-peer (P2P) file sharing because it could allow unrestricted access to your files and systems
- Turn your computer off, or, at the least, disconnect from the Internet when not in use.
- Back up. Back up. Back up.

Remember, once your information has been committed to the interwebs, it is out there forever. Nothing on the Internet is ever truly deleted. Your information is shared, stored, and cached. Safe surfing involves keeping your windows locked and covered.



Pamela J. Starr, CBA, J.S.M.,

Virtual Paralegal Extraordinaire, and tenacious redhead from the GSOT. As the lead paralegal and owner of **StarrParalegals, LLC**, Pamela also blogs as her alter ego, '[Pamela the Paralegal](#)' and has launched '[Sessions with a Starr](#)' - a Career Mitigation[®] platform devoted to helping professionals redefine their career options in an e-based economy.

¹ Mr. Spock, "The City on the Edge of Forever." Roddenberry, Gene. Star Trek. NBC. 6 Apr. 1967. Web. Transcript.



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where legal technology & people connect

Calendar

Tue May 14	1:00pm – 2:30pm	☑ North Shore MA Lawyer's Lunch - Mandarin Restaurant in Reading
Tue May 21	12:30pm – 2:30pm	☑ NYC/Long Island Legal Meet Up Lunch - The Main Event - Plainview NY
Thu May 23	9:00am – 4:00pm 1:00pm – 2:00pm	☑ HIA-LI Trade Show - Suffok Community College ☑ Free Webinar on Outlook - On Line
Wed May 29	1:00pm – 2:00pm	☑ Getting Email Done Webinar - TLCxn Web Conference Room
Wed Jun 12	12:30pm – 2:00pm	☑ NYC/Long Island Legal Meet Up Lunch - The Main Event (http://themaineventny.com)



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