



The Legal Connection

where legal technology & people connect

2013-10

New Website & New Services

The new website design has been up less than a month and we have received lots of feedback! So far, comments include positives about the new layout, graphics and generous use of white space. We've also heard some nice things about the ease of navigation and use of color.

Not just the website got a makeover – how LegalTypist defines and bills for services was updated as well.

LegalTypist offers two distinct services:

- Intelligent Transcription™ and
- Digital Assistant™ services

Intelligent Transcription™ consists of initial drafts transcription of any document or file. This service is our most popular – especially with multiple attorney firms as for every hour of dictation removed from internal processes, 2.5 to 3 hours of assistant time is available for tasks of greater responsibility.

I do want to stress that LegalTypist is not here to replace staff. Our services are designed to help all in a law firm get more done and reduce stress:

This service helps a great deal. I work for a very heavy work producer and without LegalTypist, I couldn't keep up with him.

Secretary 100+ user firm

Our Digital Assistant™ services expand upon initial drafts transcription to include common secretarial tasks such as:

- ▶ revisions; editing and proofreading
- ▶ organize/update calendar
- ▶ transcripts of calls; meetings; VMs



- ▶ open new matters
- ▶ time and billing
- ▶ organize/update contacts
- ▶ sync to dos; notes; tasks
- ▶ data entry

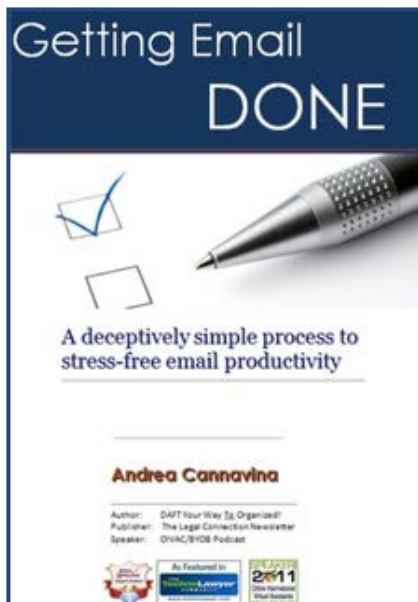
Pricing and billing of Intelligent Transcription™ services remains the same – per line fee on a pay as you go basis; and Digital Assistant™ services are available in fixed monthly packages of 5, 10 or 20 hours. For more details on pricing click [here](#)

If you have not seen the site yet, I'd really appreciate it you'd click on the image and go take a peek. If you have any questions, if you see something that can be improved upon or *shudder* a typo - definitely give me a call!

Until next month!



1. Eight Free Acrobat XI Actions for Legal Pros <http://ow.ly/p5YVW>
2. If you are in #legal and use a #Mac or you are thinking about converting to Mac, this conference is for you <http://ow.ly/p5Wn9>
3. Apple iOS 7 flaws, oddities and mistakes <http://ow.ly/p3jEY>
4. Ten things I didn't know about Google. @harrymccracken <http://ow.ly/p5fWD>
5. Attorneys: If you're swamped but have only mediocre income to show for it, there's a reason. @JulieFleming <http://ow.ly/pgKui>
6. Launching a 21st Century Law Practice -a 6 part course created by @carolynelefant is free here: ow.ly/pcRyf
7. Breakfast is the new lunch @petershankman ow.ly/pnFST
8. Five Ways to Use Twitter Lists @attnyatwork ow.ly/pgBev
9. Can you be forced to use your finger to unlock your cell phone ... discussion of law & map here -> ow.ly/pf7dC HT @NotSoAnonymous
10. How to Make Your Entire Internet Life More Secure in One Day @lifehacker ow.ly/p3vw4



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.

BUY NOW

Tinfoil hats are scary

(but the fact that we may actually need them is even scarier)

Recently, on the ABA's Solosez Listserv, a discussion started about whether attorneys could still use cloud-based services, in light of the many revelations regarding the NSA's monitoring. Part of the discussion focused on client confidences, and how secret they really were. The conclusion was, in part, that it depended on your practice area.

Let's backtrack a bit to what we know - the NSA has been collecting data on phone records, although apparently not recording calls. It has also been collecting e-mails, both the metadata and the actual e-mails, although the claim is that not all e-mails have been collected, and that the system collects e-mails within a certain number of degrees of separation (3, if you believe the NSA) of people who meet certain criteria, including contacts out of the country. There have been several known abuses of the collection for personal use, but all of these have been self-reported. Information learned through the information-gathering program has been shared with at least one other country (Israel).

While there has been no solid information regarding sharing of information between US agencies, there are rumors. Therefore, the practitioners who should be most concerned with e-mail/cloud security are those who try cases in which the U.S. is an adverse party - criminal and immigration law practitioners.

It is important to remember that there is a tenet of attorney-client privilege (in many places) that in order to maintain that privilege, the attorney and client must attempt to keep that communication secret. Therefore, if they think that they are having a private conversation, but the police are listening in without telling anyone, then privilege may still exist. Here, you may be able to maintain that privilege if the government attempted to use the communications directly. Instead, the threat is that they will use information learned and shared illegally to then set up the investigation - to credit a confidential informant and get the warrant for the storage locker, or to otherwise find the incriminating evidence that they need.

Another cause for concern is in civil matters. Because there is evidence that NSA employees have misused data collected for personal reasons, any case, where the adverse party has a connection to (not just is, but maybe is related to, or close friends with) an NSA employee, may result in issues with confidentiality. While not all employees at the NSA should be painted with the same "you're spying on me" brush, prudence requires caution.

So what should attorneys do? US mail, while monitored, is most likely not being read, and therefore may remain secure. Face to face meetings (where letters to file can be exchanged if necessary) are also still a viable option, and in fact may be the safest option. Before any of this started, I was already warning clients that e-mail might not be secure, simply because someone else could open it on the computer.

In reality, as we adjust to this new paradigm, attorneys will need to rethink how they communicate with clients. We will all need to determine our comfort levels, and those of our clients. In the meantime, I am sure that we will all be watching the developments.

Random Musings ... Hockey started on October 1, so life is now good again. Let's go Islanders ... As I write this, the government is still shut down. I feel like I should put in a joke here, but the government is it ... A Chinese official was apparently demanding that the US consider how China would view a default. I don't think he fully grasped how that would play in American media markets ... Rangers suck. Take that, Trippe.



Justin Meyer is an attorney with Meyer & Associates in Hauppauge, New York. He has decided to accept that the NSA will spy on him if it wants, and instead of cutting down on total traffic, he's increasing it, thereby adding noise and making it harder to find the signal. With that in mind, hello to the NSA agent assigned to read this article. Justin blogs at <http://legalnotes.meyeresq.com> and can be reached at jmeyer@meyeresq.com. For more on his practice, you can go to <http://www.meyeresq.com>.



THE DROID LAWYER

Mobile Security is Scary for Some

When people ask me (not that they ever do) what's the scariest thing in Android, I often reply, "the number of people not using security."

The truth is, there are a number of attorneys out there who disregard -- hopefully just forget -- their duty to protect client data and information. Of course, that isn't you because you're taking every necessary precaution to have satisfactory systems of protection.

Here are 3 ways you need to beef up your scary security:

1. **Activate Android Device Manager.** ADM is a recent addition to the Android ecosystem that puts Android devices on par with Apple's "Find My iPhone" feature. ADM offers 3 core security systems: remote wipe, locate, and lock. Should you be the unfortunate bimbo to lose your phone, ADM will hopefully help you to find it again, while providing a platform for security. You can activate ADM through the **Google Settings** app. Check out this post for the full rundown.

2. **Set a strong password.** There's far too little emphasis on the essential need for strong password protection on your mobile device. I've seen too many phones with "1-1-1-1" as the unlock password. It doesn't take a genius to crack that code. Your device's password should be a random assortment of at least 8 characters,

numbers, and symbols. Here's more information on setting super-strong passwords.

3. **Don't be a "goofus" when dealing with apps.** Android is a naturally secure mobile operating system if you do your part. Android features a sandboxing system that prevents apps from acting outside of their intended and allowable functions. These limitations are prescribed in the app's permissions. *Read the app permissions anytime you install or update an application.* If you're not comfortable with granting the app permission for a purpose, don't install the app. Yes, that includes those apps even your best buddy recommends.

If you'll follow these three pieces of advice, your time on your mobile device won't be a scary experience.



Jeffrey Taylor's scary knowledge comes from blogging as *The Droid Lawyer* at: <http://www.thedroidlawyer.com> You can connect with Jeff online on Twitter at [@jeffrey_taylor](https://twitter.com/jeffrey_taylor), or via Google+. Jeff is also happy to talk about scary cool Android features, devices, or solutions by email at jeff@thedroidlawyer.com.

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- Lighten your holiday luggage. Leave your laptop at home and access your files, photos and more from your relatives' computer.
- Traveling by air? Get through security with less hassle without the laptop, but stay connected to the programs and files you use every day.
- Improve post-vacation catch-up. Stay on top of your work responsibilities while you're away and avoid returning to a full inbox.



See it for yourself: [Try LogMeIn Pro free »](#)

Even though I'm constantly on the go, I'm never more than an Internet connection away from the critical files and information I need to operate my business - thanks to LogMeIn Pro!

-Andrea Cannavina, Digital Coach and Master VA, LegalTypist, Inc.



Rural Lawyer: Something Wicked Good This Way Comes.

The wheel of the year has returned us once again to Samhain, to All Hallows Eve, to the time when the veil between this world and the next thins and otherworldly beings (spooks, ghosts, hobgoblins, ghouls, fairies and the rest of the Bar) come into the world to frolic and feast. It is a time for remembrance, for rejuvenation, and for purification. So before you set out at sunset on the 31st to drive your cattle tween the revels' twin fires before wiling away the evening in exaltation and wild abandon in their warmth and light, take a little time to ponder the possibilities if the rites were applied to your practice.

It has been said that wearing costumes and masks may lead to the befuddlement of the harmful spirits, opposing counsel, and nonagenarian jurists that dwell among us (note: the blowing of horns, the reciting of verse, and demanding of food and other gifts is said to increase the effectiveness of one's costume - however, results are not guaranteed and may vary) and so it may be useful to use an encrypted disk or folder to cloak our vital data and to befuddle the digital nasties lurking in the internet's danker and darker recesses.

This is also a time to take stock of one's flocks and herds and to cull those that will not survive the coming winter, so perhaps we should look to our digital fields and cull from our disks the scruff (temporary files, duplicate files, overly large browser histories, overflowing trash folders and the like) that has built up over the past year so that we may enjoy the benefits of smaller folders confined to neatly defragmented disks.

Some say that divination is particularly effective on this night and that one may glimpse one's future in the fall of an apple peel, the cohesiveness of nuts roasting on the hearth and the flight of a murder of crows. Now the problem is, assuming your office is anything like mine, there seems to be a dearth of nuts, apples or crows within its confines. Not to fear, for the tools you need for law office divination lie not in this world, but in the digital - take some time to look at the analytics for your web site and your blog - pay attention to what resonates with readers for this may foretell of tasks necessary to increase conversions, to review the hot hash tags on Twitter and Facebook as they may predict your future blog posts, and to review your accounts receivable for you may divine increased profitability.

Finally, consider going down to the shore and wading into the ocean, pouring a cup of ale upon the waves and asking the powers that be for their blessing (take your laptop and it may even qualify as a business trip). I should note that there is no digital equivalent to this one; I have it on very good authority that pouring a virtual beer on virtual waves off a digital seashore has absolutely no persuasive effect. I should also note that it has been my experience that the effectiveness of this tradition is highly dependent on ones choice of shoreline; I have found that the powers that be are far more receptive to requests for blessings when said request takes place on a sun-drenched Caribbean beach than when it takes place on the wind swept rocks of Duluth harbor.

Happy Halloween!



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>

Scary.

When I was in sixth grade, a friend's father bought him a subscription to "Playboy". The friend became the most popular kid in the entire school overnight. His father was propelled to deity status. If we had had the tools and the knowledge a statute akin to an ancient, Hellenic celebration of Zeus would have been erected on the nearest soccer field in his honor. Being able to look at a naked woman any time we wanted was a revolutionary concept. Not that any of us had a clue what we were seeing.

When I was in seventh grade my school put a computer in our classroom. One machine. It was a triumph and a novelty. We spoke of its possibilities the way we considered that one day man might travel to Mars: Interesting but far off and irrelevant. The computer had no practical applications. We could only take turns playing "Lemonade" and "Oregon Trail".

When I was in eighth grade my parents bought our family's first computer, a Commodore 64. It was, at the time, a state of the art machine (the Commodore 128 was still a few years off). My first word processing program was called "Cut and Paste". The user interface was blue and white. There were no font selections. There was no spell checker or word counter. It was a fancy typewriter with the White Out included.

And so it went. I had my first computer all to myself in college. My first cell phone in law school. My first email account well after I'd graduated. A few years after that I clicked on a link emailed by a friend and -- Voila -- there was all of the porn I could ever want. Freaky stuff that made Playboy look like Reader's Digest. Things that had never occurred to me . . . and I'm incredibly juvenile *and* was in a fraternity.

The arc of innovation that leads from my sixth grade year to today was long and gradual. But it gets steeper toward the end. With each new discovery the rate of change increases. Each innovation follows more closely on the heels of its predecessor.

My little boy will be five next month. The technology at his disposal today is overwhelming. It provides him with amazing opportunities and terrifying pitfalls, and who knows what awaits him (and me) eight years from now when he becomes a teenager? If my parents had known in 1984 that my friend had Playboy magazines at his house I would have been banned for life from going within a five-mile radius of his neighborhood. Compared to me my parents had it easy.

And that is scary.



Trippe Fried is a lawyer who works with entrepreneurs and businesses and is launching a new tech company that allows businesses to build a legal department in the cloud.



Andrea Cannavina, Founder and Owner LegalTypist, Inc.

by Donna McGill

For more than ten years, Andrea Cannavina quietly watched from her positions in "high powered solos" and some of the biggest and most respected law firms in and around New York City. An idea was beginning to form and by the time 2001 rolled around, Cannavina was ready to strike out on her own. And did she ever! In April of that same year, she founded Legal Typist, Inc. She knew the key to successful secretaries and administrative staff members was their attention to detail and an unfailingly commitment to see a job done as close to perfect as possible. After all, it's what served as her own foundation, especially when she began contemplating the next chapter in her life.

That next chapter was closer than she realized. After honing in on what law firms were really lacking, she began offering what she refers to as "personalized secretarial and administrative support to several local and a few cross country attorneys". Before long, she saw her client base grow by leaps and bounds and those days where she filled them easily on her own, she saw a growing need to develop a base of strong secretarial talent to fill the many contracts that began rolling in. These days, those secretarial and administrative professionals are now part of her team of digital assistants. She enjoys contracts with more than forty law firms around the nation and more than sixty lawyers within those firms.

Once again, Cannavina saw a gap in the needs of the legal profession and the professionals capable of filling those roles. Soon, she found herself being booked for lectures on everything from confidentiality dynamics, security issues and technology.

LegalTypist has become the first name in the legal sector for all things administrative. Cannavina is now a Master Virtual Assistant and Certified EthicsChecked™ VA. She places an especially strong emphasis on ethics, security and of course, quality. Her clients each serve as testimonies to the remarkable work she and her team provide and her business, a decade later, continues to thrive and grow by leaps and bounds.

She offers clients a "no strings attached" trial, but it's hardly necessary. Her reputation precedes her and her clients serve as the powerful testimonial that allows her business to continue its success.

For more information on Andrea Cannavina and LegalTypist, visit her site at LegalTypist.com.





Ramping Up Productivity With Evernote

You have probably heard of Evernote, its experienced explosive-growth and become widely used over the past few years by many attorneys. Whether you have heard of Evernote or not, the best way to learn how to use it is by seeing examples how it is used. Evernote is all about productivity. While Evernote launched with a slogan of "remember everything" at this point it is more appropriately characterized as "organize everything efficiently."

For lawyers, to which *time* really is **money**, Evernote is gold. Why is it so effective? One reason is that it is multi-platform; that means you can use on just about any device you have - desktop computer, laptop computer, smartphone, tablet, iPad or any web browser you can access or any operating system - PC, Mac, Android or iOS it matters not.

As a starting point, consider these ways I use Evernote to be more productive:

1. Organize your legal research.

I use Evernote to gather and organize legal research that I find both in law-specific software (e.g., Westlaw) and the Web at-large. I email and copy and paste the results into Evernote and create notes that track everything from multiple sources. In addition to legal research, this works well for simply researching a product or service you are thinking of purchasing. Evernote has plugins for most browsers that allow you to send web pages and links directly to it. For a more sophisticated approach to using Evernote for legal research consider Ben Carter's article [here](#).

2. Making notes.

I make notes about clients, about cases, about doctor's appointments etc. I make the note on whatever device is handy (computer, tablet, phone) and then it syncs across all my devices. It is just "there" when I need it without having to think about it. Evernote's built in voice dictation software and most mobile device's voice-recognition increase the ease of inputting information on-the-go.

3. Creating and managing checklists.

Checklists are the backbone of any solid and consistent repeatable process. Evernote provides an easy way to generate checklists and manage them. The Evernote Blog provides detailed and relatively simple steps for using Evernote as a checklist machine. To go even deeper on this topic, consider the post [Using Master Checklists in Evernote to Be a More Productive Lawyer](#) by Daniel Gold

4. Create to do Lists.

Evernote is my primary to-do list maker. To spruce things up a bit, I use the check-box images to create items that I can actually "check-off" as I complete them. The nifty thing is I can add to the "to do" list as things come to my mind, regardless of where I am. The to-do lists can be categorized and tagged for easy organization and searching. With the recent addition of "reminders", Evernote for to-do lists are even better.

My short list of Evernote uses is but a snap shot of the hundreds of ways people are using the program to be more productive.

The coolest feature that connects all of these items is *omnipresence*: because Evernote is everywhere, whatever you put into Evernote is always right there within your grasp. That note you made while leaving the courthouse? It is synced and shows up on your desktop computer back at your office automatically.



Shawn J. Roberts has 15 years of practical, hands-on legal experience as an attorney working with small businesses and the families that own them. His experience includes helping people start and grow businesses, draft and review contracts, resolve employment issues and litigation. Additionally, Mr. Roberts helps those businesses and families protect their assets through strategic estate planning.



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Calendar

Wed Oct 23, 2013	12:30pm – 2:30pm	NYC/Long Island Legal Lunch - The Main Event - Plainview
Thu Oct 24, 2013	All day 12:00pm – 1:00pm	#MILOfest - Disney's Yacht Resort Club <input type="checkbox"/> Free Webinar: Android for Lawyers: Tips, Tricks and Apps -
Fri Oct 25, 2013	All day 11:00am – 12:00pm	#MILOfest - Disney's Yacht Resort Club <input type="checkbox"/> #legalchat - twitter <input type="checkbox"/>
Sat Oct 26, 2013	All day	#MILOfest - Disney's Yacht Resort Club <input type="checkbox"/>
Wed Oct 30, 2013	12:00pm – 1:00pm	LegalSEC : Personal Privacy or the Lack Thereof - Webinar
Fri Nov 1, 2013	11:00am – 12:00pm	#legalchat - twitter <input type="checkbox"/>
Wed Nov 6, 2013	12:30pm – 1:30pm	Free Webinar: Digital Dictation 101 - TLCxn Web Conference
Fri Nov 8, 2013	11:00am – 12:00pm	#legalchat - twitter <input type="checkbox"/>



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