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1. Ethical Practice with New Technologies

The [Canadian Bar Association](#) recently released the [Guidelines for Practicing Ethically with New Information Technologies](#). The Guide reviews the provisions of the CBA's [Code of Professional Conduct](#) that are relevant to the use of information technologies and sets out the best practices in each area. This Guide is essential reading for everyone involved in law firm management and should be read in conjunction with Manitoba's own [Code of Professional Conduct](#).

2. Stealing from a Law Firm

The article [Stealing from a Law Firm](#) on David Bilinsky's [Thoughtful Legal Management](#) blog describes the theft of some \$1.4 million from Alberta firm, Bennett Jones by one of its own employees. The article contains a few helpful reminders to law firms on how to safeguard against such thefts.

3. More Reasons to Adopt a Data Retention Policy

As many law offices move toward paper-less offices, the article [Preparing for e-discovery: Why firms need data retention policies](#) by Luigi Benetton published in the September 26, 2008 issue of [The Lawyers Weekly](#) provides a helpful reminder that before adopting new paperless technologies, law firms and their clients must put in place detailed data retention policies.

4. Working Effectively With Support Staff

Effectively working with support staff is essential to the success of most lawyers' practices. The September 2008 issue of the American Bar Association's [Law Practice Today](#) magazine includes a number of articles focused on this very issue:

- [How Not to be a Staff Nightmare: Avoiding Turnover Syndrome](#) by Ellen Freedman
- [Staff Support Success](#) by Wendy Werner
- [Working with a Virtual Assistant: What Lawyers and Administrators Should Know](#) by Andrea Cannavina
- [How to Manage Your First Legal Assistant](#) by Jennifer Rice

