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1. Supreme Court Notice

The Supreme Court of Canada has issued a [Notice to the Profession](#) dated December 2008, requiring parties to file electronic versions of notices of appeal, factums, records and books of authorities, which will be accessible during hearings. The format of these documents must follow the [Guidelines for Printed and Electronic Versions of Appeal Documents](#). Parties must still file the printed version of the documents prepared according to the requirements of the [Rules](#) of the court.

2. Annual Trust Account Report Deadlines

If your law firm has a December trust year end, you will receive your Annual Trust Account Report package from the Law Society in early January. Members who elect to file a Self Report must file the report on or before February 25, 2009. For those members who are required (or elect) to file a Form D with Accountant's Review, the deadline is April 30, 2009.

3. English Reports and B.C. Legislation Now Available Online

Select English Reports from 1220 to 1873 can now be accessed free online on the [CommonLII](#) website based on data provided by [Justis](#).

And, as announced in a December 9, 2008 B.C. government [News Release](#), an up-to-date consolidation of provincial statutes and regulations will be freely available online at [www.BCLaws.ca](#) starting January 1, 2009. Until now such access was only available by subscription through the Queen's Printer. It remains to be seen when B.C. legislation will be accessible on CanLII.

4. OnLine Legislation Official Law

[Regulation 413/08](#) under Ontario's [Legislation Act, 2006](#) came into force on November 30, 2008, making copies of statutes and regulations published on [e-Laws](#) (Ontario's legislation website) official copies of the law. Until the regulation came into effect only laws printed by the Queen's Printer were official sources of the law.

5. CanLII Introduces Hyperlinking Tool

On December 4, 2008 [CanLII](#) introduced a new feature allowing you to hyperlink your documents with CanLII's cases and legislation. The LexUM/CanLII product, called [Reflex](#), will insert citations and hyperlinks into supplied text, either by editing manually submitted files or by integration with a knowledge management system. Since Reflex links to freely accessible content no subscription is necessary.

6. More on Technology Guidelines

The [Guidelines for Practising Ethically with New Information Technologies](#) published by the Canadian Bar Association in September recommend best practices for law firms in the use of information technologies. For a practical take on implementing the guidelines see [Meat on the Bone: Comments on the Guidelines for Practicing Ethically with New Information Technologies](#) by Xavier Beauchamp-Tremblay, posted December 6, 2008 on [Slaw.ca](#). The article discusses five problem areas identified in the guidelines (encryption, passwords, backup, deletion and metadata) and provides links to useful implementation tools.

7. Twitter, SaaS and Acrobat - What You Need to Know

If you have heard of the social networking/micro-blogging tool Twitter but can't see its application to lawyers take a look at the online practice supplement [Twitter](#) in the December edition of the [National](#) magazine, which contains several articles on the topic.

[Practicing Law with SaaS](#), an article by Luigi Benetton in the September issue of the [National](#) magazine, discusses software as a service (software that you access through the internet from a third party provider), which they claim is about to revolutionize law office technology. SaaS enables lawyers to handle more of their business online, store documents securely on remote computer servers, hold meetings online, and draft collaboratively. The article also examines what to look for in a SaaS contract.

Most lawyers need to use PDF files but not everyone understands the technology. For an overview of the newly introduced Adobe Acrobat® version 9 and its application to lawyers see the articles [All About Acrobat](#) (December [National](#) magazine) and [Adobe PDF Guide: How to Do Everything with PDF Files](#) (from the technology site [Digital Inspiration](#)).

8. Protecting Yourself From the Perils of Careless Email Use

The article [Think Twice Before You Hit The Send Button! Practical Considerations In The Use Of Email](#) by Janice MacAvoy, Ivan Espinoza-Madrigal and Sherita Walton won the Law & Technology Article of the Week on the [3 Geeks and a Law Blog](#). It addresses the potential dangers associated with careless email use and outlines ten ways to protect your practice.

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