



eLaw - Practice Management Update

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**eLaw Practice Management Update will not be published in July and August.
Watch for the next issue in your Inbox in September 2010.**

In This Issue

Internet Banking: Why You Need to Restrict Your Trust Account to "Read Only" Access

Lawyer Lookup

Metadata Ethics Update

New Research Resources

iPad, Dropbox, Penultimate and More

Profit = Revenue - Expenses

Upcoming CPD Programs

Internet Banking: Why You Need to Restrict Your Trust Account to "Read Only" Access

Daily monitoring of your bank accounts via internet banking can be a valuable tool. However, members should remember that any on-line banking functions relating to their trust account should be restricted to "read only" access. In a [July 2009 Communiqué](#) article, the Law Society's Audit Department advised of the risks associated with on-line banking, ranging from unauthorized access from within a law firm to hackers and fraudsters targeting the trust account from outside the firm. A Florida lawyer recently learned of these dangers the hard way when a hacker gained access to her computer, stole her passwords and then transferred \$35,000 out of her trust account. A Florida Bar News article, [Hackers loot lawyer's trust account](#), describes the dangers, noting that lawyers are particularly vulnerable given the large sums of money that flow through their trust accounts.

Lawyer Lookup

Continuing on the fraud theme, if you ever need to verify the identity or status of an out-of-province lawyer, go to [Provincial, Territorial and State Lawyer Licensing Databases](#), a recent article by practicePRO Director Dan Pinnington. It provides links to the lawyer licensing databases of all Canadian provinces and territories and a link to the LLRX article [A Compilation of State Lawyer Licensing Databases](#), which does the same for 43 state databases.

Metadata Ethics Update

As noted in the recent Slaw post, [Lawyers' Ethical Responsibilities Relating to Metadata](#), the American Bar Association has recently updated its [compilation](#) of opinions from US bar associations on lawyers' ethical responsibilities regarding metadata. The chart tracks current views on three questions: What is the sender's duty when transmitting metadata?; May the recipient review or mine metadata?; and, Must the recipient notify the sender if metadata is found? The Canadian Bar Association has also addressed this topic in its supplement to the *Code of Professional Conduct*, [Guidelines for Practising Ethically with New Information Technologies](#), published September 2008.

And, if you need a refresher on what metadata is and how to reduce your risk of exposure in your Word, WordPerfect or PDF documents see the article [Metadata - Are You Protected?](#) If you use Word 2007, you can check your documents for metadata before sending them by opening Prepare - Inspect Document under the Office button.

New Research Resources

[Irwin Law](#) has recently launched the [Canadian Online Legal Dictionary](#), a free online dictionary of legal words and phrases comprised, initially, of terms defined in glossaries of Canadian law books published by the company. As noted in this [Slaw post](#), however, Irwin intends for the dictionary to be collaborative, and they will add a submissions feature allowing users to submit terms of their own choosing for addition to the dictionary.

[CanLII](#) (Canadian Legal Information Institute) has [announced](#) the addition of 8 new court and tribunal databases, including [Manitoba Law Society Discipline Committee decisions](#).

iPad, Dropbox, Penultimate and More

As usual, there's no shortage of online articles on technology developments. Here's the tip of the iceberg from Canadian and American legal commentators.

Judging by the number of comments on legal websites and blogs (there are [25 mentions](#) on Slaw alone), Canadian lawyers are as taken by the recently released iPad as everyone else, notwithstanding Richard Susskind's [opinion](#) that "it will not dominate the legal world" as Blackberry did. If you are interested in how you might use an iPad in your practice or otherwise, take a look at these articles: [The iFuture](#), [To iPad or Not to iPad](#), [iPad as a Business Tool](#), [A First Look at eReaders for the iPad: Kobo and iBooks](#), [iPad4Legal](#), and [Looking at the iPad From Two Angles](#).

Checking out applications for his new iPad prompted Simon Fodden to post the article [Two Tech Tips](#) on Slaw last week. He raves about two services: [Penultimate](#), which turns an iPad or iPhone into a handwriting tablet (see how one US lawyer used that feature [here](#)); and [Dropbox](#), a popular file-syncing and storage service that lets users on different systems (PC, Mac, Linux, Android and now iPad) share files without actually sending them. Of course Dropbox isn't the only storage and syncing application. As noted in the article [Using Online Storage to Make Your Mobile Life Easier](#), other options include [SugarSync](#), [DriveHQ](#), [4 Shared](#), [GoogleDocs](#), and [Box.net](#).

Every April *Law Practice Magazine* publishes its annual [ABA Techshow Tips Special Issue](#), which contains, among other things, a compilation of tips from tech experts ([Favorite Tips From the ABA Techshow Pros: Hands-on Pointers For Everyday Applications](#)) compiled by Jim Calloway. Other articles include: [Working Virtually: High-Productivity Tips for Traveling Lawyers](#), [Working Smarter with Knowledge Tools](#) and [Ways to Power Your Practice: A Few of Our New Top Picks](#).

Profit = Revenue - Expenses

A popular [topic](#) in law practice management circles these days concerns the sea change currently underway in the legal services landscape Commentators don't necessarily agree on

the cause (recession, democratization, outsourcing, technological advancements), but most agree that, like any other business, the practice of law must adapt to succeed. Take a look at the following articles for some practical advice on how to use better business management practices and marketing to compete in the new marketplace:

[How to compete on price](#), by Jordan Furlong, posted May 25, 2010 on Law 21

[Law Firm Lessons of the Great Recession](#), by Edward Poll, April 2010 CBA Practice Link article

[Smart Marketing: Ideas You Can Use to Get Your Firm Back in the Game](#) May/June Law Practice Magazine

[New Articles on Marketing your Firm](#), by Kristina Oldenburg, posted May 4, 2010 on The Stream

Upcoming CPD Programs

[Legal Research Boot Camp](#) - Jointly presented by The Law Society of Manitoba, the Manitoba Bar Association Legal Research Section and Winnipeg Law Librarians, this program, being held June 18, 2010 from 8:30 a.m. - 4:30 p.m., will teach you the practical, everyday skills you'll need to survive and thrive in your articling year and beyond.

[Is it Time for a Change? Let's Talk Practice Management](#) - The Central Bar Association Annual Meeting & CPD Program is being held July 23, 2010 from 9:30 a.m. - 12:00 noon at the Legion Hall, Treherne, Manitoba. Presenters Joyce Dalmyn, Scott Abel and Barney Christianson, Q.C. will provide an interactive session about setting up a client screening process, creating an office administrator position and going paperless.

[Time Mastery for Lawyers Live Telephone Seminar](#) - Participate in this live telephone seminar from the comfort of your office or home! Over 100 ways to maximize your productivity and satisfaction offered in three 125 minute modules by Frank Sanitate and Douglas Gillies. Fee: \$299 US for all three modules (plus your normal charges for long distance call)

Module 1 - August 4, 2010 - 1:00 to 3:05 p.m. (Central Time)

Module 2 - August 11, 2010 - 1:00 to 3:05 p.m. (Central Time)

Module 3 - August 18, 2010 - 1:00 to 3:05 p.m. (Central Time)

To register and for a full program description, go to <http://qualitytimepros.com/atty/outline.html>.

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