



eLaw - Practice Management Update

November / December 2010 - No. 35

ISSN 1916-3940

In This Issue

New Manitoba Code of Professional Conduct
Latest Guideline on Using the New Canadian Bar Association Code
Daily Dispatches From the Gurus of Practice Management
Free, Secure and Open Source Software for Lawyers
The New Standard for Secure Passwords
Technology Tips
Regulating the Unbundling of Legal Services
Investing in Your People

New Manitoba *Code of Professional Conduct*

The Benchers have approved a new [Code of Professional Conduct](#) which will come into effect on January 1, 2011. The new *Code* provides a clear, concise and updated set of rules by which lawyers will be expected to conduct themselves. All members of the profession will be required to complete some form of training on the *Code* within one year of its implementation. The Law Society will offer free training in a number of formats, including in person training, online self-study, and teleseminars. The next scheduled [teleseminar](#) will take place on January 25, 2011.

Latest Guideline on Using the New Canadian Bar Association *Code*

The CBA has published the third in its series of [guidelines](#) designed to supplement its new [Code of Professional Conduct](#) which came out in 2009. [FAQs on Solicitor-Client Privilege and Confidentiality](#) poses 17 frequently asked questions that highlight common ethical issues for lawyers, such as solicitor-client privilege and client identification.

Daily Dispatches From the Gurus of Practice Management

[Attorney at Work](#) is a new website designed by practice management experts to "give you everything you need to create a law practice-and a life-you can love." That's a lofty goal, but it's backed up by the collective wisdom of some of the leading purveyors of practice management advice. [Sign up](#) for a free subscription and you will receive a daily e-mail dispatch containing practical ideas to help you build a successful practice. Two recent posts by Canadians [Steve Matthews](#) and [Jordan Furlong](#) are good examples of what to expect. Those reluctant to crowd

their inboxes can read the archived dispatches on the website along with more in-depth articles and resources.

Free, Secure and Open Source Software for Lawyers

If you have heard of open source software but avoided it because of perceived security risks you may want to read [Open Source Tools for the Day-to-Day](#) and [What is Open Source](#), both by Nicole C. Engard and published on LLRX. The author allays fears about the risks of using open source rather than proprietary software, and recommends web browsing, office productivity, bibliographic and desk top publishing software and add-ons that are reliable and suitable for law office use.

The New Standard for Secure Passwords

Having trouble remembering the myriad passwords you now need to use? Resist the urge to keep track of them on sticky notes attached to your computer or wallet and consider the advice in [Creating Secure Passwords: The Rules Have Changed \(Again\)](#). A recent study has demonstrated that eight character codes can be cracked in less than two hours, prompting the authors to recommend a new security standard of 12 character passwords. They also review strategies for generating, remembering and storing secure passwords.

Technology Tips

The web is full of information on how to make the best use of technology resources. Here are some recent examples:

- The Oklahoma Bar Journal has published and posted online a [Collection of Legal Technology Articles](#). The articles contain comprehensive and current information on topics ranging from [Social Media for the Reticent Attorney](#) to [The Paperless Office and e-Filing](#) and are well worth a look.
- Save yourself the back and forth between Word and Outlook by following this handy [Tip: Composing an E-Mail Without Leaving MS Word](#).
- For committed Mac users the website [WoowooMac](#) contains a wealth of information on getting the most from your [computer](#), [iPhone](#) or [iPad](#).
- The article [3 steps to take when disposing of your computer](#) lays out the steps to take to ensure you and your clients are not the victims of identity theft from a discarded or lost computer. Note: taking a hammer to the hard drive will not destroy the data.

Regulating the Unbundling of Legal Services

The Law Society of Upper Canada is considering amending its rules to address the provision of unbundled or limited retainer legal services. They have published a [background report](#) and are currently consulting with Ontario lawyers on the proposed amendments. LawPRO, their independent insurer, takes the position in their [submission](#) on unbundling that all the rules that apply to full representation should also apply to limited scope representation. It is critical, they say, that lawyers identify the discrete collection of tasks they can undertake on a competent basis when handling an unbundled matter, and make sure they set out the limits of their responsibility in written retainer agreements. This recent Slaw posting discusses LawPRO's concerns in more detail: [LAWPRO Concerned That Unbundled Legal Services Will Mean More Claims](#).

Investing in Your People

As the economy steadily improves many law firms are again in hiring mode, and the practice management literature reflects this trend. The theme of the September/October 2010 issue of [Law Practice](#) magazine, for example, is Professional Development - Building Talent. It contains advice on training and developing talented lawyers and leaders, engaging young lawyers, and

dealing with the boomer/generation Y divide. The *Lawyers Weekly* article [Improving the onboarding process](#) contains tips for recruiting and integrating new lawyers and partners. And the article [Taking The Lead: New to the Job? Engaging Your People?](#) looks at transitioning to leadership positions.

The Law Society of Manitoba provides this service solely for the benefit of and to support the competence of its members. Members should exercise their professional judgment in using or adapting any content.