

Ethics and Technology Resources

Prepared by Kathryn Thompson,
ABA Legal Technology Resource Center
December 3, 2002

Relevant ABA Entities

ABA Law Practice Management Section
<http://www.abanet.org/lpm/home.shtml>

ABA eLawyering Committee (ABA Law Practice Management Section)
<http://www.elawyering.org/home.shtml>

ABA Legal Technology Resource Center
<http://www.abanet.org/tech/ltrc/home.html>

ABA General Practice, Solo and Small Firm Section
<http://www.abanet.org/genpractice/home.html>

ABA Center for Professional Responsibility
<http://www.abanet.org/cpr/>

ABA Standing Committee on the Delivery of Legal Information Services
Best Practice Guidelines for Legal Information Web Site Providers, posted for comment by the Committee
<http://www.elawyering.org/tools/practices.shtml>

Relevant ABA Commissions

ABA Ethics 2000 Commission
<http://www.abanet.org/cpr/ethics2k.html>

ABA Commission on Multijurisdictional Practice
www.abanet.org/cpr/mjp-home.html

ABA Commission on Multidisciplinary Practice
<http://www.abanet.org/cpr/multicom.html>

ABA Committee on Client Protection
<http://www.abanet.org/cpr/client.html>

ABA Model Rules of Professional Responsibility

ABA Model Rules
www.abanet.org/cpr/mrpc/mrpc_toc.html

Amendments to ABA Model Rules of Professional Conduct
www.abanet.org/cpr/ethics2k.html
Full text of the revised rules

Summary and analysis of the amended ABA Model Rules

The Revised ABA Model Rules of Professional Conduct: Summary of the Work of Ethics 2000, 15 Geo. J. Legal Ethics 441 (2001)

Lawyer Ethics in a State of Flux, by James Podgers; *Revisions, Not Revolution*, by Nancy J. Moore; *It's an MJP World*, by Stephen Gillers; *The Less You Know...New Model Rule Clarifies Obligations to Prospective Clients*, by Elizabeth Cohen
Series of articles appearing in the December 2002 issue of the ABA Journal

White paper on application of the ABA Model Rules to lawyer advertising on the Internet, published by the ABA Commission on Responsibility in Client Development
www.abanet.org/legalservices/whitepaper.html

Access to State Ethics Rules and Opinions

Legal Ethics.com Search Engine for Locating State Ethics Resources
<http://www.legalethics.com/ethics.law>

ABA Center for Professional Responsibility Annotated List of Links to State Ethics Resources
<http://www.abanet.org/cpr/links.html>

Technology Mailing Lists

LawTech
<http://mail.abanet.org/archives/lawtech.html>

Solosez
www.abanet.org/solo/solosez.html

Technolawyer
www.technolawyer.com

Tech Shows

ABA TECHSHOW
<http://www.abanet.org/techshow/index.htm>

LEGALTECH (American Lawyer Media)
<http://www.legaltechshow.com/>

Directories / Reviews of Legal Software

Findlaw's Marketplace—Software
<http://marketcenter.findlaw.com/software.html>

Law Technology News
www.lawtechnologynews.com

Lawyerware
www.lawyerware.com

Index of legal software vendors

Law Office Computing (subscription required)
www.lawofficecomputing.com

Legal Software Directory, published by the Law Office Management Program of the State Bar of Texas,
available through the ABA, 2002 (PC 511-0485)

Reviews of General Purpose Software

PC Magazine
www.pcmag.com

ZDNet
www.zdnet.com

CNET
<http://shopper.cnet.com>

Free Software & Utility Downloads

Tucows
www.tucows.com

Download
www.download.com

Recent Books and Articles on Technology and Ethics

Marketing and Legal Ethics, Third Edition, by William E. Hornsby, Jr., 2000
<http://www.abanet.org/lpm2/catalog/511-0432.html>

Basic Technology Ethics: What Do You Need to Know? by David Hricik, ABA TechShow 2002, March 16, 2002
http://www.abanet.org/techshow/H10_a-doc.pdf

Basics of Ethics and Technology, by Paul McLaughlin, ABA TechShow 2002, March 16, 2002
http://www.abanet.org/techshow/H10_a2-pdf.pdf

Ethical Use of Emerging Technologies in Law Practice, by Elliot Eder, GPSOLO, Jan/Feb 2001
<http://www.abanet.org/genpractice/magazine/janfeb2001/eder.html>

How to Commit Malpractice with Your Computer, by Daniel E. Pinnington & Reid Trautz, ABA TechShow 2002, March 16, 2002

How (NOT) to Commit Malpractice with Your Computer, by Ross Kodner & Al Barsocchini, LegalTech Los Angeles 2002, May 9-10, 2002
<http://www.microlaw.com/cle/>

Topics Referenced in PowerPoint Presentation (30 Top Tips for Avoiding Techno.Trouble)

PDF Format

Adobe Acrobat for Lawyers, by Ernest Svenson, LLRX.com, June 17, 2002
<http://www.llrx.com/features/adobeforlawyers.htm>

Adobe—solutions for legal professionals
<http://www.adobe.com/products/acrobat/legalsolutions.html>

<http://cryptome.org/sniper-letter.htm>

PDF files are not immune from careful handling! On October 26, 2002, the *Washington Post* published the DC-area sniper's letter to police with redactions that could be (and were) easily lifted with Adobe Acrobat's *TouchUp Object Tool*.

Programs allowing creation of PDF files

Adobe Acrobat 5.0
<http://www.adobe.com/products/acrobat/main.html>

pdfFactory
www.fineprint.com

Jaws PDF Creator
www.jawspdf.com

easyPDF
<http://www.beltechnologies.com/document/products/easypdf/easypdf.htm>

Metadata

Metadata: How to Make Sure Your Files Don't Contain Extra Information, by Donna Payne, GPSOLO, June 2001
http://www.abanet.org/genpractice/magazine/june2001/june01_07.html

Microsoft Word & Corel WordPerfect Resources

Microsoft Support / Knowledge Base
www.microsoft.com/support

Microsoft TechNet
www.microsoft.com/technet

Microsoft Word Legal User's Guide for Word 97, Word 2000
<http://officeupdate.microsoft.com/legal/>

Microsoft Recommendation that lawyers not use *Track Changes* feature
<http://officeupdate.microsoft.com/legal/track%20changes.asp>

Microsoft Word 2002 for Law Firms (Payne Consulting)
www.payneconsulting.com

Extending the Power of Word 2002, by PerfectAccessSpeer
www.PASpeer.com/Word2002

Office XP for Law Firms, by Ed Jones and Romena Benjamin (Hungry Minds)
www.hungryminds.com

Corel—Legal solutions
<http://www.corel.com/enterprise/legal.asp>

WordPerfect Web Resources, by Paul Merrell, Law Practice Management, March 2001
http://www.abanet.org/lpm/magazine/articles/magarticle12351_front.shtml

Corel's WordPerfect Office 2000 Suite and Microsoft's Office 2000: Cool Legal Stuff for Small Firm Lawyers, by Ross Kodner, Daniel Coolidge, Bruce Dorner & Sheryl Bruehl,
http://www.lawcommerce.com/t3/art_kodner_wordOffice.asp

The Lawyer's Quick Guide to WordPerfect 7.0/8.0 for Windows, by David Greenwald & Guy Wiggins, 1998. (Available through the ABA: PC 511-0395)

Document comparison solutions

DeltaView (Workshare Technology)
<http://www.workshare.com/>

DocuComp (Advanced Software, Inc.)
<http://www.docucomp.com/>

Note: Lexis-Nexis retired its popular document comparison solution, CompareRite, as of February 1, 2002.

Utilities that remove metadata

Metadata Assistant (Payne Consulting)
www.payneconsulting.com

Metawall (Workshare Technology)
www.workshare.com

Out-of-Sight (Softwise)
www.softwise.net

Electronic discovery

Discovery of Electronic Documents, by Sheila J. Carpenter and Shaunda A. Patterson, GPSOLO, March 2002
www.abanet.org/genpractice/magazine/mar2001/carpenter.html

Electronic Discovery: A How-to Guide for Litigators
http://www.law.com/special/supplement/e_discovery/
Collection of articles on e-discovery

Voicemail: The Latest Front in the E-Discovery Wars, by Steven C. Bennett, New York Law Journal, November 21, 2002

www.law.com

Discoverability of digital voicemail

Document retention policies

If I Only Had a Brain: Defensive Document Retention—Surviving Discovery in an E-World, by Natalie Hanlon-Leh, ABA TechShow 2002

http://www.abanet.org/techshow/I06_a-doc.pdf

Document Retention Policies: Legal Reasons to Keep E-mail, Web Pages, and Other Records, by Barbara Weil Gall

<http://www.gigalaw.com/articles/2000-all/gall-2000-09-all.html>

Company E-mail and Internet Policies, by Barbara Weil Gall

<http://www.gigalaw.com/articles/2000-all/gall-2000-01-all.html>

Disposing of computers

Handling E-Waste: The Challenges of Computer Disposal, by Patrick Thibodeau, ComputerWorld, November 18, 2002

<http://www.computerworld.com/hardwaretopics/hardware/story/0,10801,75937,00.html>

Carnegie Mellon Green Design Initiative—Computer Recycling Resources and Research

www.ce.cmu.edu/GreenDesign/comprec

Computer and Telecommunications Recycling Section of Recycler's World

www.recycle.net/recycle/computer

EPA regulations

www.thegreenpc.com/epa_regulations.htm

Security: Updates

Microsoft Security & Privacy

www.microsoft.com/security

CERT Coordination Center (Software Engineering Institute, Carnegie Mellon University)

www.cert.org

Federally funded Center of Internet security expertise. Publishes security alerts and provides information on improving security

Mailing list for discussion of security issues in Windows NT, Windows 2000, Windows XP and related applications

www.ntbugtraq.com

SANS Institute / FBI Top 20 List of Internet security vulnerabilities

<http://www.sans.org/top20/>

Security: Hackers

Keep Hackers Out: Part I, Personal Edition, by Konstantinos & Matthew D. Sarrel, PC Magazine, November 19, 2002

http://www.pcmag.com/print_article/0,3048,a=32564,00.asp

Keep Hackers Out: Part II, Professional Edition, by David Janowski & Oliver Kaven, PC Magazine, November 19, 2002

http://www.pcmag.com/print_article/0,3048,a=32713,00.asp

Security: Tools

Information Security 2002 Industry Buying Guide

http://www.lawtechnews.com/r4/showkiosk.cgi?hr_id=385815&category_id=

Information Security's fifth annual Buyer's Guide, listing more than 450 vendors and 1250 security products and services; sections downloadable as PDF files

National Institutes of Standards and Technology

<http://csrc.nist.gov/publications/nistpubs/800-10/node31.html>

Detailed information on firewalls

Cool Tools: Can Your Firm Survive a System Meltdown? by Michael Tamburo, Law Practice Management, Jan/Feb 2002

http://www.abanet.org/lpm/magazine/articles/magarticle2002_v28_p13.shtml

Threats from Within, by David Bilinsky, ABA TechShow 2002

http://www.abanet.org/techshow/T04_a.pdf

Fantastic, Functional Firewalls, by Brett Burney, November 4, 2002

www.llrx.com/columns/legaltech11.htm

Security Checkpoint: Behind Closed Doors, by Dain Gary, Law Technology News, November 2002

http://www.lawtechnews.com/r4/showkiosk.cgi?hr_id=389516&category_id=

Second Opinions: Big Brother's Watching You! by Roger Schechter, Law Technology News, September 2002

http://www.lawtechnews.com/r4/showkiosk.cgi?hr_id=385815&category_id=

Review of employee monitoring software and other security tools for the law office

Security: Disaster planning and recovery

A Hard Lesson Learned: Disaster Planning and Recovery are No Longer Optional, by Daniel Coolidge, Bruce Dorner & Ross Kodner, Law Office Computing, Dec/Jan 2002

http://www.lawofficecomputing.com/Reviewsdata/dj02/hard_lesson.asp

Safeguarding the Firm: Disaster and Recovery Planning, by Molly George, Law Practice Management, September 2002

http://www.abanet.org/lpm/magazine/articles/mag2002_v28n6_p47.shtml

American Library Association (ALA) Disaster Preparedness Clearinghouse

<http://www.ala.org/alcts/publications/disaster.html>

Shared offices

How to Protect Client Confidences in a Shared Office Suite, by Wells Anderson and Joseph Hartley, Law Practice Management, March 2002

http://www.abanet.org/lpm/magazine/articles/magarticle2002_v28n2_p38.shtml

ASPs

ASPs. Very Dangerous? You Go First, by David Hricik & Peter Krakaur, 2002

www.legalethics.com/articles.law?auth=snake.txt

Hidden Dangers: ASPs and Ethics—Questions to Ask When Your Data's in Third Party Hands, by Ronald L. Seigneur, Law Practice Management, March 2002

http://www.abanet.org/lpm/magazine/articles/magarticle2002_v28n2_p36.shtml

The ASP Question: Choosing What to Use, by Sheri Jacobs, Law Practice Management, March 2002

http://www.abanet.org/lpm/magazine/articles/magarticle12345_front.shtml

Unauthorized practice of law (UPL)

The Problem with Being Everywhere: Managing Conflicts and Unauthorized Practice of Law in the Digital Age, by David Hricik, TechShow 2002, March 16, 2002