

# **Technology & the Practice of Law – Fall 2018**

**Grace L. Simms**

**Beeson Law Library**

**[glsimms@samford.edu](mailto:glsimms@samford.edu)**

## **Introduction to class & Security Presentation**

[So You Want to Start a Law Firm \(Part 1\)](#)

[Creating a Business Plan, Step One: What They Are and Why You Need One](#)

[Before You Start a Law Firm, Learn to Run a Business Marketing](#)

[The Law Firm Guide to Email Marketing](#)

[4 Things to Do Before You Spend a Dollar on Online Marketing](#)

[Does Your Law Firm Need SEO? Maybe. Maybe not.](#)

[Resources for Solos](#)

[ABA Tech Overviews & Charts](#)

[Tips to Opening a Law Firm Right After Law School](#)

[A Guide to Starting Your Own Law Firm](#)

[Luddite Lawyers Are Ethical Violations Waiting To Happen](#)

[Model Rule 1.1 on competence. Comment 8 now reads \(emphasis added\):](#)

To maintain the requisite knowledge and skill, a lawyer should keep abreast of changes in the law and its practice, including the benefits and risks associated with relevant technology, engage in continuing study and education and comply with all continuing legal education requirements to which the lawyer is subject.

## **Security**

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[Two-Step Text Authentication Isn't Enough to Keep Your Accounts Secure](#)

[New Gmail Security Issues:](#)

[The Fix And How Lawyers Can Communicate More Securely](#)  
[Fax Machines Are Still Everywhere, and Wildly Insecure](#)

[Simple Steps to Protect Yourself on Public Wi-Fi](#)

[930,000 Law Firm Passwords Are Exposed – It's Time To Make Cybersecurity A Priority](#)

[Survey Finds That 28 State Bar Association Websites Fall Short On Security Settings](#)

[Securing Your Law Firm's Documents: 4 Tips From the Experts](#)

[Partly Cloudy With A Chance Of Rain: Contractual Considerations For Lawyers Using The Cloud](#)

[The Ransomware Attack On Your Firm Is Coming And You're Probably Not Prepared](#)

[Cybersecurity For Lawyers In 2017](#)

[When It Comes To Cybersecurity, Solos Need Best Practices, Not Ethics](#)

[How prepared are law firms for cyber breaches? And how often are firms being attacked?](#)

[How to Not Be Yet Another Victim of Ransomware](#)  
[Cybersecurity Tips](#)

[Best Practices for Protecting Client Information, According to the CFPB](#)

[3 Ways to Better Protect Your Law Firm from a Cyber Attack](#)  
[Android Encryption](#)

[Passwords](#)

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[Why Password Security Matters](#)  
[Self-encrypting drives](#)

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[Does Using Gmail Put Attorney-Client Privilege at Risk](#)

[How to Share Files with Clients](#)

[Cloud Computing & Lawyers](#)

[Is Law Firm Data Safe in the Cloud?](#)

[What every litigator should know about cloud security risks](#)

[Cloud Ethics Opinions by State](#)

[Public wifi safety](#)

[Encrypt Communications](#)

[A paralegal's guide to document management, retention and destruction](#)

[What Is Two-Factor Authentication and Why Do I Need It?](#)

[Keep Your Data Safe While Skyping, Chatting, and Using Your Smartphone](#)

[Hackers are hacking; you need a password manager](#)

[Sample Document-Destruction Policy](#)

[ABA: Records Management/Document Retention](#)

[An Encryption Quick Start Action Plan](#)

[How Lawyers Get into Trouble with Technology](#)

[Abacus Private Cloud: Desktop as a Service \(DaaS\) for Lawyers](#)

[Growing Concern for Cloud Based Software – Is Yours Certified?](#)

[7 Cybersecurity Tips for Lawyers](#)

[How to Enable Full-Disk Encryption on Windows 10](#)

[10 Actionable Privacy, Security, & Encryption Takeaways from ABATECHSHOW](#)

[5 Easy Ways to Secure Your Mobile Device and Computer](#)

[Most States Now Require Tech Competence for Lawyers. What Does That Mean For You?](#)

[Using Encryption for Secure Client Communication](#)

[What You Need To Know About Law Firm Cybersecurity](#)

[Cost-Effective Cybersecurity](#)

[How to Create a Strong Password](#)

[Malware Threats: Don't Be an Easy Target](#)

[Cybersecurity 101 for Small Law Firm Lawyers](#)

## **Social Media/Marketing**

[The Risks of Social Media in Litigation](#)

[4 Mistakes You're Making on Your Law Firm Website](#)

[Five Best Practices for Law Firm Content Marketing](#)

[Best Law Firm Websites, 2018 Edition](#)

[The New Word of Mouth: Lawyer Ratings and Reviews](#)

[Websites That Talk: Can Live Chat Get You More Business?](#)

[Oh, The Places You'll Go By Blogging](#)

[7 WordPress Plugins That Will Quickly Help Your Site Get More Traffic](#)

[How to make Facebook advertising worth your precious dollars](#)

[3 major reasons why every lawyer needs a blog](#)

[Law blog more valuable than law review in landing job](#)

[Why blogs are essential for law firm marketing](#)

[Five Reasons Lawyers and Legal Professionals Should Start Blogging Now](#)

[Why blogging frequency for law firms is so important](#)

[How to Not Fail at Social Media](#)

[3 Proven Practices to Build Your Twitter Reputation, Grow Followers and Get Retweets](#)

[Social Media Lessons for Law Firms From Law Firms](#)

[How To Start A Podcast: A Complete Step-By-Step Guide](#)

[The Big Three Internet Marketing Activities for Lawyers](#)

[5 simple steps for revamping your LinkedIn profile](#)

[The Mistakes Lawyers Make with Social Media](#)

[How to Find Useful Legal Industry Content to Share on Twitter](#)

[4 Expert Social Media Tips to Help Attorneys “Survive and Thrive”](#)

[Top 3 tips for developing your law firm newsletter](#)

[How to Create a Law Firm Social Media Policy](#)

[Avvo Advertising Review – Worth it for Lawyers?](#)

[Line In The Sand: Your Employees And Social Media](#)

[Don't Ignore YouTube When Marketing Your Law Firm Online](#)

[Legal Bloggers: Strategies for Increasing Your Readership](#)

[Lawyers may look at what jurors post online, but only if it's available to the public](#)

[Why Your Blog Sucks \(and What To Do About It\)](#)

[How to Create a WordPress Blog in 5 Minutes](#)

[How to Tailor Your Web Presence to Your Marketing Goals](#)

[Discovery and Preservation of Social Media Evidence](#)

[ABA Blawg List](#)

[Researching Social Media](#)

[Be Careful whom you friend on Facebook. When things go south, your next message may have a summons and complaint attached](#)

[8 Ways Curation Can Supercharge Your Social Media and Content Marketing Impact](#)

[Attorney-Client Confidentiality and Email](#)

[Man faces contempt case after allegedly 'liking' woman's Facebook posts](#)  
[13 Quick Tricks to Drive Traffic to Your Blog in Minutes](#)  
[5 Power Tips for Dominating Facebook Legal Marketing](#)  
[Email Marketing For Small Law Firms – The Ultimate Tool!](#)  
[Ethical Pitfalls in Social Media Research, Discovery, and Communications](#)  
[Beware of Mixing with Judges on Social Media](#)  
[Top 7 Legal Technology Blogs](#)  
[Mobile Device Forensics: What Can Be Found?](#)  
[Blog Example - Carnye Dye LLC Blog](#)  
[The ‘Keep It Simple, Stupid’ Marketing Plan](#)  
[How to get social media evidence admitted to court](#)  
[Discovery and Preservation of Social Media Evidence](#)  
[Social Media in Litigation Part 1: Opposition Research](#)  
[Ways Screen Shot Tools Help You Communicate](#)  
[Social Media Can Get You Fired So Plan Accordingly](#)  
[Can You Serve A Subpoena Over Twitter? Yes, And It Just Happened To WikiLeaks](#)

## **Practice Management Software & Apps for Lawyers**

[The Ultimate Software Buying Guide for Law Firms](#)  
[5 Hot Law Firm Marketing Trends for 2018](#)  
[8 Legal Tech Tips for Law Office Administrators](#)  
[Secrets of Online Legal Marketing: The Basics](#)  
[Favorite Mobile Apps for Paperless Depositions](#)  
[TrialDirector for iPad – Dynamic presentation app for trials and more](#)  
[3 Ways a Law Firm Blog Will Help You Grow Your Practice](#)  
[3 Ways to Grow Your Law Practice for Free](#)

[Best Apps for Productivity](#)

[Using an iPad to prepare for an appellate oral argument](#)

[Dragon Anywhere review: Much more powerful than Siri dictation](#)

[Apps in Law](#)

[42 Essential Apps for Trial Lawyers](#)

[Law Practice Management Software: A Holistic Remedy](#)

[ABA - Practice and Case Management Software](#)

[Top Law Practice Management Software Products](#)

[Today's Tech: How An Attorney Uses Cloud Software To Manage Litigation](#)

[9 Messaging Apps With End-to-End Encryption: Facebook Messenger, WhatsApp, iMessage And More](#)

[Case Management Software Reviews for Lawyers](#)

[5 Essential iPad Tips For Lawyers](#)

[4 Awesome Free Timekeeping Software Options for Lawyers](#)

[Must-Have Technology for Better Client Service](#)

[Legal Matter Management Essentials for Modern Law Offices](#)

# Teaching Tech to Law Students

June 5, 2019



## Welcome & Introductions

April Dawson  
Professor, North Carolina  
Central University School  
of Law  
Chair, Webinar Committee,  
AALS Section on  
Technology, Law & Legal  
Education





# Logistics

- Format
- How to ask questions
- Webinar will be recorded and available for on-demand viewing

## *AALS Technology Section Webinar Series*

### **Grace Simms**

- Information Technology Librarian for Beeson Law Library at Cumberland School of Law at Samford University
- MLIS, University of Alabama



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# What legal tech may look like to law students



From ABA Comment on Rule 1.1:

To maintain the requisite knowledge and skill, a lawyer should keep abreast of changes in the law and its practice, including the benefits and risks associated with relevant technology, engage in continuing study and education and comply with all continuing legal education requirements to which the lawyer is subject. A great place to keep up with this: <https://www.lawsitesblog.com/tech-competence>





Should phones and laptops be  
allowed?







AALS Section on Technology, Law and Legal Education



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**CHOOSE WISELY**





# My course description:

## **LAW769.01/F2F-Fall 2017/71560 - Technology for Practice of Law**

This course is primarily for law students that plan to go solo or practice law within a small firm. The information is also beneficial for those in larger law firms as well. My hope is that students will leave at the end of the semester with a greater knowledge of how to promote themselves, use technology in a variety of ways, and be more prepared for the practice of law.

## On the Keanu scale – how tech savvy are law students?

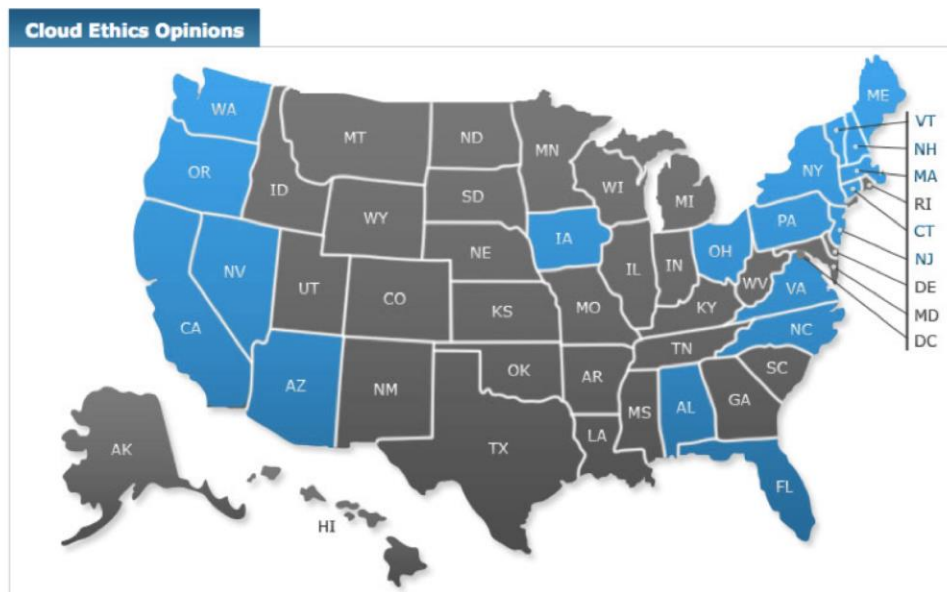


My first class is an overview of where we're going for the semester. I also like to go over what I think are security issues we should all be aware of – encryption, virus protection, and more.





Helpful article on cloud ethics opinions: <https://abovethelaw.com/legal-innovation-center/2019/04/04/lawyers-and-cloud-computing-its-not-so-complicated-anymore/?rf=1> More than 20 states now have opinions on cloud computing.







# ABA Model Rule 1.15

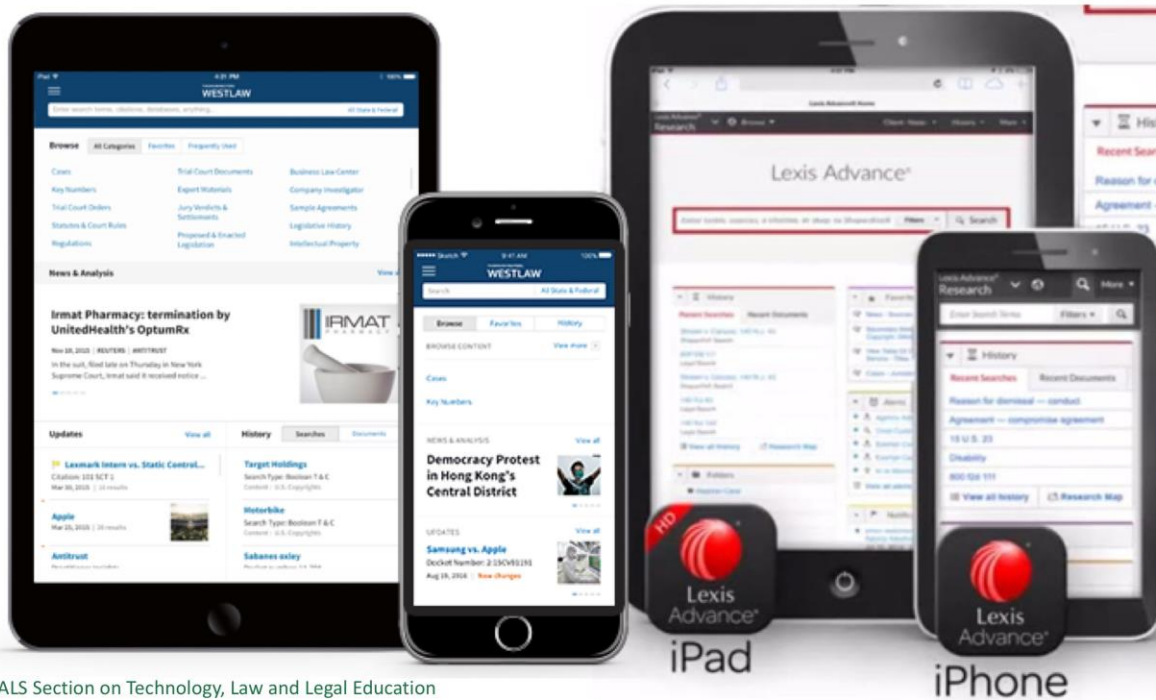








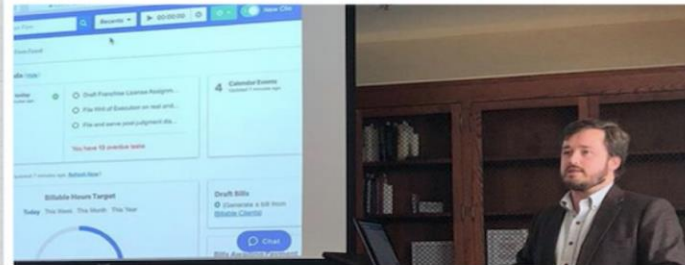
# Apps still useful?



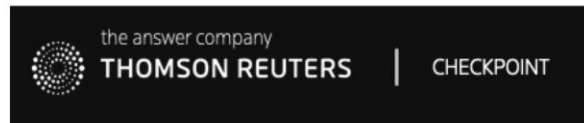
AALS Section on Technology, Law and Legal Education

# TrialPad!









Google Scholar

☐ Articles ☒ Case law

Social media - so many to chose from - Facebook, Twitter, Instagram, and more!







Technology and the Practice of Law	✓	+	⋮
Technology and the Practice of Law	✓		⋮
Syllabus	✓		⋮
Business Plan Template	✓		⋮
Class Books on Reserve	✓		⋮
August 22, 2018	✓	+	⋮
Security Presentation	✓		⋮
Introduction to Class	✓		⋮
Kill The Dinosaurs, And Other Tips For Achieving Technical Competence In Your Law Practice	✓		⋮
Sample Law Office File Retention/Destruction Policy	✓		⋮
Minding Your Law Firm Technology	✓		⋮
12 Steps to Cybersecurity: A Guide for Law Firms	✓		⋮

Syllabi Commons: <https://techforlawstudents.classcaster.net/syllabi-commons/>



**Teaching  
Technology to  
Law Students  
Special Interest  
Group**

**SYLLABI COMMONS**

BIG LIST OF SOFTWARE,  
WEBSITES, RESOURCES

ARTICLES & VIDEOS ABOUT  
TEACHING TECH IN LAW  
SCHOOL CLASSES

## SYLLABI COMMONS

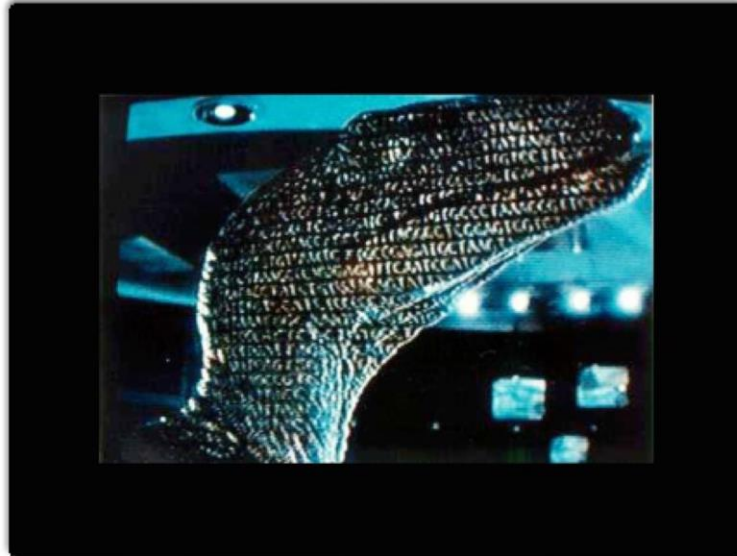
*LAST UPDATED 5/16/19*

These folks are generously sharing their syllabus with the community.  
If you want to share your syllabus, email me, John Mayer  
([jmayer@cali.org](mailto:jmayer@cali.org)) and I will post it here.

**SPRING 2019**

49	Course	Law Practice Technologies
	Syllabus	<a href="#">Syllabus</a>
	Instructor	Stacey Rowland
	School	University of North Carolina Law School

Highly recommended: [iphonejd.com](http://iphonejd.com),  
[cali.org](http://cali.org), [lawyerist.com](http://lawyerist.com), & ABA  
TECHSHOW



## Questions & Answers



[glsimms@samford.edu](mailto:glsimms@samford.edu)

# Upcoming Webinars

- What Law Faculty Need to Know About Artificial Intelligence (*June 12*)
- Ideas for Using Legal Tech to Address Access to Justice Issues (*June 19*)
- Cybercrime: A look at the dark web, means of attack and methods to protect yourself from these attacks (*June 26*)

For full list: [www.aals.org/sections/list/technology-law-and-legal-education/](http://www.aals.org/sections/list/technology-law-and-legal-education/)

## Wrap Up

Survey – Your Feedback is Important!

Please consider joining the Section on  
Technology, Law and Legal Education

Thank you for your attendance!

