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# Technology eReport



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## Voice Productivity Comes of Age

By Steve Butterworth

Smaller law firms have always had the administrative challenge of producing time-critical legal documentation and correspondence without the resources of larger corporate firms. It is testament to the ingenuity, talent, and hard work of small firm practitioners that more often than not they are able to compete against large players who, at the drop of a hat, can throw teams of secretaries or assistants at mountains of work. But the ante keeps getting upped. How exactly can you control overhead and costs while remaining productive in a commercial world that increasingly demands instant mobility and connectivity alongside high customer service levels?

Many lawyers have had to continuously change their working practices over the years to compete; in fact, many are now touch-typists who produce their own work. Others make better use of technology like voice recognition and, for a significantly growing contingent, digital dictation. While typing is an expensive option (given hourly attorney rates), and voice recognition continues to be a viable option only for those patient enough to persevere and master it, the use of digital dictation is dramatically easing the administrative burden. More specifically, legal digital dictation workflow systems are becoming much better, and therefore more popular.

For many, the move from tape-based dictation to purchasing a handful of standalone digital recorders (e.g., Olympus, Philips, Grundig, Sony, or Sanyo) provided a starting point. However, over the last few years, a growing number of law firms worldwide, upward of 500, have invested in professional digital dictation workflow software. These applications, specifically designed for law firms, have helped control costs, increase billable time, enable mobile working, and enhance productivity.

Although these systems do make use of standalone digital recorders, they do much more. They no longer simply replace a tape device. Furthermore, in an increasingly competitive legal market, these law firms are now encouraging lawyers who can touch-type to use these digital dictation workflow technologies to complement their own document production.

In one scenario this year, Texas law firm McCathern Mooty LLP decreased its billing cycle by more than 10 days, significantly enhanced firmwide revenue on the basis of quicker turnaround of client billing summaries, and improved teamwork and staff mobility following the installation of new digital dictation software. Most important, McCathern Mooty LLP lawyers who did not previously use dictation and relied on typing themselves now dictate using digital dictation software, sending a greater volume of instructional dictation to support staff.

With tapes or standalone hardware only, lawyer mobility can severely limit the effective use of dictation. Described below are three common scenarios in working and dictating remotely:

- Lawyers or secretaries work from home and have to transmit tapes by courier or use voicemail systems not necessarily designed for accurate dictation;
- A lawyer is traveling to a meeting or commuting and either waits until returning to the office to pass the tape to a secretary or dictates to the secretary's voicemail, which the secretary often rerecords onto tape;
- A lawyer goes from office A to office B and has to wait until returning to office A to pass dictation tapes back to a secretary.

Although each of these scenarios can be plagued with service delays and security risks, such issues can often be resolved by legal digital dictation workflow systems, which utilize a combination of laptop, VPN/RAS, Citrix or Terminal Services, web, professional dictation devices, telephony, and PDAs (such as BlackBerry) to enable dictation to be sent back to office support staff immediately. These devices can also synchronize automatically with a lawyer's

dictation inbox, eliminating the need to browse in order to move or save files. Saving even small amounts of time across the document creation process all adds up.

At first glance, it is hard to believe how dramatic an effect digital dictation can have on client satisfaction. But it is the cumulative administrative process improvements that can make a significant impact on client service. Secretaries make fewer mistakes because the sound quality is clearer, document turnaround times are significantly improved because of the instant and automated delivery method, and lawyers spend more time billing and on relationship management because their time spent creating documents is reduced.

Those using standalone digital dictation devices need not fear a lost investment because these devices also remain the tools of the trade for the workflow digital dictation systems. However, for many firms, concerns about the scalability, security, transparency, manageability, and flexibility of using the standalone devices in isolation are leading them to explore their options.

But how does a small firm determine if it needs a legal digital dictation workflow system? Below are some criteria to help you assess whether there is a need at your law firm and some tips to help you select the right system:

### **Selection Criteria: “Do I Need This? If So, for How Many People?”**

- Assess how many lawyers and secretaries currently use tape dictation machines. This is your starter number of users.
- Find out whether those lawyers who say they don't dictate regularly leave voicemail messages for their secretary. Get ready to be surprised and add those to the total number of users above.
- Are any lawyers typing themselves? If so, multiply this number by the standard attorney hourly rate. This is how much your firm is potentially losing every hour by not bringing in a digital dictation workflow system. This will help you prove return on investment if you bring in a system (the system could pay for itself in a matter of days).
- Ask secretaries about the sound quality of their current tape machines and how often tapes break or are lost. If the feedback is more negative than positive, then you know digital dictation might have a considerable impact.
- Survey lawyers to find out whether they would like to have documents produced even when they are out of the office at meetings, driving to and from the office, or working at home. Add those who respond positively (who are not already included in the total) to the list of potential users.
- How do your attorneys track and document client billing? Ask them if it is a time consuming process. If it is a difficult or slow process currently you know digital dictation can help you confront this.
- Do your lawyers use BlackBerries or other PDAs, such as Treos? If so, then they have a ready-made tool to capitalize on digital dictation. This will increase the chance of the project being a success.
- Find out what happens when an assistant is out sick or on vacation. What happens to their work? Digital dictation provides an automatic and seamless way of getting their workload completed by others.

### **Selection Tips: “What Product Do I Choose?”**

- Google “digital dictation.” The first page should give you a ready-made list of the leading vendors.
- Filter your list down to those systems that are aimed at law firms by looking at their websites. Trim it further by assessing only those who have U.S. law firms as clients and a support office in North America. A list of three possible vendors is a good starting point.
- Email each company and request information and client lists. Given we estimate 800 law firms worldwide have brought in digital dictation workflow technology, a small client list should be considered suspicious.
- Ascertain whether the systems all provide true Citrix/Terminal services support—a lot of them don't, and Citrix is becoming increasingly popular in legal IT. You may need this now or in the future.
- Determine whether the systems provide true BlackBerry support—a lot of them don't.
- Ask the vendor for a web demo or demo download—this way you can take a look without having to have commit time and resources to initial onsite visits.
- Ask for ball park prices and what flexibility there is on price. A vendor who really wants your business will reassure you that they will try hard to meet your budget restrictions.

This improved understanding of the potential benefits that can be realized through better use of dictation as a working practice is helping those firms only now making the transition away from tapes to go straight for a dictation workflow

management tool. For many, the question of whether to dictate or not to dictate has been answered, and voice productivity has come of age. If your firm does its research, determining the firm's overall need for digital dictation as well selecting the right technology solution will enable your small law firm to operate with increased efficiencies and successfully compete in a crowded legal marketplace.

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## The Challenge of Marketing Online

By Leonard Lee

Collectibles on eBay and books on Amazon aren't the only things people are shopping online for these days. The Internet is an increasingly important resource for lawyers and law firms seeking to market themselves to prospective clients.

The potential for reaching prospective clients through online marketing is tremendous. Recent research by Thomson FindLaw found that more than half of consumers (56 percent) had a legal need in the past two years. The most common legal issues were personal finance, employment, traffic offenses, health care, real estate, personal injury, and family issues.

### Percentage of Consumers with a Legal Need Within the Past Two Years

Personal Finance 44%  
Employment Issue 31%  
Traffic Offense 26%  
Health Care 25%  
Housing/Real Estate 20%  
Personal Injury 18%  
Family or Domestic 18%  
Gov't Assisted Prgms 17%  
Community Issue 16%  
Consumer Fraud or Defective Product 13%  
Victim of a Crime 12%

*Source: Thomson FindLaw*

With more than three-quarters of the U.S. population now going online on a regular basis, the Internet represents a vast opportunity for reaching those people who are seeking counsel. But successful online marketing involves more than just throwing up a website and having an email address.

Finding and hiring the right lawyer is an inherently more complex transaction than buying the latest copy of *Harry Potter*. The circumstances of each case and the needs of each client vary tremendously. People are seeking highly focused information that applies to their particular circumstance.

Then throw into the mix the fact that the Internet is a big place—by some estimates more than 40 billion websites are out there competing for attention. The good news: people are out there looking for the services you provide. The key is making sure that they find you, and that once they find you, you can provide the information and resources they need to make an informed evaluation of whether they want to hire you as their counsel.

What are the challenges for successful online marketing?

### What Are People Looking For?

When faced with a legal issue, people are increasingly turning to the Internet to find information and legal counsel. Thomson FindLaw recently studied how consumers are using the Internet to find and access legal services.

Of those people who conducted research on a legal issue, the Internet was far and away the most-used information source. Eighty-four percent of consumers who did research used the Internet, far more than those who relied on friends and family, libraries, or local bar associations.

More than half of people (57 %) researching online said they were satisfied overall in terms of the ease of finding information and the depth and amount of information available. That's a higher mark than they gave other sources of information, such as referrals from friends and family. In addition, eight out of ten said they would likely use the Internet as a legal resource in the future.

### **Qualified Prospects**

People using the Internet to find legal resources tend to be, largely by self-selection, an audience of highly qualified prospects. One can reasonably assume that a pressing legal issue is what drives many of them to the Internet in search of legal information and legal counsel.

The FindLaw research bears this out. Nearly half (48 percent) of consumers who use the Internet for legal research subsequently contact an attorney, law firm, or legal organization. So what strategies can small firms employ to find and, more importantly, connect with the people who are seeking legal services online?

### **Building a Strong Website**

The website is your firm's flagship Internet presence. It needs to convey the quality service and legal expertise that your clients will receive.

A website with strong, well-organized content can be a powerful tool in presenting the types of information people are seeking. A lawyer's expertise in a particular area of law is far and away the most important factor in choosing representation, according to the FindLaw research. It ranked more important than cost or personal recommendations.

Firm reputation and how many years the lawyer has been practicing were also listed among the criteria important to clients. These are precisely the types of information that can be effectively and efficiently presented in a website.

A website is more than just an online brochure. It's an opportunity to put your best foot forward in what is likely your first point of contact for a prospective new client. More than half (56 percent) of consumers who contacted a lawyer or law firm contacted only one lawyer to try to resolve their legal issue. With a website, you can discuss what makes your firm unique, whether it's a tradition of outstanding client service, specialized expertise in an area of law, an impressive record of verdicts and judgments, long-standing ties to the community, academic credentials, or association work that demonstrates in-depth knowledge.

Websites can also host client intake forms that can initiate the client evaluation process. Unlike a Yellow Pages listing or radio ad, a website can directly bring in new business and begin the lawyer-client relationship.

### **Search Engine Optimization**

Strong placement within search engine results is essential, as search engines are the first online resource that most prospects turn to. Almost nine out of ten people searching for legal information or services start by using a search engine. Not surprisingly, Google was the overwhelming favorite (77 %), followed by Yahoo (44 %), MSN (20 %), and AOL (9 %), according to the FindLaw research. (Note: Internet users who access multiple search engines could provide more than one response.)

Other popular online resources included legal directory websites, government websites, websites focused on a particular legal specialty, law firm websites, and online Yellow Pages and other business directories.

Clearly, your website should be optimized so it will show up among the top rankings in search engine results. Given the complexity of search engine ranking methodologies, it's advisable to use an experienced search engine optimization (SEO) expert with a proven track record. In addition, because search engine ranking criteria are adjusted frequently, your site optimization should be evaluated and adjusted periodically.

### **Lawyer Directories**

Online lawyer directories can be an important online marketing resource. Such directories and the legal information websites that house them are often a key online resource that consumers turn to when seeking legal help. In addition, they allow people to search for a lawyer using specific desired parameters, such as practice area, location, language, and even whether a lawyer offers free initial consultations.

Directory listings often start with free basic profiles as well as more thorough and elaborate paid profiles. Such listings provide an excellent opportunity to display more detailed information on your expertise and experience, and can also secure preferred placements within results listings.

With some of the leading online lawyer directories, the strength of their well-established domain names means that when a consumer uses a search engine, a lawyer's directory profile will frequently rank higher in the results than the law firm's own website.

### **Location, Location, Location**

One out of every five people who are looking to hire a lawyer say that the location of the lawyer's office is an important factor. Your search engine optimization strategy should make sure that, for example, if people are searching by location using keywords such as "Springfield divorce attorney" or "Redding estate planning," you rank highly in the results.

And once again, effective inclusion in online lawyer directories and business directories is important, as people will often use those to search for a lawyer in close proximity to where they live.

### **Current Content**

Are you in practice areas, such as tax, family law, or estate planning, where the legal landscape changes frequently? Posting a well-timed article you've recently written on how new changes in, say, the estate tax could affect estate planning strategies can provide useful information and demonstrate firm expertise to both existing and prospective clients.

Similarly, an email newsletter to your client base can strengthen existing relationships and generate referrals and word-of-mouth marketing.

### **Study Best Practices**

Websites such as [LawyerMarketing.com](http://LawyerMarketing.com) provide informative articles, case studies, and tutorials on how law firms similar to yours are successfully leveraging the Internet to attract and build relationships with new clients. You can see current website designs and learn proven, effective strategies for marketing your firm online.

*Leonard Lee is a marketing consultant who writes frequently on online marketing for law firms.*

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## technotes

### Trends in Technology

By J. Anthony Vittal

#### The Exponential Information Environment

We are drowning in information—largely because of increasing access to information and ways to describe, manipulate, and distribute it. For example, there are more than 2.7 billion searches performed on Google alone every month. Because there was nothing to facilitate broad-based information searches before the advent of Internet search engines, research that used to require weeks or months to complete, proscribed by access and language, now takes minutes or hours to accomplish. Then there is the “noise” factor—the vast increase in interpersonal communication driven by technology (e.g., just the number of text messages sent and received every day exceeds the population of the planet).

Let’s look at some related statistics:

- The English language now has about 540,000 words—about five times as many as in Shakespeare's time.
- More than 3,000 books are published daily around the world.
- Estimates indicate that a week's worth of the New York Times—just one newspaper—contains more information than a person was likely to obtain in a lifetime in the 18th Century, when our nation was founded.
- Estimates indicate that 1.5 exabytes (1.5 x10<sup>18</sup>) of unique new information will be generated worldwide this year—more than in the last 5,000 years combined.
- The amount of new technical information is doubling every two years. By 2010, the amount of new technical information is predicted to double every 72 hours. In real world terms, this means that half of what current college freshmen learn as freshmen will be outdated by their junior year.
- Third-generation fiber optics recently tested by NEC and Alcatel will carry 10 terabits (10 trillion bits) of data per second over each strand of fiber. That’s the equivalent of 1,900 CDs or 150 million simultaneous telephone calls, every second. Data transmission capacity is currently tripling about every six months and is expected to continue doing so for at least the next 20 years. Because the fiber already is in place, the increase in throughput is based on improving the switching on the transmitting and receiving ends. Therefore, the marginal cost of these improvements is virtually nil.
- With improvements in transmission and storage, epaper ultimately will be cheaper than real paper.
- In 2006, 47 million laptops were shipped. The “\$100 Laptop Project” will ship 50–100 million laptops a year to children in underdeveloped countries.
- Predictions are that, by 2013, a supercomputer will be built that exceeds the computational capability of the human brain. By 2023, when today’s first graders will be graduating from college and entering the job market, a computer that exceeds the computational capability of the human brain will cost \$1,000. Some think that, by 2049, a \$1,000 computer will exceed the computational capabilities of the human race.

What does all of this mean? For starters, the personal notebook computer not only is replacing print media (books, magazines, and newspapers), but already has the ability to put entire libraries in the hands of everyone who has access to one. It already has far exceeded the capabilities envisioned for it as the “ultimate book” when it was predicted a generation ago. Translation algorithms allow information published in one language to be readily accessible in others.

One of the many online translation applications (babelfish.altavista.com) provides free translation of blocks of text and whole web pages among English and Chinese (both traditional and simple), Dutch, French, German, Greek, Italian, Japanese, Korean, Portuguese, Russian, and Spanish, as well as among other languages.

The combination of access to information and the ability to store, manipulate, and interpret it will be the great leveler across human society. No longer will one require a formal education and a facility with languages to have access to knowledge. Supercomputers will provide the ability to interpret and synthesize that knowledge. The danger will lie in filtering the knowledge, the interpretations, and the syntheses, as they are distributed to those who seek them in an effort to exercise control. Therein lies one of the great challenges to humanity.

Another challenge will be the storage of all of this information in a way that will survive and that will not overwhelm our planet. Current information storage technology depends for the most part on magnetic and optical storage media, which require significant amounts of power to read, write, and maintain. Server bays require power to run the servers, operate the storage drives, and keep them cooled to optimal operating temperatures. Data transmission also requires significant amounts of power in the aggregate to push data—whether wirelessly between wireless access points and connected devices (computers, print servers, etc.), or among satellites and ground stations, or across the Internet.

With power generation to satisfy demand contributing significantly to global warming, and with that demand increasing exponentially along with the need to reduce contributions to global warming, we need to find alternate ways to store and process data. Some alternatives that are coming onto the market (more about them in my next column) include:

- Solid-state storage devices (SSDs)
- Ultra-low-voltage CPUs
- LED backlights for LCD displays
- Improved batteries

We all need to start thinking long-term about the demands these technologies are placing on our environment and the extent to which our reliance on these technologies is rendering our civilization ever more fragile. After all, there is no utility at all in having all of the information in the world at your fingertips, if you have no way to access it, either because you have no way to power your own computer, or there is no power available to run the network or the servers where the information is stored. Just thinking about this makes me want to find a pedal-operated 110V generator to use to charge my portable electronics—“just in case.”

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## MacNotes

### **New Vistas for Mac Users (Windows Users Will Want to Read This, Too!)**

**By Jeffrey Allen**

This column will take an unusual perspective. It will focus on the Vista experience created by Windows. I do this for a particular reason: to remind the Mac-using lawyer how much easier and better life is with a Mac.

As you probably know two major developments in the world of operating systems have recently occurred. First, Apple announced that it would not release its Leopard (OS X 10.5) software by June as originally planned. It seems that Apple felt it could not deliver both the iPhone and Leopard on time, so it diverted its resources and talents from the evolving OS to the evolving Apple iPhone. Anticipating that the iPhone will prove highly popular, maybe even rivaling the now iconic iPod, Apple decided it will make more money on the iPhone than it will on Leopard and chose to follow the dollars. I guess we can hardly blame them for that decision, but that did not blunt the disappointment of the delay of the release of Leopard.

On the other side of the OS World, Microsoft did release Vista (finally). In fairness to Apple, we should note that Microsoft delayed Vista's release several times. The delay of the release of Vista built up a considerable anticipation of its release. The release itself, however, proved anticlimactic. Most of the lawyers that I know that run their offices on Windows computers and who have installed Vista have expressed disappointment in it. Others who have not yet installed it have told me that they have not decided to install it yet or even when to install it.

Because I run my office on the Mac and only have occasional need for Windows to run programs that I like that do not run on the Mac (such as CaseMap), I felt freer than some of my Windows OS friends to experiment with Vista. I tried to install it on three different computers. Two of the computers were Macs running OS X 10.4.9, and the third was a Lenovo 3000 N100 laptop built for Vista, but sold to me several months before Vista's release with XP Home on it (which I immediately upgraded to XP Professional). The only hardware modification I made to the Lenovo was to upgrade the RAM to 2GB. The Macs consisted of an iMac 20" desktop and a MacBook Pro laptop. Both had 2 GB of RAM, but I have since upgraded the MacBook Pro to 3 GB. The iMac had a drive created with Boot Camp and run through Parallels. The MacBook Pro had a virtual computer created through Parallels, without the use of Boot Camp.

I attempted all three of the installations as upgrades. In fact, I created a separate virtual computer in the MacBook Pro, but as I had an upgrade copy of Vista Business, it insisted that I install the older XP system first and then upgrade to Vista.

Interestingly, other than the glitch of having to install XP first and then upgrade, the MacBookPro using a Parallels virtual machine installed easily and virtually automatically. I had to make only a couple of choices, click a few boxes, and type in the required code numbers. At the conclusion of the installation process, Vista ran smoothly, but a bit slowly (hence the upgrade of the RAM to 3GB so that I could allocate 1.5 GB to Vista). The only problem I had with the installed OS related to activation. Although it appeared to activate on installation, a few weeks later, I turned it on and it told me it needed to activate. I said OK, but it would not activate. I called Microsoft customer service and spent an hour being passed from one place to another, getting disconnected and reconnected. I finally reached the right person, and about 2 hours later, after modifying many settings made automatically by Vista, the Microsoft Activation expert got it activated again. The call center representative had no response to my question about why the preset settings interfered with the activation process. I have had no problem with it since.

The Lenovo installation proved very problematic. Initially, Vista would not install because it did not like the Norton software on my computer, so it insisted that I take it off. After I removed Norton, the process went a bit further before stopping, but continued to fail. I finally called the Microsoft tech support people, and the technician and I spent several hours trying to make it work. Ultimately, we concluded that it could not install from the upgrade disk and moved all the files to the hard drive. It finally installed, and immediately after the installation it appeared to work fine, although the automatic activation process apparently failed to go through at the conclusion of the installation. Interestingly, it tells me it is time to automatically activate, but doesn't try to do that. I have tried to activate automatically, without success. Eventually, I will probably call the activation people at Microsoft, but I haven't had the time to go through that process again yet. In the mean time, although I am not supposed to be able to get updates before the activation process completes, Vista has updated itself without any problem.

As for my iMac, I never could get the system to install on the Boot Camp-created drive. I gave up trying after a few failures, without attempting to figure out what created the problem. I did try to do the installation both through Parallels and by booting directly into the drive using the XP system previously installed. Neither worked. Not wanting to go through the debugging process again (lack of time on my part), I gave up and simply created another virtual machine through Parallels and installed the OS.

I find it at least ironic that the easiest installation of the new Vista OS occurred on, of all things, the Macintosh computer. I would have expected the Lenovo "built for Vista" machine to have the easiest road to a complete installation; but the facts simply did not support the theory.

I will say that I like the Vista system in terms of its operation after installation. Microsoft built in considerable security protection. Much of that, however, quickly grew insufferable, and the Microsoft technician (anticipating that eventuality) showed me how to turn some of it off. Otherwise, it appears to have the potential of an excellent system.

What do I conclude from this experience?

Vista for Business is a decent operating system that works well after it is finally installed and activated. The process of installation and activation, however, has proven so painful that I have to conclude it needs improvement and that Microsoft should have addressed that prior to marketing it. Hopefully a fix will occur fairly soon.

I predict that within a year Vista will achieve general acceptance. For now, it has the kinks and issues so often associated with new Windows operating systems. Additionally, many important Windows programs do not yet support Vista; likely they will within the next few months.

If you want to run Windows on a Mac, you can run Vista, but you will likely be better off with XP, both in terms of avoiding the potential installation/activation issues and in terms of the fact that Vista requires more RAM and appears to run more slowly than XP. If you run Windows through Parallels, you must allocate your physical RAM between the Mac and the Windows operating systems. You can make that work with Vista, but it works more easily with XP, particularly on the iMac, with its 2 GB maximum. Finally, even if you want to run Vista, make sure that the Windows software you plan to run works with Vista before undertaking to install and activate it.

In the meantime, I am going to go back to my Virtual Computer with XP Professional on it. I will leave my Lenovo on Vista so that I can test other programs with it.

It will be interesting to see whether Leopard will have any similar issues or any software compatibility problems when it finally comes out. In the past, I had very few problems with any upgrade of a Mac OS except from 9 to X, a problem that Apple solved by allowing OS X to run OS 9 as "Classic" within its structure for several years. In fact, I believe that OS 9 ran more stably and more smoothly as a subset of OS X than it did as a standalone system. I know I had far fewer issues with OS 9 as a subsystem under OS X.

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## surviving email

### Sending the Wrong Message

By jennifer j. rose

*Everyone's reimbursed for Banff.*

*Honey, I can do lunch at T.G.I.Friday's around one.*

*Oh baby, oh baby, you make me so hot. I want you NOW.*

All right, you did it again. You obviously didn't learn your lesson from the last time you pulled that stunt. It's all over, bucko. You're toast. You know perfectly well what you did. You went off and sent that email to the wrong person, said the wrong thing to the right person, or did something perfectly foolish with email. Your face is red. I can see that right from my side of the monitor. You close down your email program, shut off the computer, and skulk away, wondering if your reputation has been damaged beyond repair. All the disclaimers in the world aren't going to get you out of this one. You're on email probation now.

Almost everyone has distributed a personal message to the wrong person at one time or another. Those who haven't are merely waiting for their turn to come. It's practically inevitable. If you haven't already done so, you will. I have.

Ross Kodner, <http://microlaw.com>, calls it the "oh-no-second," that flick of a lapse between your brain and your mouse that sends the unstoppable. You call it disaster.

A quick hit on "send," and before your finger levitates a single millimeter from the mouse, you realize that a personal message is now zooming through space to the screens of unintended eyes across the world. There's no postmaster from whom the missent missive can be retrieved. You can only dream that the recipient will think that an evil someone spoofed your address.

*PRIVILEGED – ATTORNEY CLIENT CONFIDENTIAL* began one lawyer's email to a client, outlining strategies not meant for the eyes and ears of others. But a slip of a click led the message to distribution to a mailing list of over a thousand lawyers. The errant lawyer immediately caught her mistake, and sent forth a second message, bearing the subject line "Emergency! Do Not Open, and Delete if You Do," confessing her sin of sending confidential mail to the list, asking recipients to delete the mail, not to forward it, and to treat it otherwise with the respect usually reserved for toxic waste. And then she followed up with a plea to the list manager, asking that the missent missive be wiped from the archives and offering to pay all expenses associated with its removal. The lawyer did all that could reasonably be done to control the damage on a Sunday morning.

"Judge Juan Fulano is big fat idiot and his breath stinks" your message read. You intended to send it to Lisa Loopner, but it went off to Lisa Loopinski instead, because you relied upon the autocomplete feature to dredge up all of the Lisas in your address book, letting it finish the address after you'd typed in L-i.

No autocomplete for you. You used it, and it abused you. Give it up. All the careful keyboarding in the world won't save you from its dangers. Jim Calloway, Oklahoma State Bar Association Practice Management Advisor, describes how to disable autocomplete in Outlook at [http://jimcalloway.typepad.com/lawpracticetips/2006/06/fun\\_with\\_outloo.html](http://jimcalloway.typepad.com/lawpracticetips/2006/06/fun_with_outloo.html). In Eudora, it's as simple as Tools | Options | Auto-completion.

Eudora also has the BossWatch feature, which warns users before sending email to selected addresses.

Email encryption is widely available and easier to use than ever. So, why aren't more lawyers taking the time to encrypt email? Or does the problem lie with the recipient who can't figure out how to use the Captain Magic decoder ring?

It's possible to prevent those potentially humiliating situations.

- Let the mail season at least a few minutes before sending. Disable Immediate Send, sending off email after enough time has elapsed for the ink to dry. A few minutes isn't going to make a great difference in the grander scheme of things. Even a couple of hours.
- Check, check and double-check what goes out. Oh, but lawyers are always in such a rush.
- Slow down.
- Edit messages carefully, paying proper attention to grammar and punctuation, and verify the recipient's email address more than with a cursory glance.
- If you still can't trust yourself, use a completely different email address for mailing list mail than you use for important client mail.
- Hire an armed guard to monitor your email habits.

When your fingers fly off in the wrong direction, it's not the end of the world. Recall the message, hoping against hope. Apologize and mean it. Take that pledge to be careful the next time seriously. Realize that everyone makes mistakes.

On the other hand, there's always Paraguay. Change your name, undergo some serious plastic surgery, enter the Witness Protection Program, and move to the unnamed city populated by bus drivers who've fled the scene of horrifying accidents in third world countries.

*jennifer j. rose, editor-in-chief of GP|Solo, receives her email at [jjrose@jjrose.com](mailto:jjrose@jjrose.com).*

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## Sites for Sore Eyes

By Jim Calloway and Courtney Kennaday

### Web 2.0: What Is It and Where Can You Find It?

This new feature is for lawyers who are busy with their law practice. You may hear others rave about valuable Internet resources. But often it seems that all you get from your Internet surfing is eye strain. Let Calloway and Kennaday serve as your Internet concierge for a tour of useful and interesting websites.

One of the hottest trends on the Internet today is the phenomenon known as "Web 2.0." We've collected just a few of the best Web 2.0 sites to see.

First, what is Web 2.0? Wikipedia (itself a Web 2.0 invention) offers many ideas of what Web 2.0 is, but we like this simple one: "a perceived ongoing transition of the World Wide Web from a collection of websites to a full-fledged computing platform serving web applications to end users. Ultimately Web 2.0 services are expected to replace desktop computing applications for many purposes." For a nice history of Web 2.0, check out Paul Graham's blog post from 2005 at <http://www.paulgraham.com/web20.html>.

You may have heard the phrase Web 2.0 and had the reaction that you weren't even sure how to do everything with the Web 1.0 yet. Without going into all of the underlying technical advances, there are two basic points about the phrase Web 2.0:

1. There are now many web services that did not exist just a few years ago.
2. There are many nice online features that rely on user contributions, which is why Time magazine named "You," the Internet user, as its Person of the Year for 2006.

Let's examine a few of these services.

#### **Wikipedia** (<http://en.wikipedia.org>)

Certainly Wikipedia has gotten some bad press lately, but the Wikipedia is still one of the first places we start when we want to learn more about something. Wikipedia is a classic example of a Web 2.0 application, with thousands of editor-contributors. Anyone can become a Wikipedia "editor." Admittedly, there have been some instances of hoaxes and bad information placed on the site. But generally speaking, incorrect information is soon corrected by other volunteer-editors. The wide range of topics covered is nothing short of amazing. See the complete Wikipedia entry for Web 2.0 at [http://en.wikipedia.org/wiki/Web\\_2.0](http://en.wikipedia.org/wiki/Web_2.0).

#### **WEX** (<http://www.law.cornell.edu/wex>)

This is Cornell's effort to create a legal encyclopedia along the lines of Wikipedia, but with approved editors and contributors. It has attracted a lot of interest and may be the first legal Web 2.0 app to take off. We've found that we don't need our Black's Law Dictionary as much, now that we can zip to Wex's definitions page.

#### **Zoho** (<http://www.zoho.com/>)

Zoho offers a suite of office productivity tools, most of which are 100 percent free! Check out their online word processor, spreadsheet application, presentation tool, Zoho wiki, and planner. Other productivity tools in the suite are reasonably priced.

#### **Flickr** (<http://flickr.com/>)

In a short time, this site has developed a reputation as the one of the best photo-sharing sites on the Web. It's very simple to upload your photos and display them in a virtual photo album, post them to your blog (if you have one), and share them (publicly or privately) with anyone. Flickr also takes advantage of "tagging," so you can just type in a

descriptive word—“London,” for example—and you'll instantly see the public photos of every picture that has the “London” tag. It's a great image search tool with the images provided by the members of the public who are interested in sharing.

### **eHub (<http://www.emilychang.com/go/ehub/>)**

Emily Chang's eHub blog is a great place to visit for the latest in Web 2.0 sites. In fact, Emily describes the site as “a constantly updated list of web applications, services, resources, blogs or sites with a focus on next generation web (web 2.0), social software, blogging, Ajax, Ruby on Rails, location mapping, open source, folksonomy, design and digital media sharing.” Emily is a web and interactive designer in San Francisco, and it's clear she's on the cutting edge of this new technology.

### **CalendarHub (<http://www.calendarhub.com/>)**

There are many calendar sites online, but we think CalendarHub is one of the best. You can import your calendar from Outlook, Yahoo mail, or other programs, or create your own calendar online. Use the online calendars to create reminders, grow your business, keep track of deadlines, promote a club or organization, and just stay in touch in general.

### **Blogs**

By now most of you have heard of blogs, which are easy-to-create, chronologically arranged websites, usually done by a single individual. According to Technorati, there are now 71 million blogs. Technorati (<http://www.technorati.com/>) is a great place to search for blog content. So, if you want to see if there are blog posts on a particular topic, try there. Search directories of law-related blogs, sometimes called “blawgs” at Blawg.com (<http://www.blawg.com/>), Blawg Republic (<http://www.blawgrepublic.com/dir/>) and the Blogs of Law (<http://www.theblogsoflaw.com/>). You may be surprised at how many blogs cover some obscure legal topic and may be useful in specialized study.

### **Google Modules (<http://googlemodules.com/>)**

Google's Personalized Homepage (<http://www.google.com/ig>) allows you to create your own customized Google page, using a limited directory to add “stuff” (Google's word, not ours)—from tools to news to fun and games. Google Modules gives you even more choices (at this writing, there are 2,858 modules) and ways to customize your Google Homepage. Choose from silly modules (“Today's Reason to Drink”) and serious ones (Business Dictionary). Or, if you're a real techie, submit your own modules for others to use.

### **Web 2.0 Directory**

If you want to search for even more web 2.0 services, go to the Web 2.0 directory at <http://www.go2web20.net/>. You can hover over one of the many icons for a brief explanation of the service or use the search feature to locate certain types of services.

*Jim Calloway is the director of the Oklahoma Bar Association Management Assistance Program. He served as chair of the ABA TECHSHOW™ 2005. Calloway publishes the weblog, Jim Calloway's Law Practice Tips at <http://jimcalloway.typepad.com>, and was coauthor of the book Winning Alternatives to the Billable Hour. He serves on the GPSSF Division Technology Board.*

*Courtney Kennaday has been the practice management advisor of the South Carolina Bar since 2002. Her [PMAP \(Practice Management Assistance Program\) web pages](#) are among the most visited on the SC Bar website and were recently ranked number five by the ABA in the top six best state bar resources in the country. One of her favorite things to do is to talk about law office technology.*

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## Productnotes

### Calling All Dictators: Top-Rated Digital Dictating Equipment

Reviewed by Jeffrey Allen

Most of us have had experience using dictating equipment of one sort or another. Depending on how long you have been in practice, you may have worked with dictating equipment using reel-to-reel, standard cassette, and/or microcassette tape for its recording media. While you can still find some of that type of equipment around, the last several years have seen a major shift in the paradigm. Most of us use digital dictation equipment now. Those of us that don't will likely do so in the near future.

Digital dictation equipment comes in many forms. The portable units have become the most powerful,<sup>1</sup> as you can use them in and out of your office and in a variety of environments and locations. You can get relatively inexpensive digital recorders that can function as dictation units in the \$200–\$300 range. You can also get professional quality digital dictation equipment. Granted, you will pay more for it; but the advantages in terms of quality, reliability, longevity, and simple convenience of use far outweigh the price differential. The professional models considered in this review all cost between \$350 and \$500, but can often be found for less online. You can pay more for kits including optional accessories.

The portable professional digital dictation equipment considered in this review represent the units generally considered as the best by most vendors of such equipment. The units considered are the Olympus DS-4000, the Phillips DPM 9600, the Grundig Digta 4015 and Digta 415, and the Sony ICD-BM1. All of the units share many common features, but each has some that distinguish it from the others.



Phillips DPM 9600

*Courtesy Philips Dictation Systems*

- 1. All of the units have a collection of control switches on the front and or back, but share the traditional thumb switch as the primary control mechanism for dictation. That switch resides on the right side of each unit so that when the user holds the unit in their right hand, the right thumb controls the dictation, review, stop, and play functions through that switch.
- 2. Each unit has a backlit display screen that uses alphanumeric and graphic symbols. The Phillips unit has the largest screen, followed in order by the Olympus, Grundigs, and Sony.
- 3. All of the units use flash memory media for expanded recording time. The Phillips and Grundig units use SD cards, the Olympus uses an XD, card and the Sony uses a memory stick.
- 4. All of the units come with rechargeable batteries except the Sony. It comes with two standard AAA batteries. You can, of course, replace them with rechargeable batteries if you wish.
- 5. All of the units record in DSS format except the Sony, which records in .wav format.
- 6. The Phillips and Grundig Digta 415 screens are the easiest to see, with the Olympus close behind. The Digta 4015 and the Sony screens are the most difficult to read.
- 7. All of the units have separate power switches. The configuration of the Olympus makes it the least likely to accidentally switch on or off.
- 8. All of the units have metal cases except the two Grundig machines.
- 9. All of the units come with cases. The Grundig units have cloth cases and the others have leather (a leather case is available for the Digta 4015).
- 10. Each of the units connects to a computer via a standard USB port for file transfer.
- 11. Each of the units has ports for external microphones and earphones.

- 12. None of the manufacturers make the units in the United States. Grundig's units come from Germany, Phillips' units come from Austria, Olympus' units come from China, and Sony's come from Japan.
- 13. All of the units are fairly easy and straightforward to use.
- 14. All units have Dragon Naturally Speaking 9 compatibility certification except the Phillips. The Phillips has just been released and the available certification lists predate it. The Sony unit has the highest compatibility rating.
- 15. Although the Olympus is the only unit advertised as compatible with the Macintosh, the same software that makes the Olympus work with the Macintosh also allows the other DSS devices (all but the Sony) to work with the Macintosh.
- 16. The Sony unit has been around the longest. The Olympus also has been out for several years. The Grundig 4015 has been around for a while (but without U.S. formatting). The Digta 415 was released within the last year, and the Phillips is brand new, having been released in March 2007.
- 17. The feel of the units in your hand is a personal thing. To me, the Digta 415 feels the most comfortable and the Sony ICD-BM1 the least comfortable. The Olympus DSS 4000 and the Phillips 9600 feel almost identical in my hand and also quite comfortable.

The Sony unit costs \$349, but I have seen it on line for as little as \$250. It is the least of the units in my opinion in terms of price, features, and desirability. In truth, I included it in this list solely as a result of its compatibility rating with respect to Dragon Naturally Speaking 9.

In terms of recording quality and clarity, the units are on a par with each other, but, to my ear, the Olympus and Phillips units have a slight advantage.

### **Size, Weight, and Price**

The \$449 DS 4000 is 1.97" x 0.67" x 4.34" and weighs in at 3.63 oz.

The \$499 DPM 9600 is 2.0" x 0.7" x 4.6" and weighs 3.7 oz.

The Digta 415 is 2.13" x 0.83" x 5.0" and weighs 3.63 oz.

The \$395 Digta 4015 is 1.97" x 0.91" x 5.2 " and weighs 5.11 oz.

The bottom line: You will probably shift to digital dictation in the near future, if you have not already done so. The Olympus unit has generally been considered the best in its class for the last few years. The Phillips DPM 9600 and the Digta 415 are new units that are worth considering as alternatives.

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## **For the Record: The Marantz PMD660 and CDR 420 Recorders**

### **Reviewed by Jeffrey Allen**

Marantz has a reputation for making outstanding recording devices for professional use. These two devices meet the expectation of excellence associated with the Marantz name.

The Marantz CDR420 can record and store up to 1800 hours of MP3 quality recordings or 24 hours of uncompressed 44.1/48kHz quality recordings on its 20 GB hard disk. The Marantz CDR420 uses USB 2.0 for fast file transfer to a computer; it also allows you to connect a computer keyboard for easy file naming. The CDR 420 also allows you to move the files to a CD for easy distribution.

The CDR 420 records in both .wav and MP3 file formats to make it easier for you to make use of the recorded files. Although you can use external microphones with the CDR 420, it comes with a built-in microphone that works quite well for most uses. The built in speaker allows for playback with reasonable quality as well, particularly for the recording of nonmusical events. Marantz built the CDR 420 for field use in professional settings. It looks like it will take a reasonable beating and keep on recording. I have used a Marantz cassette recorder for many years, and it has held up very well. The CDR 420 looks to be of the same ilk.

The CDR 420 has all the control necessary to allow a technician to maximize the sound quality, and you can flip it to automatic and get an excellent recording if you are not into the idea of being a sound techie. The recorder also has built-

in editing capabilities.

The CDR 420 does not give you a lightweight recorder. Rather, it is a substantial piece of equipment approximately 11”x 9”x 4” in size and weighs in at approximately 5.5 lbs. The unit lists for \$1,499, but you can find it on line for around \$1,200. If that sounds like a lot of money for a recording device, you won’t get any argument from me. On the other hand, if you have a need for a dependable, reliable recorder that will produce CDs, you may find the features packed into this one justify the price. Potential uses for the CDR 420: recording your presentations when you teach CLE classes so that you can distribute the presentation on CD, recording arbitration proceedings, administrative hearings, recording depositions, recording meetings of corporate boards of directors, recording conferences.

If you can’t (or don’t want to) massage your office equipment budget to cover the cost of a CDR 420 and/or you don’t need the ability to convert the recording to CD and/or you want a more portable device, look at the Marantz PMD 660. The PMD 660 uses flash memory in a much smaller, lighter and more portable package. Also designed for professional field use, this device packs more easily due to the fact that it only takes up 4.9” x 7.2 ”x 1.9” of space and weighs in at only 1.1 lbs. You can power it from the AC line cord or run it with 4 AA batteries (about a 4 hour life).

The PMD 660 has two built-in condenser microphones and also works with external microphones, if you prefer to use one. It does have a built-in speaker, but for playback other than speech, you will be happier transferring the files to a computer, burning a CD, and playing it back through higher quality speakers.

Recognizing that professional uses generally require editing, Marantz built editing features into the PMD 660. In terms of recording time, the PMD 660 will record approximately 36 hours of monaural mp3 at 64 kbps or about 17 hours of high quality compressed stereo mp3 at 128 kbps.

It comes with a shoulder strap for easy mobility. While you can use it for almost everything you can use the CDR 420 to do, the CDR 420 will handle many chores more elegantly and better than the PMD 660. If you plan to carry the recorder around and use it for recording witness interviews or informal meetings/conferences, the PMD 660’s portability makes it the better choice.

The PMD 660 lists for \$649, but you can find it on line for under \$500.



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## On the Go—HP Mobile Messenger

### Reviewed by Alan Pearlman

For those of you who have had your eye on a new and more exciting form of communications outside the office, without the hassles that previously accompanied handhelds, I urge you to take a good look at the HP iPAQ hw6940 Mobile Messenger series. The HP iPAQ hw6940 Mobile Messenger provides all the essentials to keep your business running even when you’re away from the office—phone, email, and more secure access to business-critical information. At the same time, let your HP iPAQ keep life fun using GPS Navigation, the HP Photosmart Camera, and Microsoft® Windows Media Player 10 Mobile to play your digital music and videos.

It features quad-band GSM technology that delivers high-quality mobile voice and data services with roaming capabilities across the world. A variety of integrated wireless technologies, including GPRS/EDGE, Wi-Fi, and Bluetooth let you connect and communicate in and away from the office. You also have the ability to

transform your HP iPAQ into a personal guide to get you where you need to go with the built-in GPS receiver. When you deal with email you have the ability to read and respond using powerful solutions that help maintain your business’ security. A Mini-SD slot allows you to add memory as you need it or to exchange files between your HP iPAQ and

another device.

For those out of the office times that you just want to have a little fun, you can use the built-in HP Photosmart Camera take a quick photo and share it wirelessly from your handheld or your HP iPAQ keeps your life fun with Microsoft Windows Media Player® 10 Mobile to play your music and videos. Although the unit is a bit pricey for the leading edge at \$599, once you try it you will want to have one. I take mine everywhere. I have been highly satisfied with it.

*Neither the ABA nor ABA Sections endorse non-ABA products or services, and the product reviews in the Technology eReport should not be so construed.*

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## GP|Solo Division Notes:

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- Farewell to GP|Solo Staff Director Alexa Giacomini
- ABA 2007 Annual Meeting in San Francisco, CA
- GP|Solo at Conference for Minority Lawyers
- Call for Nominations by the ABA Coalition for Justice
- Congratulations to GP|Solo Member, Michael P. Hurley!
- Division 4 Director Amy Lin Meyerson in *Connecticut Lawyer*
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- GP|Solo Book Featured in Massachusetts CLE
- GP|Solo Book Spotlight: *The Corporate, Securities and M&A Lawyer's Job: A Survival Guide*
- Popular Topics on Solosez

**GP|Solo**  
ABA General Practice, Solo & Small Firm Division

Not a member? [Join GP|Solo now!](#)

Non-members can also sign up for monthly updates about the Division:

[The GP|Solo Buzz](#)

Note: Information on all this and more can be found on our Website at <http://www.abanet.org/genpractice>.

## Highlights of the GP|Solo 2007 Spring Meeting

The GP|Solo Division's 2007 Spring Meeting was held this year in Washington, DC from May 10-12. By all accounts it was a very successful and productive meeting, including a Division Council meeting, numerous committee and leadership meetings, and swearing-in ceremonies for the U.S. Court of Appeals for the Armed Forces and the U.S. Supreme Court. Despite the workload, though, attendees managed to find some time for recreation, including exclusive tours of the Pentagon, Capitol Hill and the White House, all arranged by the Division for its members and their families.

**Congratulations** are in order for the winners of the [2007 Solo & Small Firm Awards](#): Charles J. Driebe, Judge Ted Klammer & the Lake County Bar Association, and Bruce L. Dorner, who were feted at the annual awards dinner on Friday night.

The Division also wishes to thank its sponsors: [Thomson West](#), the primary sponsor of the GP|Solo Division; [Minnesota Lawyers Mutual](#); [EPS](#); [Tay Robinson of Strategic Settlements](#); and Attorney Technical Resources. Without the generous support of these sponsors the meeting would certainly not have been the success that it was.



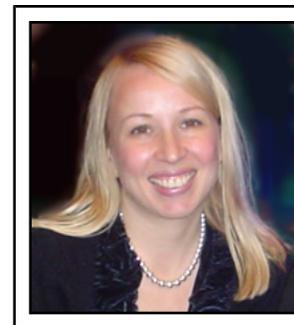
## Farewell to GP|Solo Staff Director Alexa Giacomini

***A note from the GP|Solo Division Chair, John P. Macy:***

A Resolution was adopted by the Council of the General Practice, Solo and Small Firm Division of the American Bar Association at its Spring Meeting in the Nation's Capitol, Washington, D.C., May 12, 2007 and presented to **Alexa Giacomini, Staff Director**.

Alexa is leaving the ABA after several years to continue her service to the legal profession as Director of Marketing and Membership at the Illinois State Bar Association. The Division, acting through its Council in official session, extends its official recognition and thanks to Alexa for her service, leadership and vision along with best wishes for all her future endeavors.

– John P. Macy, Chair



***Good luck, Alexa! We'll miss you!***

## ABA 2007 Annual Meeting in San Francisco, CA



 [Register Now for Annual Meeting](#) 

*Early Bird Registration Discount Deadline is Thursday, May 31st*

The ABA 2007 Annual Meeting in San Francisco is less than three months away, so it's time to [register for the meeting](#) and make your [travel arrangements](#). Join the GP|Solo Division for a host of exciting educational programs, networking opportunities and leadership meetings.

- **Events**

- Keithe E. Nelson Military Law Luncheon (*Fri, Aug 10*)
- Military Law Committee Dining Out (*Sat, Aug 11*)

- **CLE Programs**

- Thursday, August 9
  - > Terror in San Francisco: The 1916 Preparedness Day Bombing Trial (*Historical Trial*)
- Friday, August 10
  - > *Solo Day: Best of the National Solo & Small Firm Conference*
  - > My Success: Business Boot Camp for Small Firms
  - > Bloggers Speak: Why SSF Lawyers Should/Shouldn't Blog
  - > 60 Top Practice & Tech Tips, Gadgets & Websites in 60 Minutes
  - > How to Be a David in Goliath Territory: The Right Weapons, the Right Timing and the Right Knowledge
- Saturday, August 11
  - > What Every Lawyer Should Know About Real Estate Leases
  - > Larry Rice, Best Seminar for Real Lawyers
  - > Bankruptcy: Individual Non-Business Chapter 11's, Soup to Nuts
  - > Elder Law 2007: Changes in the Law and Expanding an Elder Law Practice
- Sunday, August 12
  - > Definitive Guide to Buying, Selling, Merging and Closing a Law Practice

**GP|Solo Headquarters Hotel:**

[San Francisco Marriott](#)

55 Fourth Street  
San Francisco, CA 94103  
(P) 415.896.1600  
Deluxe Single/Double \$179  
Concierge Single/Double \$249

## GP|Solo at Conference for Minority Lawyers

On June 28 & 29, the [National Conference for the Minority Lawyer: A Unique Program for Litigators, Business Lawyers, In-House Counsel, Solo Practitioners and Government Lawyers](#) will be presented in Boston, MA, by the [ABA Section of Business Law](#) and the [ABA Commission on Racial and Ethnic Diversity in the Profession](#). The conference will offer a combination of practical training sessions and substantive CLE programs designed specifically for minority business lawyers, litigators, and government lawyers.

The GP|Solo Division will sponsor a session entitled, “Hanging Out Your Shingle... Practical Advice on How to Set Up a Solo Practice,” featuring Edd Vasquez and Youshea Berry. Both speakers are GP|Solo members and recipients of the [GP|Solo Diversity Fellowship](#).

» [National Conference for the Minority Lawyer](#) «

## Call for Nominations by the ABA Coalition for Justice



The [ABA Coalition for Justice](#) has issued a call for nominations for the **2007 Burnham “Hod” Greeley Award**. Hod Greeley was a dedicated leader within the American Bar Association and was committed to promoting public trust and confidence in our justice system. Named in honor of this esteemed Hawaiian attorney, the award recognizes individuals and organizations that are dedicated to promoting increased public awareness of the need for a fair and impartial judiciary.

**Download the Nomination Form (MS Word):**

<http://www.abanet.org/justice/2007BurnhamHodGreeleyAward.doc>

**The deadline for accepting nominations is Friday, June 1, 2007.** The award will be presented at the 2007 ABA Annual Meeting in San Francisco, CA. For more information, contact Gilda Fairley at (312) 985-5689, [fairleyg@staff.abanet.org](mailto:fairleyg@staff.abanet.org).

## Congratulations to GP|Solo Member, Michael P. Hurley!

The Division wishes to extend a warm congratulations to GP|Solo member Michael P. Hurley of Painesville, OH. He was recently the recipient of the [Lake County Bar Association's](#) 2007 President's Award.

***Congratulations, Mike!***

## Division 4 Director Amy Lin Meyerson in *Connecticut Lawyer*

The Connecticut Bar Association's magazine, *Connecticut Lawyer*, recently reprinted GP|Solo Division 4 Director **Amy Lin Meyerson's** inspiring article, "Do Something for the Community." The piece originally appeared in *GPSOLO* magazine in the July/August 2006 issue.

» **Article:** [Do Something for the Community](#) «

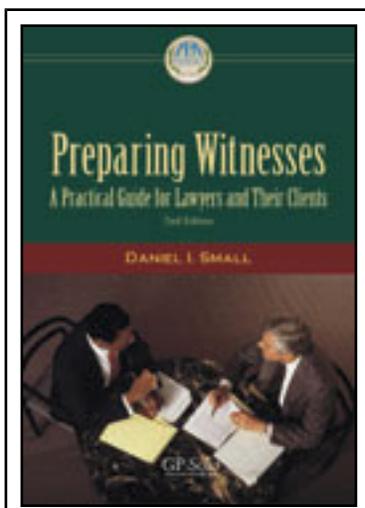


## Million-Dollar Solos Featured in *ABA Journal*

In case you missed it in April's issue of the *ABA Journal*, the magazine not only focused on solo lawyers, but on those who are making an impressive living as solo practitioners. Follow the link below to learn about these lawyers and maybe you can pick up some tricks of the million-dollar trade.

» **Article:** [The Secrets of Million-Dollar Solos](#) «

## GP|Solo Book Featured in Massachusetts CLE



*Preparing Witnesses (2nd Ed.)*, a GP|Solo book published by ABA Publishing, will be featured by Massachusetts CLE in the upcoming seminar, "Preparing Witnesses: How to Guide Clients Through the Treacherous Waters of Being a Witness," on **June 14, 2007**, in Boston, MA. The book's author, **Daniel I. Small**, is the featured speaker at the event, and registrants will receive a free copy of the book.

For more information on this CLE seminar, please visit the MCLE website:

» [CLE: Preparing Witnesses](#) «

## GP|Solo Book Spotlight

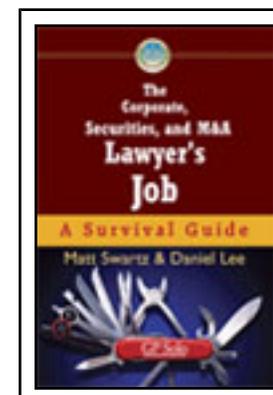
### [The Corporate, Securities and M&A Lawyer's Job: A Survival Guide](#)

New corporate lawyers are assigned a number of tasks for which law school provides no preparation. This Guide gives a head start on the basics, including: how should you organize and execute the closing of a transaction? How should you conduct and report a due diligence investigation? What are the key documents of a venture capital financing and how do they work? What are the main components of an acquisition agreement? And more.

Price: \$59.95

**GP|Solo members: \$44.95**

Available for pre-order, release date is May 30, 2007.



» [Find out about other GP|Solo Books](#) «

» [Visit the Solo & Small Firm Web Store](#) «

## Popular Topics on Solosez

[Solosez](#) is an email discussion list for solo and small firm lawyers that has grown to be by far the ABA's busiest list.

For a taste of what Solosez has to offer, check out the [popular threads](#) on Solosez's Website. Recent threads include:

- [Paralegal's Billable Hours](#)
- [Have You Ever Played Hooky from Work, and If So, What Did You Do?](#)
- [Creepy Clients](#)
- [Networking Home Printer Wirelessly to Laptop](#)
- [Solo Directly Out of Law School?](#)
- [Question Regarding Formation of Legal Practice](#)



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