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From the Chair

By David B. Yavitz

iPhone therefore I AM

All right, what is all of this hype about the iPhone—is it really that cool? You bet your sweet *** it is. The iPhone was first announced at MacWorld San Francisco in January 2007 by Steve Jobs during his keynote address and was received by the audience with great enthusiasm. Everyone couldn't wait until the June 2007 release date. Since the iPhone first became available, Apple has sold more than 4 million in the first 90 days.

Just to bring everyone up to date (March 2008) the iPhone comes in two sizes, the 8 GB model which sells for \$399 and the new 16 GB model for \$499. Except for the extra capacity both iPhones offer the same features and functionality. Is it worth the extra \$100 to double the storage? In my opinion, yes. People buy the iPhone not just because they want the best smart phone on the market, but also because it is a widescreen iPod as well as a fantastic Internet and e-mail device.

When comparing iPods, an additional 8 GB increases the storage from 1,750 to 3,500 tunes, 10 to 20 hours of video and 10,000 to 20,000 photos or any combination thereof, and after all, the iPhone is basically an iPod Touch with a phone inside.

So, what are the things you need to know before buying an iPhone. First there is the network. Apple signed an exclusive licensing agreement with AT&T. The iPhone is a locked GSM phone, meaning it works only with AT&T. GSM is one of two different cellphone networks, the other being CDMA (used by Sprint and Verizon). GSM is used by most countries in the world thereby giving you access when overseas. AT&T offers three individual rates for the your iPhone account, 400 minutes for \$59.99; \$79.99 for 900 minutes and \$99.99 for 1,350 minutes. All plans give you unlimited e-mail and Web access, 200 SMS text messages (can increase SMS text messages for additional fees) along with unlimited nights and weekends on the two higher end plans (5,000 with the \$59.99 plan), monthly rollover minutes (unused minutes each month rollover into your next months allocation) and unlimited AT&T mobile to AT&T mobile minutes in all plans. A two-year service agreement and a \$36 activation fee are required. The really cool thing about signing up for AT&T service is that you don't do it at the AT&T store or the Apple store, you do it on your computer. Of course, you can transfer your existing mobile telephone number to your new iPhone

during the activation process.

iPhone Specs. The iPhone is a 4.5 x 2.4 x .46 inch computer that weighs 4.8 ounces that runs on the Mac OSX operating system with a 480x320 pixel 3.5 inch widescreen multi-touch display, containing a 2 Mg camera supporting Wi-Fi (802.11b/g), AT&T's EDGE network and Bluetooth 2.0+EDR technology. The built in rechargeable li-on battery (not user accessible) supports 250 hours of standby and eight hours of talk time, six hours of Internet usage and up to seven hours of video or 24 hours of audio playback. iPhone requires either a PC with a USB 2.0 port running Vista or XP (SP 2.0 or later) or a Mac running Mac OSX 10.4 or later. Whether you have a MAC or PC, iTunes 7.5 is required to access the iPhone.

iPhone Features. The iPhone is first and foremost a (1) smart mobile cellphone, (2) an iPod, (3) an Internet terminal device, (4) a camera (5) a pocket computer (6) an alarm clock and stopwatch (7) a flashlight and (8) a pocket mirror when the screen is off.

Smart Cellphone. Except for the sleep-wake (on-off) switch on the top; the Silent/Ring switch and the Volume switches on the side, there are no moving switches on the iPhone. The touch screen controls everything else. The only real button on the iPhone is the Home button on the front, which gives you access to the home screen. The home screen contains various function icons (soft keys) used to select the various programs and functions. In order to control the iPhone you need to learn

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7 basic finger techniques, Tap; Drag; Slide; Flick; Pinch and Spread; Double Tap and 2 Finger Tap. The Tap is used to select on-screen buttons. Drag is used on a map or Web page, e-mail or photo to scroll. Slide is using your finger in a sliding motion to confirm an action such as unlocking the screen. Flick is a fast slide to scroll lists or overflow screens. Pinch and Spread is just as it sounds and is used to zoom in on a Web page, e-mail, Google map or photo. Placing your two fingers apart on the screen and bringing them together will zoom out. Double Tap only works in Safari (the iPhones full featured Web browser). Two-Finger Tap is used only in Google Maps to zoom out. The iPhone has no keyboard, instead it uses the touch screen to input keystrokes. The keyboard is a smart keyboard and if you make a mistake the software analyzes what you are typing and attempts to figure out what you meant. The iPhone comes with a built in dictionary that allows you to add words you use that are not in the dictionary. The phone feature gives you several ways to dial a call, using your contacts list, favorites list, recents list of all calls made, answered or missed and a keypad. The phone has a speakerphone function, caller id, conference calling, call waiting, call forwarding and voice-mail. The voice-mail function provides you with a list of voice-mail calls on the screen, as opposed to all other cellphones that require you to call in to access your voice-mail. The voice-mail list places a blue dot next to unheard messages, double tap to play, a delete button, call back button, rewind and fast forward slider, greetings recorder button and a call details button, which gives the date and time of the message. Under the Settings screen the iPhone will also tell you the call time for the your current AT&T billing period, something useful if you need to make sure you are not running over your monthly allotment, as well as the lifetime number of minutes. The phone function also allows you to use SMS (short messaging service) text messaging. In January Apple just added a free software update that allows for multiple SMS texting so you can address a text message to a group of people and send with one push of the button. When you get a text message the iPhone plays a marimba riff and the name or number of the sender displays on your screen

with a button to view or ignore. To respond, tap on the text box and the keyboard appears where you can type your response. To send a text message you can use your contacts, recents or favorites list as well as the text list that stores all past messages. In addition to the earbuds with the attached microphone that comes with the iPhone, you can also use your own Bluetooth headset and auto kits to pair with your vehicle.

iPod Functions. Just as the various iPods, the iPhone has all of the functions of the iPod. This function along with the other iPhone features is controlled in iTunes on your PC or Mac. The iPod features allow you to listen to music, spoken word, Internet radio, podcasts as well as watching video, movies and TV shows. With Apples newest video rentals you now can rent as well as purchase video to watch on you iPhone. The iPhone also gives you Cover Flow, stacked pictures of album covers you flick through with your finger to flip them over as if attached to a CD rack. When you see an album you are interested in, tap the cover and you see the back, listing the songs. Tap a song to play.

Internet. The iPhone is a device that gives you access to the Internet, the Web and e-mail. There are two methods you get online using an iPhone, a Wi-Fi hot spot or AT&T's EDGE cellular network. The fastest connection is through a Wi-Fi hot spot (802.11), which gives you connection speed similar to a cable or DSL modem. The iPhone first attempts to get online through a Wi-Fi hotspot and only if that is not available does the iPhone attempt to access the EDGE network. The bad news is that EDGE is a slow network. The good news is AT&T has a newer and faster network called G3. In November 2007, AT&T CEO, Randall Stephenson, let the cat out of the bag when he stated a 3G version of the iPhone is coming in 2008. The 3G (third-generation) network uses HSDPA/UMTS technology (High Speed Downlink Packet Access/Universal Mobile Telephone System), adding many new features including offering simultaneous voice and data services which allows you to talk and use the Internet at the same time. It is expected a new G3 iPhone will come out early in the summer of 2008. Once this happens, the biggest complaint on the

iPhone should disappear. In the settings screen there is an Airplane Mode that turns off the phone, Internet and Bluetooth radios while still allowing the user the functions of the iPod and computer. The Web is accessed through Safari, the free Web browser available for both Windows and Mac. This is not a stripped down version, rather a full-fledged version of Safari. You can rotate the iPhone for a landscape view of a Web page. Of course you get your bookmarks which are imported from your Mac or PC into the favorites list in Safari, a history list of recent sites visited, Google searches and RSS feeds (Rich Site Summary that sends subscribed pages to you). A new feature released in January also gives you Web clips, a Web page or portion of a Web page you can select as a button on your home screen for quick access.

E-mail. This function on the iPhone is like no other cellphone in that you get full formatting, graphics, fonts, attachments, and is compatible with Yahoo Mail, GMail AOL mail, Mac OSX Mail, .Mac mail and most other e-mail accounts. You can access POP, IMAP and Exchange e-mail accounts. In preferences you specify how often you want your iPhone to check for mail (15, 30 or 60 minutes). You can have multiple e-mail accounts. The iPhone gives you a mail list where you see incoming mail showing the sender and subject and first lines of the incoming messages with buttons to read, reply to, forward, file and delete the message. Also, you can add the sender to your contacts list. Attachments are downloaded and can be viewed if they are a Word, Excel, PDF or graphics file. You can also send e-mails using your contacts list or addressing the message using the keyboard.

Camera and Photos. The iPhone has a built in 2 Megapixel camera but no flash. The camera is limited in its ability to capture low light and fast moving objects. The Photos function of the iPhone contains pictures taken by the iPhone camera as well as photos you import through an iTunes sync on your computer. Any photo on the iPhone can be sent by e-mail from the iPhone. Also, you can use any photo on the iPhone as wallpaper or to make a headshot to be included on the contacts page of that person.

Pocket computer. The iPhone is a small pocket computer, which you

access through the home screen (push the physical Home button centered at the bottom of the screen). A new feature allows a user 9 different home screens where you can place different applications or Web clips. The applications that come with the iPhone include Maps, Calendar, YouTube, Stocks, Weather, Clock, Calculator and Notes. Calendar syncs with your Outlook 2003 and 2007 on Windows and iCal and Entourage on the Mac. Also, your Contacts address book in the iPhone syncs with Outlook 2007 and 2007 and Outlook Express, Windows Mail and Yahoo Address Book as well as Max OSX Address Book and Entourage on the Mac. Using vCards you can also sync your contacts from Palm Desktop

4.1. The YouTube application gives you access to YouTube, the online video sharing Web site. Stocks lets you track your favorite stocks with 20 minute delay showing the price and change in either dollars or as a percentage. Calculator gives you a basic calculator with a memory function. Clock gives you the time of day and also allows you to select world clock for various places you choose. You also get an Alarm function, a stopwatch and a count down timer. Notes is a basic notepad that creates a list of saved notes. Weather shows current conditions for a selected location and you can create a list of multiple locations. Maps with Location is iPhone's front end of the online Google Maps. Maps

with Location shows you where you are on the screen. While the iPhone does not have GPS it nevertheless is able to triangulate by using AT&T's cell phone towers along with Wi-Fi hot spot antennas to establish your location. Maps is also connected to your contacts list to help you find a location of friends or businesses listed in your contacts. Maps will also give you turn by turn driving directions as well as traffic conditions in major cities.

As you read this article did you think of ways the iPhone might improve your practice? If you have not already bought one, my suggestion is to wait till the AT&T G3 iPhone is released. Is the iPhone really that cool and a must-have device? You decide.

Managing e-discovery: What is required and how to save money

By Jennifer Bertoglio, Esq.

Electronic discovery (e-discovery) refers to any process in which electronically stored information (ESI) is located, preserved, and searched with the intent of using it as evidence in a legal case. With modern business conducted largely through electronic means, discoverable materials in lawsuits now take the form of employee e-mails, soft copies of agreements and contracts, databases, spreadsheets, etc. As a result, e-discovery is an increasingly prevalent aspect of lawsuits and can become easily overwhelming for even the most seasoned attorneys.

What you need to look for and how you can best manage the e-discovery process to save both time and money.

The new Federal Rules governing the preservation, collection and production of ESI mandate careful and thorough handling of such information. State courts across the country are increasingly developing similar expectations, whether through rulemaking or case law. No matter how you slice it, successful management of the e-discovery process can be cumbersome and many

law firms and their clients are likely not prepared to handle the strain on resources.

However, the e-discovery process can run much more smoothly and economically with some foresight and planning. The following are a few tips that may help make your next e-discovery effort more manageable and cost-effective.

Records Management

Because enormous amounts of data can be stored in trivial amounts of physical space, many companies are lax in their development and enforcement of document retention policies for electronic data. As a result, when litigation hits, excessive amounts of data must be collected, processed and reviewed, drastically driving up the cost of discovery.

To avoid this problem, a reasonable document retention/destruction policy should be in place before litigation is ever contemplated. The implementation and enforcement of a policy mandating that only data necessary to the opera-

tion of a company's business is maintained will significantly reduce the time and costs of complying with discovery requirements in litigation.

Identification, Preservation, and Collection

When litigation is contemplated, the first step is to identify the data that may be the subject of discovery, and to preserve that data. This is particularly important because even ordinary operation of a business might result in overwriting or alteration of electronic records that should be preserved. A company or its outside counsel can work with IT staff to understand how a company's data systems record information, while suspected custodians of discoverable data can be surveyed or interviewed regarding the applications and data storage locations that they use. Once the data is identified and preserved, care should be taken to ensure that the data is collected in a manner that it is not altered or destroyed.

The idea here is to be proactive and establish preservation approaches and

definitions for what may be considered relevant material, which can help reduce e-discovery costs. It is usually much more costly, both financially and in terms of your position in the litigation, to go back and try to fix mistakes made during the discovery of ESI, than to do it right the from the beginning. Partnerships with e-discovery specialists can be invaluable in implementing an efficient and legally defensible process for the identification, preservation and collection of data.

Processing

Strategic planning and thoughtful consideration are just as important in the processing stage of e-discovery, where the relevant e-discovery data is extracted for review. Date culling and key word searching are often used to eliminate irrelevant information in an automated manner. By reducing the volume of ESI up front, the cost of hosting and reviewing the data can be dramatically reduced.

Of course, an initial understanding of the case and the company's documents are important to ensure that discoverable documents are not improperly culled. In some cases, it may be desirable to negotiate a set of keywords for searching, to avoid arguments later about whether appropriate pre-processing took place.

E-discovery Review

Once the ESI is processed, the resulting information typically undergoes attorney review. At its most basic level, the ESI is reviewed for relevance and attorney-client privilege. Often, ESI is also designated for confidentiality under a protective order. While certain "objective" data can be automatically extracted from ESI during the processing stage (e.g., to, from, subject lines, dates, etc.), reviewers can supplement that information by providing attorney notes, identification of "hot" documents, or other forms of subjective coding that may be invaluable in enabling outside counsel to quickly and efficiently access the information they need for depositions and trial.

In many cases, attorney review can quickly become time consuming and an expensive part of an e-discovery project. However, there are numerous steps that can be undertaken to minimize the burden and maximize the value of the results to your case. The

use of a legal staffing company that specializes in staffing and managing e-discovery reviews can provide invaluable insight and dramatic gains in overall project efficiency.

Leading e-discovery staffing firms can provide highly-qualified and economical review attorneys who specialize in exactly this type of project. By carefully structuring a review team, and allocating different types of documents to the most qualified and cost-appropriate reviewers, the resulting review is completed more quickly and more accurately.

Careful management of the review team is also important, as you need a structure that promotes collaboration and focuses on streamlining the process. Anyone who has managed a document review knows what it feels like to "finish" a project and realize that some people on your team were coding documents differently than the rest of the attorneys. These disasters are avoidable when good management is employed.

Choosing the right e-discovery partner with an optimal review tool also contributes greatly to the speed and ultimate cost reduction of an electronic document review. A higher quality review tool and database can increase the speed of review exponentially due to features that automatically mark duplicate documents, keep all parts of an e-mail chain together, and bulk code identical or related documents. Newer "concept grouping" technologies can be even more effective in grouping documents with similar subject matters, allowing each reviewer to become a "specialist" on specific issues.

Coupled with these factors is the time savings benefit of using a technologically advanced review space. Leading review centers provide exceptional data bandwidth, large computer screens, and ergonomic work stations in an open, collaborative work environment. Equipping a review team with a specialized review center can dramatically reduce the time and cost of a review, through factors such as increased responsiveness of the ESI review application, improved presentation of information to the reviewers, increased collaboration amongst the team, and the inevitable improvements in concentration and accuracy when a reviewer is working in a comfortable and well-equipped environment.

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E-discovery Delivery

Once at the production and presentation phases, reviewers have narrowed down the universe of files and preserved the client's attorney-client and work product privileges, and protected the confidentiality of the client's data. However, there is still work to be done in order to produce the requested material. Experienced e-discovery service providers can help provide the information to opposing counsel in a

format that is accurate, complete and acceptable to all involved.

While e-discovery can be a significant burden for law firms and corporate clients, the best way to satisfy clients' needs is through careful and proactive management from start to finish. Be aware, and be prepared. As the course of litigation is unpredictable, so too are the demands of e-discovery. However, employing the methods discussed above and partner-

ing with the right teams can make all the difference.

About the Author: Jennifer Bertoglio, president & CEO of LawyerLink, founded the firm in 2005 and specializes in eDiscovery review, recently building an unprecedented 100 person dedicated review facility in the Sears Tower. More information about Ms. Bertoglio and LawyerLink is available at www.lawyerlinksolutions.com or by calling (312) 962-5750.

Inbox overflowing? Tips for taming the beast

By Trent L. Bush

It's time for a brief technology confessional. How many messages are in your inbox? Ten? A hundred? A thousand? Be honest—this is just between you and your server. Now sort them by date. What's the date of the oldest message? Are you scratching your head as to why you still have that message? Feeling a little overwhelmed? Perhaps drowning is a more appropriate description? Don't feel bad; you're not alone.

For most attorneys, e-mail is now the primary means of communication with the outside world. You get e-mails from your office, clients, other attorneys, professional organizations, friends and family, not to mention countless spam messages. How can you pull yourself out and stay above water? Even if you answered a thousand to the question above, there's hope. The following are some suggestions for taming the beast. The article is written with Outlook in mind. Other applications may have somewhat different steps, but the principles should apply.

STEP ONE: Time for a little spring cleaning. As our seemingly interminable winter draws to a close and spring nears, now is a perfect time to do some technological spring cleaning. Before you can start to address the deluge of e-mail that you will continue to receive on a daily basis, you should first dig out from the mess that's already in your

inbox. You can essentially select one of two strategies: (1) a mass purge (i.e., getting rid of everything); or (2) sorting and filing.

1. Mass purge. As the name suggests, a mass purge will clean out your entire inbox in a few easy steps. The advantage is you can do this in a matter of seconds. The disadvantage is you will obviously be deleting messages that were presumptively left in your inbox for some purpose. However, this may be the best option if you have neither the time nor the inclination to actually sort through those thousand or so e-mails. Here's how to do it: (1) go to your inbox; (2) click Edit from the menu in your toolbar and then Select All (all messages will then be highlighted); (4) click Edit again and then Delete. Now you can start fresh! (Don't worry: you can click Undo Delete if you have immediate buyer's remorse. Otherwise, the messages should stay in the Deleted Items folder until that folder is emptied).

2. Sorting and filing. If there are items in your inbox that you prefer to keep and a mass purge is therefore not an option, you will need to sort through the messages one by one. This is no doubt a daunting task if you actually do have a thousand e-mails. However, there are still some things you can do to help lighten the load.

Sort by columns. At the top of the

messages pane of your inbox are certain columns or fields. You will probably see things such as From, Subject, and Received. You can easily sort your messages simply by clicking on the applicable column. For instance, click on Received to sort by date. After doing so, you can easily see your oldest messages. Do you have a bunch of really old ones? Chances are you don't need them. You might decide that anything older than six years can safely be deleted. If so, click on the oldest message then scroll up (or down, depending on how you have them sorted) to the message at your cut off point. While holding down the Shift key, click on that message and all messages in between will be highlighted. You can think right click anywhere over the highlighted messages, click Delete, and those messages will be deleted. (If you want to be really fancy, you can deselect certain messages from the highlighted range by holding down the Control key and clicking on the desired message). Or let's say your brother-in-law likes to send you every lawyer joke that comes his way and you just never bother to get rid of them. You can sort by the From column, after which all of brother-in-law's e-mails will be grouped together and can quickly be deleted using the approach from above.

Search for particular messages. You may have many messages in your

inbox that can't easily be grouped from the column fields but that nonetheless can be similarly treated. For example, if you serve on an ISBA section council or committee, you periodically receive legislative items for review. (More on managing these later). These items may be sent by the same person; however, the responses (sometimes voluminous) are from a variety of people. Thus, sorting by name, date, or even subject (as the bill numbers are different) is not effective. However, the content of the messages always contains the preface: "The following bill was filed that your section council needs to review." You can find all these messages by performing a search. To perform a search, use the Find feature. At the top of your inbox messages pane, there may be a small toolbar that includes a box preceded by "Look for:." If not, click on Tools in the Menu and click Find. You can then enter a query in the box for any of the common words (i.e., "following bill") and the results will then appear.

Congratulations. You have now thinned out your inbox considerably. The next question is: Why are you keeping the stuff that remains? Were you keeping it because you wanted to save the contact information? If so, drag the e-mail over to the Contacts icon on your Outlook bar, make and save the contact info, then delete. Do you need to do something regarding the e-mail? If so, drag the e-mail over to Tasks icon, create a task, then delete. Is the e-mail regarding an appointment? If so, drag the e-mail over to the Calendar icon, create an appointment, then delete. Sense a theme? The point is to not use your inbox as the repository for these things that are more appropriately handled elsewhere or you will never stay above water.

For those items that you really must keep, set up appropriate folders within Outlook to store the messages. For example, you may want to have a generic Clients folder for client related message. Or perhaps you want a Clients folder with client-specific subfolders. You can set up whatever directory structure is appropriate for your situation with the ultimate goal being the efficient retrieval of information. You can easily set up folders in Outlook in the Folder List pane. (If the pane is not visible, click View on the menu then Folder List). Right click over

the location where you want the folder, click "New Folder;" and then name you folder. You can create as many folders and subfolders as desired. You can then begin the process of sorting through the remaining messages to clean out your inbox.

STEP TWO: Maintaining Your inbox. Now that you have a nice, clean inbox, the next challenge is to keep it that way. There are two important components to maintaining your inbox: keeping things out and processing things that get in.

1. Keeping Things Out. One of the best ways to maintain your inbox is to keep unwanted stuff (i.e., spam) out of it in the first place. While there are some tools available within Outlook (e.g., Junk Senders and Adult Content Senders list), the more effective way to deal with spam is by utilizing a third-party product. Depending on your user environment and budget, there are many software options, including offerings from well-known companies such as Norton and McAfee, and hardware options such as the Barracuda Spam Firewall available.

2. Processing What Gets In. Once you have a clean inbox and appropriate spam fighting defenses, you should develop your own system for processing the steady flow of e-mails that rightfully make it to your inbox. The approach will vary depending on your usage, but there are a few strategies that will work for most users.

Utilize Rules. Outlook contains a Rules feature, which can be an effective way for managing the flow of messages that go to your inbox. A Rule is a set of conditions that you can establish to automatically organize messages. These can be particularly effective for things such as list-serves, where the messages—while important—do not typically have to be addressed immediately.

Let's go back to the example of the legislative review e-mails. These are items that rightfully make it to your inbox and require action but can easily clog up your inbox. They are therefore perfect items for which to create a rule so they can be automatically directed to a specific folder, allowing you to keep an organized inbox while at the same time effectively responding to these action items.

So how do you do it? You can use the Rules Wizard found in the Tools menu, which take you through a step-

by-step process to define the conditions that will apply to a particular message. Perhaps an easier way to create a Rule is when you have already received a message, in this instance a message to review legislation for your section council or committee. Here's how to do it: open the message > click Actions and select Create Rule.... The Rules Wizard will then appear. You will then be presented with certain conditions that the Wizard automatically picks up from the message itself, such as who the message is from, what's in the subject, to whom it is sent, etc. You need to check the conditions that you want to apply to the message. In our example, the sender of the original is typically the same person from the ISBA. However, if we only applied that condition, the messages from the ISBA would be routed to our specified folder but the responses would end up on our inbox. Because the messages always contain the sentence "[t]he following bill was filed that your section council needs to review," the better way would be to check the condition "with specified words in the body." After selecting that condition, you can then click on specified words and to specify the words for the condition (e.g., section council needs to review). Once the appropriate condition has been defined, click on Next. You will then specify what you want done with messages that meet your specified criteria. You can then click "move it to the specified folder." Click on specified folder to bring up a new window showing your file directory to select the appropriate folder (e.g., Legislation). If you do not have a folder created, you can create a new one at this time. After you have designated a folder, you will then be asked if any exceptions will apply (e.g., if the subject contains specific information, such as a specific bill that you want directed elsewhere). Finally, you will be asked to name the rule.

Rules can be modified or deleted after they are created, so you can modify the settings to maximize their effectiveness. Now that your rule has been created, you can effectively review your messages at your convenience without cluttering up your inbox.

Developing Your Own Maintenance System. Even after you start with a blank slate, have great folders and effective rules, you will still need to develop your own system to maintain

your inbox. There are literally hundreds of articles online (and probably even books) about various strategies that can be employed. Some suggest setting aside a certain amount of time each day dedicated solely to processing your e-mails. While that sounds good in theory, I have never seemed to make it work in practice. I try to live by what I call the "no scroll" rule—which is to be able to see all the messages in one pane without scrolling down. Other than utilizing folders, I have found that

the most effective way to maintain this system is by utilizing the drag and drop features of Outlook to get the messages out of my inbox and into the appropriate application. If it needs action—to Tasks; an appointment—to Calendar; contact information—to Contacts, etc.

Although it takes work and persistence, by cleaning your inbox and developing an effective maintenance system, you will be able to utilize e-mail as it was meant to be used—as an efficient and effective communication

tool.

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Easier cell phone data transfer?

By Meredith E. Ritchie

It would appear so...

A new piece of technology has just been released by Brickhouse Security: the Cell Phone Sim Spy Card. On its Web site, Brickhouse lists the uses of the spy card as follows:

- Copy your phone book onto your PC
- Allows user to find deleted text
- Allows user to view up to last 10 numbers dialed.
- Transfer data from one SIM card to another
- Edit SIM card information on your computer
- Back up phone numbers and SMS messages
- Forensically examine your SIM card to find deleted text messages and numbers
- Program your SIM card to only dial numbers and make calls that your permit. (Good for controlling children's calls or company employees.)
- Allows you to backup, restore and edit your phone book.
- Easy transfer of data from one SIM card to another SIM card

The company states, however, that the Spy Card may not work with some Nextel/Sprint phones, two-way phones, all Verizon phones and some prepaid phones. They also warn that not all cell phones have SIM cards.

The Web site list some uses includ-

ing monitoring a spouse's activity and monitoring employees to see if they are transmitting company secrets.

There are currently two reviews on the company Web site. Both reviews are positive from husbands who are checking up on their wives cell phone activity. The review section of the Web site states that reviews are "subject to approval."

Counsel should advise its clients as

to the current privacy and employment laws before suggesting that corporations or individuals implement any surveillance techniques. Additionally, corporate policies and handbooks should be updated to reflect any changes to company cell phone use.

Ms. Ritchie is Associate General Counsel and Ethics Officer for Alliant Credit Union, Chicago, Illinois.

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