



ILLINOIS STATE
BAR ASSOCIATION

STANDING COMMITTEE ON LEGAL TECHNOLOGY

The newsletter of the ISBA's Standing Committee on Legal Technology

From the Chair

By Trent L. Bush

The Chains That Bind You? Does technology set you free from the office, or does it bind you to it? For me, the answer is yes.

Today is my first day back to the office after a wonderful week out of the office on a family vacation. Because I knew I owed our patient newsletter editor this column, I was trying to think of something interesting about technology at all stages of my trip. I was in charge of getting all of the technological "necessities" ready for the trip: my laptop (and movies for the kids for the plane); BlackBerry; iPod; camera; and, of course, headphones, charges, and various other cords to keep everything running. During our travels, I was in charge of showing the movies, playing the music, and taking the pictures. At the vacation house, I was in charge of making sure we had connectivity to listen to the Northsiders' games (including a particularly notable no-hitter) via my BlackBerry and laptop. Then, of course, I was in charge of packing everything back up and getting it back where it came from. Everything worked fine, I got some great pictures, I didn't break or lose anything, and my kids were quiet on the plane. I consider that a success.

Throughout the trip, I had the ability to stay connected to my office. While I had the ability, I was consciously trying to stay out of touch. I have to admit that it has become a fairly ingrained habit for me to regularly check my BlackBerry when I am out of the office for new e-mails. By regularly, I mean a lot. However, I was able to restrain my self on vacation and only check just a few times a day and only respond to a few. So was my BlackBerry a chain? Somewhat, but it also meant I didn't have a zillion e-mails to read when I got back to the office and I only addressed time sensitive matters. I also had the ability to connect to the office network via my BlackBerry and laptop combo, but I am happy to report I saved that connection for the Pennant race. While my wife may disagree, I think that was a pretty good balance.

COLT Updates. In my first Chair Column, I outlined COLT's mission statement and priorities. Our priorities include: (1) electronic courts in Illinois (specifically, educating the membership on the status of electronic courts in Illinois and serving as a resource on the subject); (2) act as a visible and accessible resource for day-to-day tech issues in our practices; and (3) be a valuable resource to the ISBA. The following is a brief update on those priorities.

1. Electronic Courts in Illinois.

Our Subcommittee on Uniform Electronic Filing Rules met prior to our September meeting. The Subcommittee will be preparing a list of items and issues to present to the full committee by November. We hope to have an article suitable for Bar Journal publication by the mid-year meeting.

2. Tech for Lawyers. AskCOLT continues

to be available and utilized for our members to ask tech-related questions. Recent questions and answers will be published in various media, and the ISBA Web site redesign should make this a more visible and valuable resource for our members. In addition, we are submitting a proposal for a half-day CLE program on several topics that were of great interest at the Solo and Small Firm Conference. If approved, the program will be held in February or March. More on that as details develop.

- 3. Resource to the ISBA.** COLT members were actively involved in the planning and execution of another successful Solo and Small Firm Conference. The Tech Track was well received, well attended, and included such topics as digital dictation and speech recognition, software as a service and online applications, tech for tightwads, e-discovery in a small case, PowerPoint, working remotely, and the ever-popular 60 tips in 60 minutes. If you did not have an opportunity to attend the Conference, continue to check back to the ISBA's Web site for an opportunity to review the sessions online. And keep checking back with COLT to get the tech information that can help you improve your practice or, perhaps, set you free from it.

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I love my new computer

By Todd Flaming

Although I work in a Windows environment, I use a MacBook Air. I use it for three reasons. First, it is light and thin, which offers a real advantage when traveling. Second, it runs the Mac operating system, which is superior to the Windows operating system for my purposes. Third, it is extremely well designed. Each of these advantages is significant in helping me practice law.

The MacBook Air is light and thin. It weighs 3 pounds and is about 3/4 of an inch thick at its thickest point. The advantage of a thin laptop is that I can travel with it without overloading my brief bag or my small travel bag. What this allows me to do is travel with only one carry-on bag. A thicker laptop would push me over the limit. Stories of how much time and hassle this saves me are too numerous to recount. But I'll recount one. I was coming back from Germany when my plane had to make an emergency landing in Glasgow. There was a small fire, fortunately of no real consequence. Yet the plane was grounded overnight. Passengers traveling with checked bags had to wait three hours on the plane to get them. I, along with several others, were able to get out quickly and enjoy a glass of Scotch in Scotland. Not checking bags relieves so much travel stress and saves so much time that I consider it one

of my most important tips. Try that with a normal laptop.

The MacBook Air runs Mac OS X (ten) Leopard. That's its latest operating system. This operating system lets me do great things, because the built-in features are great and the third-party applications are even better. To start with, I use Microsoft Office for Mac and it runs very well. There are no conversion problems. I also use additional programs, such as QuickSilver, which gives me almost instant access to any document I want. Great Mac programs are too numerous to list.

The MacBook Air is also well designed. The screen is a glossy 13.3-inch, wide-screen LED backlit display. It is the same viewable size as the screen on MacBook. The 1280-by-800 resolution provides vibrant images and rich colors at full brightness. The MacBook Air goes to sleep when I close the cover and wakes up when I open it. I can work right up until my train stops at my home station and then shut the cover and stuff it into my briefcase. And that's easy to do, because it tapers on all sides. It slips right in. The keyboard is backlit, easy to use at night. The touchpad mouse allows me to use two fingers to shrink an image by pinching and expand it by pushing my fingers apart. And the Air has a built-in camera, allowing for free videoconfer-

encing. The list goes on.

To be sure, using the Air and, in general, the Mac OS in an environment that is Windows-based is not always easy. It took a bit of time and effort to adapt the machine to get the right software. And not all internal programs run on it. But the ones that don't I don't like anyway, and I'm fighting to get rid of them. No one piece of software should force me to pick an operating system I don't like.

Other complaints you'll hear about the Air are that it has no disc drives, no Ethernet port, and only one input/output port—the one USB port. The have not proven limitations for me. I can use remote drives on someone else's computer. And into the USB port I plug my USB expander. Into that I plug the Ethernet-USB converter and plug right into my firm's network. And into it I also plug my wireless mouse antenna.

One more thing. The Air is cool. It's nice to be on the road with a cool computer. If you think that's silly, why do you buy flashy cars or nice suits? You need only a small Toyota Corolla, and a \$200 suit will suffice. Why have big, fancy offices? You can work in a cubical and take phone calls outside, saving lots of money. Why wear expensive watches? Digital watches work better. If you are strong enough to admit that you like cool stuff, then free yourself and get an Air.

Have you created a privacy policy?

By David Clark, Standing Committee on Legal Technology

With more and more information gathered electronically, everybody needs to consider a privacy policy. Contained within that policy should be statements describing how data is captured; how it is stored; how it is distributed and the conditions whereby it is shared. Clients need to know that confidentiality extended in the attorney-client privilege is also extended to the data and metadata about them.

Staff needs to understand your Privacy Policy and know never to deviate from it.

When a client meeting is first held, are you capturing information that is stored electronically? If this is done by a questionnaire, are you informing them that they have the right to see your Privacy Policy?

Let's get down to it. Contained within your policy, should be a description of how you treat captured data. Clients

need to understand that office personnel may be accessing data or metadata and clients need to have spelled out for them that all personnel follow the same written privacy policy. A description should detail that the policy applies to notes, correspondence, emails, messages, and transcripts contained within work product. Clients need reassurance that this information is guarded.

Similarly, a description of how infor-

mation is stored should be outlined. Methods of day-to-day storage as well as long term storage should be explained. If information is stored at a location off-site, then a description needs to inform clients of the procedures in place to safeguard privileged information.

Under certain circumstances, a waiver of release from clients may be considered in advance to allow compliance to subpoena or court order. This doesn't mean a surrender of that information without due process, but this waiver alerts clients from the onset that there may be special circumstances whereby information must be disclosed.

Careful consideration must be made in the construction of your privacy policy and thoughtful ways to inform clients of

its existence. Privacy policies should protect both client and staff in a consistent and professional manner.

Privacy policies are encouraged for attorneys in both the private and public sector. Agencies of government can profit from privacy practices outlined in a template document created by a working group of the Global Advisory Committee to the Department of Justice. This work entitled: "Privacy, Civil Rights and Civil Liberties" can be obtained in MSWord version by requesting it from GLOBAL@irr.com . This may prove invaluable to the private attorney as you create your own policy statement.

(David Clark is General Manager of DigitalBridge Justice of Orem, Utah.)

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Cannon ScanFront 220P

By Bryan Sims

Introduction

I recently had the opportunity to evaluate the Canon ScanFront 220P, a standalone network scanner. For some time now, I have been wanting to try a network scanner. Because I use a laptop as my primary machine, I like to have as many devices as possible connected directly to the network rather than to my computer. To do otherwise, cuts down on the mobility of the laptop. Thus, a network scanner is a perfect complement to my network. I was not disappointed when I tried the ScanFront.

Canon makes two ScanFront 220 scanners <<http://www.usa.canon.com/opd/controller?act=OPDCategoryIndex&fccategoryid=2540>>. Their specs appear to be the same except that the 220P (which I tried) includes a fingerprint scanner for authentication. The scanner is a full color duplex scanner. It is rated at 26 pages per minute, and scans to TIFF, JPEG, and PDF formats at up to 600 dpi.

Direct control of the scanner comes by way of a large touch screen that allows you to access all of the scanner's functions. Additionally, the scanner includes traditional keyboard and mouse connections, as well as two USB ports. I no longer have a keyboard or mouse with traditional connectors. However, when I plugged

in a USB keyboard and mouse, I had immediate control over the scanner. This is useful if you decide to require people to log in to use the scanner. Additionally, you can also access the scanner through a Web interface. This allows you to easily identify shared folders, create jobs, and manage other settings.

If you wish, you can set the scanner up to require users to enter a password to access the scanner. With the 220P, you can bypass the password and use the fingerprint scanner. Similarly, you can have the scanner record a log of all activity. Conversely, you can set it up so that the functions are readily available and the user need not enter any information to access the features.

You can scan your documents to a network folder, to an FTP location, direct to a USB drive, or send them via email. The ability to scan to a USB drive is a nice feature in that it allows you to use the scanner even if it is disconnected from the network.

Even with the feed trays unfolded, the scanner is amazingly compact, especially considering the large touch screen. The scanner does not appear to be available directly from Canon's Web site. However, the 220P is available from Amazon for \$1,767.07. The 220 at Amazon is

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By Adrienne W. Albrecht, with an update by Gordon L. Lustfeldt



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Review

I loved this machine. It is easy to use and gives you multiple options on how to do things. For example, you can access the unit by using the touch screen, or you can add a keyboard and mouse, or you can access certain functions over the Web interface. Best of all, the scanner does not require you to perform a particular task in a particular manner. Instead, it allows you to configure the scanner in the way that makes the most sense for you.

For example, you can create jobs that will automatically scan in a certain manner. To test it, I created a job that scanned simplex, in black and white, and delivered the file as a PDF to a shared folder. I also created a job to scan duplex and output the file as a PDF with OCR ran on it. I can choose either of these jobs simply by pressing the button on the touch screen in the job menu. I was also able to assign different colors to the job buttons to make them more easily identifiable. Given the variety of settings, the job buttons are practically infinitely customizable.

In addition to the job buttons, you can also completely bypass them and manually set the various settings when you scan. Again, this is a good example of how the device allows you to operate it in the manner that works best for you.

As part of my test, I decided to scan several of my personal real estate files. In doing this, I was impressed by a couple of things. First, it scanned documents at a quick rate. I didn't time it to see if it was actually 25 pages per minute. However, it seemed sufficiently quick. It slowed down a little when I scanned a few pages in duplex at 600 dpi (just to see what would happen). However, I don't think many people will be doing this.

Second, it handled, without problem, pages that had been stapled. In our office, we have a digital copier that includes scanning capabilities. One of the drawbacks of the ADF on that scanner is that it will often jam when scanning pages that had been stapled. I was quite pleased to see that I encountered no problems when scanning the previously stapled pages.

It was during this test, however, that I discovered one of two minor issues that bugged me about this scanner. The first issue is that after I scan a document, the touch screen returns to the home page. This means I have to select the Job

Button to get back to the job screen and then select the job that I want. I would like to have the option of returning to the job screen rather than the home screen. This would make it more convenient when scanning large numbers of documents.

The second minor quibble that I had with the machine is that the login screen of the Web interface does not work with Firefox. I had to open the page in IE Tab to access it. This isn't a huge deal, but I have to wonder why no one bothered to test and fix this issue.

Notwithstanding these minor issues, I found the scanner easy and efficient to use. I would not hesitate to purchase this device if I were in the market for one. In fact, I am now trying to justify purchasing one for my home because I don't want to send my review model back.

Despite the fact that the scanner is very customizable, I do wish that there were more options for naming conventions. The automatic naming convention now names files with a time and date stamp. For example, a file might be named 20080610225007383.pdf. This would reveal that the file was scanned on June 10, 2008 at 10:50:07383 pm. The main problem with this scheme is that if you scan several documents on the same day, the differing digit falls late in the file name. In a future version of the machine, or perhaps a firmware update for this model, I would like to see a customizable naming scheme that would make it easier to identify files. A simple solution might simply be to put an underscore between the last digit of the day and the first digit of the time.

The model that I evaluated had the fingerprint reader. A legitimate question

is whether this is needed. Based upon my tests, I would want this if I were going to require users to log in to use the scanner. Thus, if tracking the use of the scanner was important to you, having the ability to login without having to type a password (whether on a keyboard or the touch screen) is very nice. Similarly, when you set up the scanner you can configure the job settings so that certain users have access to only certain jobs. If these are important considerations for you, I would suggest going with the 220P. If these are not important to you, you may want to save the few dollars and opt to forego the fingerprint authentication.

Verdict

The ScanFront has great features, is easily configured, allows you to work in the most efficient way possible, and does a good job of scanning. I believe that this scanner would be an excellent solution for anyone seeking to add a standalone network scanner to their office. This is true whether you are part of a larger office and are adding it for a specific workgroup, or if you are a small office or a solo and adding it for the entire firm. If I were in the market for such a machine, I would not hesitate to purchase this one.

The ScanFront is not a perfect machine. However, I encountered no problems when using it and it did what it was supposed to do. I like machines that do one thing and do them well. It has been a long time since I encountered a device that meets this criteria as well as the ScanFront 220P does.

This review was previously published by TechnoLawyer.

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Internet browsers you should try

By Peter LaSorsa

Many attorneys are too busy practicing law and running their businesses to worry about which Internet browser they should use. Here is a list of different Internet browsers and what they are best suited for. In your free time, it may be worthwhile to check these browsers to see if they better fit your needs rather than the traditional Internet Explorer that most utilize daily.

Firefox:

Most of us already know about Firefox for its great interface and speed. I feel it's a great alternative to IE. It's fast, secure, and fully customizable. There are literally thousands of Firefox add-ons, which allow you to customize your browser according to your needs.

Best for: People who like to enjoy a fast browsing experience and like to customize their browsers

Opera:

Opera is one of the fastest Web browsers. Opera handles common Internet-related tasks such as displaying Web sites, sending and receiving e-mail messages, managing contacts, IRC online chatting, and reading Web feeds. Some of the features of Opera include high performance, tabbed browsing, page zooming, mouse gestures, and an integrated download manager.

Best for: Fast browsing, low resource hogging browser.

Flock:

It is built on Mozilla's Firefox codebase, the Web browser Flock is as extensible and speedy as its open source cousin. It specializes in providing social networking and other Web 2.0 features built into its interface. It also integrates with popular sites such as YouTube, Flickr, Facebook, LiveJournal, etc. to give you access to all their features without having to visit them directly.

Best for: People who are involved in many social networking sites, blogging and RSS Feeds.

Safari:

Safari is a Web browser developed by Apple Inc. It is the default browser in Mac OS X. On June 11, 2007 Apple released Windows XP and Vista compat-

ible versions. It has most of the necessary features like tabbed browsing and RSS handling. It's standards compliant too, and the lightweight build makes it one of the fastest browsers.

Camino:

It is also based on Mozilla's Gecko layout engine and specifically designed for the Mac OS X. Using the Aqua user interface, it integrates a number of Mac OS X features such as the Keychain for password management and Bonjour for scanning available bookmarks across your local network. You can migrate your Firefox data and extend Camino in similar ways, using differences in keyboard shortcuts described on the site. The "Single window mode" feature forces Web sites that insist on opening new windows to open in tabs, keeping window clutter to a minimum.

Best for: People seeking an alternative for Safari

Shiira:

Shiira is a Web browser for the Mac OS X. It has a great design and a very eye candy interface. It is one of the fastest and most functional browsers for users of Mac OS X. It has a page transition effect which works only in Tiger, it allows you to switch between pages as if you were reading a book. The browser also has an option of private browsing which when enabled, stops history and cookies from being recorded.

Best for: Mac users who want something more than Safari and Camino

K-Meleon:

K-Meleon is yet another Web browser based on the Gecko engine. It uses native Windows API to create the user interface due to which it's tightly integrated into the look and feel of the Windows desktop. If you compare K-Meleon with Flock, K-Meleon is much lighter as it doesn't have additional features like Flock to slow down your pc.

Best for: People seeking a fast and light windows browser

Epiphany:

Epiphany is one of a family of Web browsers that use the Gecko layout engine from the Mozilla project. It's mainly designed for the GNOME graphi-

cal computing desktop but you can also find one for Mac OSX. The unique feature of this browser is that it uses categorized bookmarks where a single bookmark can exist in multiple categories whereas most of the browsers use hierarchical folder-based bookmark system.

Best as: an alternative for Firefox for the GNOME desktop

Best for: Windows based Apple fans

Maxthon:

Maxthon is a Web browser designed by the Chinese. It is the second most popular Web browser in China. This browser is capable of using both engines, i.e., the Trident layout engine (used in IE) and the Gecko layout engine used in Mozilla. It seeks to provide many rich features and a highly customizable interface, without losing any of the compatibility of Internet Explorer. It is available only for Windows.

Best for: Users who want a Firefox like IE"

xB Browser:

xB Browser is designed for use on portable media such as a pen drive but it can also be used on any hard disk drive. The unique feature of this browser is that it provides for anonymous Internet browsing. It comes in two versions, i.e., 'fast' subscription-based version and a 'slow' version that uses peer-to-peer networking technology to disguise Web requests. This gives you anonymous browsing and email functionality.

Best for: Privacy and security while browsing

SlimBrowser:

SlimBrowser is a tabbed multiple-site browser. It incorporates a large collection of powerful features like built-in popup killer, skinned window frame, form filler, site group, quick-search, auto login, hidden sites, built-in commands and scripting, online translation, script error suppression, blacklist / whitelist filtering, URL Alias. It brings you convenient and comfortable browsing. It's compatible with all Windows editions.

Best for: Users seeking a feature packed browser

Kirix Strata:

Kirix Strata is a Web browser which

still is in its Beta stage. It is yet another Web browser based on the Gecko engine. It allows you to save Web content in various formats so that you can access it later. Using this browser you can access and manipulate Web site data, including Web tables, RSS feeds and server-side databases.

Best for: People who work online on data analytics.

SpaceTime:

SpaceTime is a unique Web browser, which allows you to browse and surf Web sites in 3D. It is something similar to the Flip 3D feature in Vista, but this thing is within the browser itself. With SpaceTime

you can do a 3D eBay Search, 3D Image Search, 3D Web Search, and even enjoy 3D Tabbed Browsing.

Best for: People who want to browse the Web in 3D

Browse3D:

Browse3D offers users a visual advantage making finding and using Web information more productive. It uses the Trident layout engine (used in IE). It provides a graphical three-walled interface for loading and using multiple Web pages simultaneously.

Best for: Comparing two or three pages simultaneously

uBrowser:

uBrowser renders interactive Web pages onto geometry using OpenGL and an embedded instance of Gecko. You can arrange pages in the form of a cube, sphere, wave, etc. It's not meant for serious Web browsers. But if you are interested in some fun time and want to try out something different and unique then you can try out this browser.

Best for: Funtime

Try examining these browsers and you may find one that is a better fit for your needs than what you currently utilize.

Upcoming CLE programs

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October

Friday, 10/24/08 – “The Climate is Changing: Current Topics on Alternative Energies and Strategies for Change” – Presented by the ISBA Environmental Law Section, ISBA Regional Office, Chicago

Wednesday, 10/29/08 - “Real Estate Law Update - 2008” – Presented by the ISBA Real Estate Law Section, Lindner Conference Center, Lombard (*Cap. 150*)

Thursday, 10/30/08 – Chicago, ISBA Regional Office
UCC, Commercial Litigation and Collection Law Refresher Course – Presented by the ISBA Commercial Banking & Bankruptcy Section

Friday, 10/31/08 – “Divorce Basics for Pro Bono Attorneys” – Presented by the ISBA Standing Committee Delivery of Legal Services, Gateway Center, Collinsville

November

Friday, 11/7/08 – “Child Interviewing: Tips, Techniques and Special Considerations to Effectively Interview children in Different Legal Settings” – Presented by the ISBA Child Law Section, ISBA Regional Office, Chicago

Monday-Tuesday, 11/10-11/08 – “Boot Camp: Microsoft Word, Excel

& Powerpoint” – Presented by the ISBA Standing Committee on Legal Technology, ISBA Regional Office, Chicago

Tuesday, 11/11/08 – Utica, Starved Rock Lodge
Expert Witnesses-A Primer – Presented by the ISBA Tort Law Section

Friday, 11/14/08 - Chicago, ISBA Regional Office
Earth(quake), Wind and Fire, Disaster Planning and the Ethical and Legal Issues Presented by the ISBA Standing Committee on Law Office Management and Economics

Thursday, 11/20/08 – Bloomington, Doubletree Hotel
UCC, Commercial Litigation and Collection Law Refresher Course – Presented by the ISBA Commercial Banking & Bankruptcy Section

Thursday and Friday, 11/20-21/08 - “Attorney Education in Child Custody and Visitation Matters” —Presented by ISBA Bench and Bar Section, Co-sponsored by the ISBA Family Law Section, Northern Illinois University, Hoffman Estates

Friday, 11/21/08 – “Navigating Complex DUI and Traffic Issues” - Presented by the ISBA Criminal Justice Section Council and the Traffic Laws and Courts Section Council, Eastland

Suites Hotel and Conference Center, Bloomington

Friday, 11/21/08 – Electronic Health Records: Current Legal and Ethical Issues” -- Presented by the ISBA Health Care Section, ISBA Regional Office, Chicago

December

Friday, 12/5/08 - Chicago, ISBA Regional Office
Trial Practice and Advocacy – Getting it Right – Presented by the ISBA Bench and Bar Section

Thursday, 12/11/08- Chicago, Sheraton Hotel
ISBA Midyear Meeting CLE Fest

- New Laws for 2008 and 2009 Presented by the ISBA Standing Committee on Legislation
- HB 1509: Illinois’ New Right to Sue Law Presented by the ISBA Labor & Employment Law Section
- What You Need to Know About Consular Notification Presented by the ISBA International and Immigration Law Section
- Mini Seminar on Current Traffic Law Developments Presented by the ISBA Traffic Laws & Court Section

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