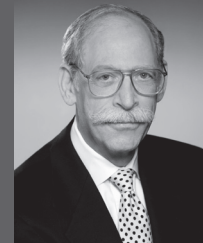


Tips on Technology

A service of the Computer Law Section
of the Delaware State Bar Association



By Richard K. Herrmann, Esquire

What is Your Most Important Productivity Tool?

If you ask an attorney, “Which is the most important productivity tool you have?” the answer always comes back: “Blackberry.” While the term is used by a few to generically include Palms and other hand held PC’s, the overwhelming legal marketplace has settled on the Blackberry as the device of choice. The Blackberry, as we know it, was first released in 1999. It was the first handheld to offer a single mailbox option. Previously, traveling attorneys needed to juggle an e-mail address for the office and a separate address for the handheld.

A survey of the large law firms in Wilmington demonstrates the incredible dependence we all have on the Blackberry. Generally speaking, the device is standard issue for each attorney in the firm, as well as, key administrative personnel. This appears to be the trend in law firms generally. As popular as this item is, it is surprising there are not many “power users” on the streets of downtown Wilmington. I am not suggesting you will not see some fast thumbs burning up the keyboards; there are, however, a number of efficiencies which are not incorporated into our daily routines.

Tips

A few of the Technology Directors in Wilmington law firms offer the following:

Tip #1: “When a new person sends you an e-mail you can simply click on the e-mail address and choose **Add to Address Book** to quickly and easily add this person to your Outlook Contacts.”

Tip #2: “When cleaning up your old BB messages instead of deleting one at a time, you can scroll on top of a date in the

listing and choose delete prior. This will not delete your e-mails in your Outlook Inbox.”

Tip #3: “Press ‘t’ to go to the top of the list and press ‘b’ to go to the bottom of the list.”

Tip # 4: “For shortcuts, go to **auto-text** in **Options**. You can add a simple abbreviation for any phrase. For example “VTY” will automatically display “Very Truly Yours.”

Continued Weaknesses

As good as it is, any invention can always be better. We have not yet seen an adequate spell-checker. They exist, but seem awkward and slow. Reading PDF’s also remains a problem. While I can seriously review a Word document several pages in length, a PDF document is a much greater challenge.

Other Uses

The Blackberry certainly excels as an e-mail device and as a cell phone. The quality of both are excellent. Yet, we have not seen a host of additional third party applications. Potter Anderson is the first Delaware law firm to see a possible Blackberry marketing opportunity. A visit to the PAC website will surprise you with an eDelaware button taking you to a catchy phrase, “It’s so good it doesn’t seem legal (but it is, we promise).” The page goes on to explain:

“Developed as a free resource by Potter Anderson, a leading Delaware law firm, eDelaware™ provides instant access to Delaware corporate and alternative entity statutes, Articles 8 and 9 of the UCC, as well as pertinent case summaries, all on your BlackBerry® smartphone.

“Now you can get the full text of certain statutes as well as key case summaries from the Delaware Court of Chancery and the Supreme Court of Delaware as soon as they’re available. You’ll need a wireless connection to install eDelaware™ and to receive regular updates. Then you can access eDelaware™’s content with or without a wireless connection, anytime, anywhere. Updates are seamlessly downloaded to your BlackBerry® smartphone with no intervention by you.”

This is a wonderful use of the technology and, I am sure, a sign of things to come locally and nationally.

Westlaw has certainly taken the lead in offering mobile content to computerized research with its wireless.westlaw.com. Handheld devices have access to West’s clipping service, case and statutory retrieval. With wireless printing, you no longer need a computer in a library or a conference room to print a case; just print it from your Blackberry.

Many of us are beginning to experience concerns relating to security. Firms are moving to systems such as Secure ID. This is a key chain or credit card type of device which will issue a new PIN every 30 or 60 seconds. To access the firm’s network remotely, the user must have his/her password, as well as, the ever-revolving PIN. Of course, carrying the extra card or key fob is inconvenient; just one more thing to carry or to lose. The same system is available as an icon on the Blackberry, reducing the inconvenience and the cost significantly.

And, of course, mobile Timekeeping applets permit lawyers to capture time easily anywhere. The entries can be easily ported into the firm’s time and billing system.

What Will Be Next?

It is hard to tell. Voice-to-text is certainly an obvious goal. There is no reason we cannot achieve the option of leaving a voicemail or e-mail message. I can do that now. When I leave a voicemail message on the new phone system, an e-mail is also sent with my message attached to it as a "wave" file. It is only a question of time before we can successfully turn that file into text. However, it will not be sometime soon. We are just not there yet.

I also expect GPS will become a standard feature on the Blackberry. It will serve a two-fold purpose. Of course, you will be able to find the correct cross-street for the location of your deposition in New York. That is a given. It will also let your office know where on the golf course you can be located. Tip Number 5: "Remember to turn off the power on your Blackberry." :-)

New 12 Step Support Meetings for Judges and Attorneys:

**Wednesdays
&
Thursdays**

The above meetings are closed to the public and meet weekly.

For more information call:

Carol P. Waldhauser,
Executive Director

**The Delaware Lawyers
Assistance Program**

(302) 777-0124

toll-free: 1-877-24DELAP

e-mail: cwaldhauser@de-lap.org

or

visit our

new website

www.de-lap.org



PROFESSIONAL GUIDANCE COMMITTEE

This committee provides peer counseling and support to lawyers overburdened by personal or practice-related problems. It offers help to lawyers who, during difficult times, may need assistance in meeting law practice demands. The members of this committee, individually or as a team, will help with the time and energy needed to keep a law practice operating smoothly and to protect clients. Call a member if you or someone you know needs assistance.

Karen Jacobs Loudon, Co-Chair

I. Barry Guerke, Co-Chair

Dennis L. Schrader, Co-Chair

Sidney Balick

R. Franklin Balotti

Victor F. Battaglia, Sr.

Dawn L. Becker

Robert K. Beste, Jr.

Vincent A. Bifferato, Sr.

Amy K. Butler

Mary C. Boudart

Crystal L. Carey

Michael D. Carr

Ben T. Castle

Thomas P. Conaty IV

Edward Curley

Matthew Denn

Gary R. Dodge

Shawn Dougherty

Mark F. Dunkle

David J. Ferry, Jr.

David C. Gagne

Robert D. Goldberg

James D. Griffin

Thomas Herlihy III

Glenn E. Hitchens

Clay T. Jester

Hon. Peter B. Jones

Rebecca Batson Kidner

Bayard Marin

James J. Maron

Wayne A. Marvel

James G. McMillan III

Omar Y. McNeill

Michael F. McTaggart

Francis E. Mieczkowski, Jr.

Paulette Sullivan Moore

Irving Morris

Michele L. Muldoon

Frank E. Noyes II

Elizabeth Y. Olsen

Donald E. Reid

David B. Ripsom

James B. Ropp

Kenneth M. Roseman

Leonara Ruffin

Thomas D. Runnels

H. Murray Sawyer, Jr.

R. Judson Scaggs, Jr.

Mary E. Sherlock

Gordon W. Stewart

Edward A. Tarlov

Hon. Charles Toliver

Karen L. Valihura

Piet H. vanOgtrop

Kevin E. Walsh

David A. White

David N. Williams

Helen L. Winslow

Hon. William L. Witham, Jr.

Psychiatrist - Dr. Carol Tavani