



Taming the Technology Monster

Tips on Technology...for the Delaware Legal Community

MARCH 2002



Message from
The Editor -

Richard K. Herrmann, Esq.
Blank Rome

There is a debate ongoing in academic circles concerning how much Internet research lawyers should undertake themselves. As hourly rates increase, at what point does it become counterproductive to wander about the Web looking for tidbits of information? Please understand, I am in no way suggesting that the Internet is a wasteland of knowledge. To the contrary, it is a garden rich with information ready to plucked. The problem is there are too many fruits from which to choose.

What do I suggest? Learn the scope of the Internet. Understand the incredible amount of information available to the trained Internet sleuth. Then have someone in your office educated in the advanced techniques of the Internet. I have been introduced to an Executive Trainer. Take a look at Boardroom Presentations at www.execusurf.com. It focuses on training corporate executives, including lawyers, in skills necessary to navigate the Internet. A Cyber Personal Trainer if you will. I have taken the Fundamentals and am headed for the Advanced class later this month. It is an excellent program.

We're going to take a look at the Keys to Unlocking the Internet on March 14th at a seminar sponsored by the Corporate Counsel Section of the Bar Association and The Delaware Valley Association of Corporate Counsel. It will take place at the DSBA. Boardroom Presentations will be presenting with me. Please join us.

Tips Inside On :

- ◆ An Internet Search Primer
- ◆ Passwording
- ◆ Need a New PC?
- ◆ Supreme Court Information
- ◆ Network Security

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Published Monthly by Parcels Inc.
P.O. Box 27, Wilmington, DE 19899 302-658-9911



AN INTERNET SEARCH PRIMER

PART II: CHOOSING THE RIGHT TOOL FOR THE JOB

By *Douglas A. Hyde, RP*

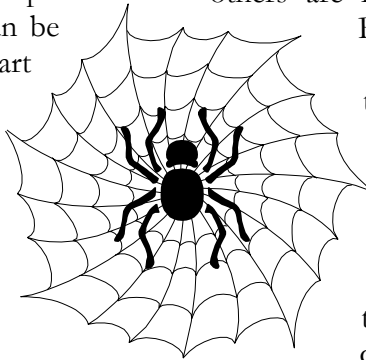
Murphy Spadaro & Landon
President, Delaware Paralegal Association

Who manufactured the widget that injured your client? Who designed it? Want to track down his Widget Theory & Design professor? Any other widget claims out there? Need to find a widget expert?

Locating information on the Internet can be amazingly easy, or agonizingly difficult. Part I of this series briefly introduced an indispensable tool for serious Internet research: the search engines. For a given inquiry, how does one choose among the dozens of popular search engines? Understanding the engines' differences in scope, protocol and interface is helpful.

The public portion of the Internet is vast and growing literally by the second (for kicks, you can watch the Internet grow in real time at netsizer.com). I've found estimates of 80,000,000,000 pages comprising 182,000,000 web sites. No single search engine yet

covers more than just a small percentage of the Internet. *Google*, the engine with by far the largest coverage, searches about 1.25 billion pages. Most others are in the low 100-million page range. Broad, common topics can be researched well enough using an engine that covers a small area. A narrow, obscure or highly specific target of inquiry requires broader coverage thereby increasing the odds of a successful "hit." Employing two or more search engines, taking advantage of the slightly different territory covered by each, can increase substantially the percentage of the 'Net being searched.



What gets caught in one's 'Net is determined by the protocol used by the search engine in response to the user's search request. Some compare the search terms to a human-compiled database. Others "crawl" the Web, searching the text of WebPages. Comprehensive engines search the entire HTML file of a page and can locate non-text information such as animation, image, and audio and video files. Certain search engines can search pages containing languages other than English, and then translate the text into English with a mouse click. The ability to search newsgroups, WebRings, message boards or within specific domains (.org, .com) are found within some engines.

The next installment will compare the scope and search protocol of popular search engines. A future installment will address the interface between human searcher and computerized searcher, i.e., "What the heck do I type in to find what I'm looking for?"



"Food content is about the only thing mail will be good for, when people finally realize that email is free."

Email us your catchy line for E-dragon and get published in an upcoming issue.



Note: Our thanks to Dee Dreslough at www.dreslough.com for the dragon artwork included in this newsletter.



TIP OF THE MONTH

By *Richard K. Herrmann, Esq.*
Blank Rome



“Passwording”

There are many reasons to password protect a document. For example, you may have an administrative memo, relating to new partnerships, which should be kept from curious eyes within your office. You may want to permit someone to review a document but limit the ability to modify it.

Or you might be communicating with a client on a sensitive matter and find it convenient to use email, but you don't have proper encryption. From a professionalism viewpoint, it is a good idea to make an extra effort to protect your attorney client communications. Simply email the password-protected document to your client, then send a separate email which identifies the password to unlock the document.

If you would like to try "passwording," look it up in the help menu on the screen. You will find the steps to follow. Microsoft Word will tell you to:

1. Open the document.
2. On the **File** menu, click **Save As**.
3. On the **Tools** menu in the **Save As** dialog box, click **General Options**.
4. In the **Password to open** box, type a password, and then click **OK**.
5. In the **Reenter password to open** box, type the password again, and then click **OK**.
6. Click **Save**.

NEED A NEW PC ? INQUIRE HERE

By *Vito DiMaio*, Vice President, Parcels, Inc./Virtual Docket, LLC



Buying a new computer can be a pretty scary event. There are a lot of things to consider and a lot of products to choose from. Here are some helpful tips to assure that your purchase is right for you.

The first step to choosing the right product is to evaluate your wants and needs. Ask yourself, why do I want a computer? Many people use PCs for both work and play. Do you want to be able to manage your household budget or just surf the Internet? Do you want to play games, create colorful artwork, or utilize video conferencing? Do you want to create a home office? The sky's the limit, but be specific.

There are endless options for things such as hardware, software, printers, monitors, scanners, keyboards, joysticks, cameras, speakers. . .the list goes on. Simply put, if you will primarily use your PC to create word

documents or to send emails, then you do not need a product that is capable of running NASA's space program.

The second thing that you want to consider is your budget. How much can you afford? Once again, the sky's the limit, so be honest with yourself. There are many brands, shapes, sizes and colors that all come with different price tags. The goal is to find what's right for you.

These are two tips to help get you started on making the right choice for your new PC. In next month's issue, we will help you narrow your search by comparing important specifications and components common in most PCs.

NOTE: Look for *Taming* online at www.ParcelsInc.com





LOOKING FOR U.S. SUPREME COURT INFORMATION: AND THE WINNER IS...

By **Mary K. Marzolla**, Head of Public Services
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Legal Information Center

This article looks at four web sites which offer the best Supreme Court information: the Court's home page, Findlaw, and two university sites.

<http://www.supremecourtus.gov/>

The official web site of the Supreme Court of the United States offers information on the history of the court, "public" information (includes judicial fellowships and internships, and "A Reporter's Guide to Supreme Court Procedure for Applications"), case handling guides, and using proper decorum to visit the court. There is a calendar of arguments, argument transcripts and a comprehensive list of where you can find briefs. This web site contains current slip opinions as well as decisions for the past couple of terms. You could use the search term box on the home page but you are better off exploring the links from this page because it is difficult to start searching before you know what the site offers. If you spend some time searching the site thoroughly, it won't disappoint you.

<http://findlaw.com/>

You can access U.S. Supreme Court information from two places on this web site. If you click on US Sup Ct under the category Laws: Cases and Codes, you will be led directly into searchable Supreme Court opinions. From here you can browse opinions back to 1999 (or the current year plus two years). You can also browse by volume, from volume 150 (1893) to the current published volume. This site also includes which Supreme and Circuit courts cite a given case. There is a lot more information through the link at the top of the home page, Supreme Ct Center. Under Court Resources there are links for justices' biographies, court calendars, filing guides, and other similar information to the Court's links, but the link to the briefs here will actually give you copies of the briefs. Another nice feature of this web site is the capability to sign

up for free email notification of case summaries when decisions are handed down.

<http://supct.law.cornell.edu/supct/>

This web site, the "Supreme Court Collection," is a link through Cornell Law School's Legal Information Institute (<http://www.law.cornell.edu/>). The site states that its database "contains decisions of the Supreme Court from 1990 to the present" but you can also search for information on past decisions. In searching for past decisions, be sure to scroll down the page to locate the results. In addition, you will find Supreme Court rules, a glossary of "legalese" (which tells the meaning of terms such as "standing" or *per curiam*) and the liibulletin. The liibulletin is a free current awareness service via email which will send you the syllabi of U.S. Supreme Court decisions in bulletin format "within hours after their release." I strongly urge you to click on the "about this collection" link (<http://supct.law.cornell.edu/supct/supremes.htm>). It describes the databases of decisions and where they originate. It is more interesting than it sounds. You can link from the main Supreme Court Collection page to the Findlaw briefs, to the U.S. Supreme Court official web site, and to the oral argument recordings at Northwestern.

<http://oyez.nwu.edu>

The Oyez Project at Northwestern University contains "many hundreds of hours" of audio transcripts of cases available within ten months after a Supreme Court case is argued. An audio player is required, but the site will prompt you

MANAGING TECHNOLOGY – NETWORK SECURITY CONSIDERATIONS, PART II

By *Stephen Martin*

Manager, Information Systems, Potter Anderson & Corroon



Last issue we discussed the initial steps in securing your network, including a security assessment. It isn't cheap, but it is definitely necessary.

My recommendation is that at a minimum, any security solution should include the following:

1. First and foremost, excellent virus protection and prevention.
2. A firewall with Network Address Translation (NAT) and other advanced features.
3. Ability to block or filter unwanted mail. Many hours are wasted sorting out this garbage.



4. Real-time intrusion alarms and reports that notify you of attempted break-ins or attacks.
5. Graphical reports that indicate various usage types of Internet traffic.
6. Internet monitoring and blocking/filtering for bandwidth hogs, pornography, or other offensive material.
7. Easy management interface with easy updates/patches.
8. Strong authentication password protection. It is amazing how quickly and easily a password-cracking device can make its way through simple passwords.
9. SSL with some form of encryption for usernames and passwords traversing the Internet.
10. Occasional security and intrusion testing throughout the year.

(U.S. Supreme Court Info. Cont. from p. 4)

through this if you need one. Would you like to know the salary of a Supreme Court justice? You can find it in the Frequently Asked Questions section (FAQ). You can take a virtual tour of the Supreme Court building and you can play OYEZ Baseball to increase your knowledge of the Supreme Court. It may not be a complete history database, but it is a very interesting one.

The answer to the statement in the title, "and the winner is ...," is, of course, that there is no one web site which is the best. All of these sites mentioned have distinct features that make them useful. The most important thing to remember is to fully investigate all the links in the sites to get the most out of them. I like them all, for different reasons. Go ahead and give them a try.

**Today's
Technogram**

x h h d f u e j v k d x
 H d d s q f x j u R o a f x j u
 t k w u o , d j q d w k d m
 q n q f o k z q j k o u d h w b q j k t
 x f q r d t k e j k i q x n q f x v q
 d m m e h q .

February's solution: A Blackberry is not always a fruit but it will enrich your life.

