Superheroes of Georgia Courts

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Holiday Inn Stockbridge, Atlanta I-75, Exit 228

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Enhancing Effective Representation with Technology

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Table of Contents

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Presented by Millard Farmer with Kimellen Tunkle

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Location of these and Other Materials on the Internet

Comprehensive, hyperlinked supporting materials for this presentation are located on our website. This paper is only a thought provoking summary outline.

Website

Our website includes detailed information relating to Technology, its use with Action Motions Y2K10 and a host of other topics and issues. Visit the material on the Internet for a full array of materials and links.

To enter the website go to either of the following sites.

http://www.millardfarmer.com   or   http://www.goextranet.com

After reaching either of the above websites, go to the right column of the first row of the website and locate *Seminar Materials*, then proceed as follows.

(Under the top right column heading) **Seminar Materials,**

        (Click on) Georgia 2010

Legal Databases		Web Searches		Finders	Seminar Materials
Lexis$	Lexis One	Google	Yahoo	Our Office	The seminar links below are only for registered seminar attendees. A password is required.
West$	CaseMaker	Soople	Cuil	ATT Anywho	
Versus$	Lois$	Bing	MSN	Free 411	
Pacer	Lexis$ by day	Webaroo	Lycos	800 411 Metro	
Fed Law	Resource Guide	All the Web		Switchboard	Georgia 2010
Sup Ct Cases	Tax Forms	illumiRate	Fisssh	Info Space	California 2010
US Code	Federal Rules	Hotbot	Chubba	Big Foot	Texas 2010
Sup Ct	Sup Ct Briefs	Northern Light		e-mail	California 2009

After clicking on **Georgia 2010**, you should reach the page asking for your Username and Password. Use the following username and password.

Username   **Georgia**
Password   **Seminar**

If you have problems negotiating the Login screen to access the Internet documents, insert the following URL into your browser and you can enter the site.

http://www.goextranet.net/Seminars/Georgia/AgendaAll.html

If you encounter additional troubles, feel free to call 404 688-8116 or e-mail millardfarmer@millardfarmer.com

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Goals of this Session

This session relates to the universe of technology, which is both the sword and shield that has evolved into the most unutilized of advocacy resources.

Counsel involved in criminal cases, who are not obtaining the electronic versions of documents and who are not requesting these documents with Brady type and other discovery requests are depriving their clients of the effective assistance of counsel.

Counsel involved in civil litigation, who are not obtaining the electronic versions of documents in discovery and who are not requesting these documents are not fulfilling their obligations to their clients.

Federal Rule of Evidence 502 ushered in the era of electronic discovery. The best wording for motions and pleadings relating to the disclosure of electronic materials is obtained from federal cases. It is now very important to learn to locate and protect metadata. See, http://www.workshare.com/solutions/risk/metadata-hidden-data.aspx   Also see, http://office.microsoft.com/en-us/excel-help/remove-hidden-data-and-personal-information-from-office-documents-HA010037593.aspx?redir=0

Obtaining full and complete electronic discovery requires a good working knowledge of technology. This segment of the program is designed to enhance your technology knowledge. This knowledge of technology is one of the most important ingredients in producing effective motions and pleadings.

The discussion will evolve around the most necessary, useful, cost effective software or cloud resources available, together with the hardware to effectively use these tools.

The knowledge base to be shared is designed to put the hands of everyone, from the rankest beginner to the geekiest, onto the universe of technology tools.

No one should leave this session without being exposed to each of the following most asked, but seldom answered, questions.

What will this do for my client?

What is the cost?

What is the learning curve?

What are the advantages and disadvantages?

What are the limitations?

Just how do I get started?

Is it new hardware, software or knowledge that I need to improve my technology advocacy skills, or is it suggestions of how to apply the tools that I possess?

What is electronically hidden metadata, *i.e.*, data about data, and just how do I tap into it?

What web based resources are available?

Caveat about the Timeliness of Some of the Information in this Outline

There is an important caveat about the timeliness of the information provided here; the deadline for this publication was July 15, 2010. Some information provided in these materials may be somewhat stale by the time of the live presentation; therefore, some information at the live presentation and on the website may differ from these materials due to the extremely rapidly advancing pace of technology.

Considerations in Enhancing Representation with Technology

Cost

Operational Ease, *i.e.*, Learning Curve

Dependability

Importance

Compatibility

My Desktop Personal Office Electronic Setup   My Laptop

The monitor on the left side of my desk is synchronized with another computer in my office in order that I may simultaneously collaborate during the finalization stage of document preparation, or in order to have a full screen view another website during document preparation.	The monitor above on my desk has access to the client files which are located on a separate computer. The screen on this HP monitor can be positioned in either a standard horizontal position or in a vertical position.	We use the Lenovo ThinkPad Laptops. Presently we use the X200.

Identification of Your Hardware and Software

You can identify the hardware and software on any computer by using on of the following programs.

Belarc   http://www.belarc.com/free_download.html

Karen's Power Tools   http://www.karenware.com/powertools.asp

The categories of the necessary essentials of technology knowledge for this presentation are divided as follows.

Computer Hardware

Assembling, Upgrading and Understanding Computers

The comprehensive information about building, upgrading and understanding technology hardware is not provided in order that a legal advocate will begin assembling office computers, although this may occur. The knowledge about assembling and upgrading computers is essential in order for legal advocates to better understand the universe of potential forensic technology issues. This knowledge opens a fresh approach to presenting and litigating issues with resources that enhance the dispute resolution process.

Desktop Computers

Information Sources to Build, Upgrade and Understand Computers

http://electronics.howstuffworks.com/how-to-tech/build-a-computer2.htm

http://www.pcmech.com/byopc/

http://www.wikihow.com/Build-a-Computer

http://www.easyasmypc.com/

http://www.mysuperpc.com/

Computer Components

Computers, much the same as automobiles are an assembly of various components. Some of the main components of computers are as follows.

Drives

Generally speaking, computer drives have three outside dimensions, 3.5 in. (most desktops) , 2.5 in, (most laptops), 1.8 in. most netbooks.

Drives for the most part have two separate connectors. When installed internally, one of the connectors is to the power supply and another to the motherboard, of the computer.

IDE / ATA are identifications for the type of connections that most older computers use to connect to the motherboard. Information about installing one of these hard drives may be found at the following site.

http://www.easeus.com/resource/install-ide-hard-drive.htm

SATA (refers to Hard Drive with Serial ATA connectors). This is the most common hard drive connector for newer computers. A site that details the installation of an SATA hard drive is as follows.

http://www.easeus.com/resource/install-sata-hard-drive.htm

SSD (Solid State Drive) (these drivers use Serial ATA connections)

http://www.pcworld.com/article/197485/the_abcs_of_ssds.html

SSD drives have advantages over conventional hard drives

http://www.intel.com/design/flash/NAND/mainstream/

How to install a SSD in a laptop is at the following site.

http://www.pcworld.com/article/192579/how_to_install_an_ssd_in_your_laptop.html

Processor   The two most important components of computers are the processor and the memory. When purchasing a computer, the most important consideration is the processor. The following site provides a starting point for learning about the best processor for your pocketbook and its intended use.

  http://reviews.cnet.com/4520-7963_7-5114565-3.html

Memory The quick fix for a slow, old machine is to add more memory, if the motherboard can utilize the memory. Efficient computers for legal uses should have at least 2 GBs of memory, which is also call RAM.

  To install additional memory you must first determine the type of memory that you need and the amount of additional memory that your computer can utilize. The following site provides you this information about the type of memory you need for your computer, the amount of additional memory that you can install and the approximate cost.

  http://www.crucial.com/

Motherboard
Power Supply
Peripherals
Input Devices
Monitor
Maintenance, Crash, Computer Dead Recovery Techniques

Unique Aspects of Laptops, Netbooks and Handhelds

Laptops were once very distinguishable from desktop computers; today handheld communicating devices, netbooks and laptops share almost indistinguishable characteristics with desktop computers. There are luggable desktops and there are laptops that weigh down most tote bags.

Size

Maintenance

Media Capabilities

Security

Transfer of Information to Main Storage Area

Design and Limitations

Processor

Auxiliary Monitor

Accessories

Accessories and software generally equal or exceed the bare computer cost.

Flash Drive or Jump Drive

External Hard Drives

Keyboards

DVD / CD Drives

Monitors

Projectors

Printers

Software

Operating System   Windows 7 Professional

Office Suites   Office 2010, Open Office, Word Perfect

PDF options

   Adobe Acrobat Pro,   PDF Converter, Primo PDF, Foxit

Optical Character Recognition (OCR)

Free Online Storage Vaults, from 1GB to 25GB

Legal Research

WestLaw
Lexis
Case Maker
Michie's Georgia Primary Law
TheLaw.net Equalizer 7
Local Ordinances Online   http://www.municode.com/Library/Library.aspx
Pacer   http://www.gand.uscourts.gov/publicaccess/

Document Production and Storage Issues

Designations

Searchability

Hyperlinking

Styles (in Office 2010)

Corroboration/Sharing

Uniformity

Using Split Screen View in Windows 7

Storage Options

Heading and Paragraph Numbering

Font Issues

Table of Contents System

Reproduction

PDFing Documents

Adobe Acrobat **Pro** 9 (Currently version 9; however, 10 is nearly ready)

Best Support: http://blogs.adobe.com/acrolaw/

Redaction issues

http://acrolaw.host.adobe.com/moviepages/legal_features.html

Protection and Reading "Hidden" Data See, metadata

Optical Character Recognition (OCR)

Bates Numbering

Presentations, in the Courtroom, Office and Meetings

Power Point Presentations
http://www.goextranet.net/Seminars/TX2008/PowerPointSins.htm

Techniques for Best Presentations

Equipment

Working Off-Site

Equipment

Software

Computer Forensics

Recovering "Erased" Hard Drive Information

Viewing Hidden Data

Writing Analysis

Gender Guesser

Myth of Online Anonymity

Anonymity Online (mostly)

Recovering "Erased" Hard Drive Information

Internet Resources

Publishing a Website Web page of Litigation

Harvesting Information

GoToMyPC
https://www.gotomypc.com/en_US/entry.tmpl?Action=rgoto&_sf=2

GoToAssist   http://www.gotoassist.com/en_US/entry.tmpl

Obsolete Technology

Fax Machines inhibit productivity, and the advancement of the use of superior technology, excepting for fast food businesses that use a fax machine to accept take out or delivery orders

Dial-Up Internet Connections

Miscellaneous Knowledge Bases

Teaching Tech Skills

Helpful How to's   http://www.ckls.org/~crippel/computerlab/tutorials/

How to Erase Your Drive

http://www.pcworld.com/article/157126/how_to_completely_erase_a_hard _drive.html#

How to Partition Your Drive

Disk partitioning--separating your hard drive into multiple, independent volumes--can relieve all sorts of computer-related headaches. *PC World's* Patrick Miller shows you how to use the Disk Management tool included with Windows 7 and Vista. If you're interested in more details, read Patrick's article that provides more tips and techniques

http://www.pcworld.com/article/189065/how_to_partition_your_pcs_hard _drive.html

Synchronizing Laptop or other Computer with Main Computer

AllWaysync $19.99   http://allwaysync.com/editions.html

Acronis   http://www.acronis.com/

Wipe out Files

Shred 3

http://www.pcmag.com/article2/0,2817,2288954,00.asp

Electronic Harvesting Documents

SnagIt $49   http://www.softwarecasa.com/snagit.html?gclid=CL-ltNHo758CFZhf2godOSLrew

Scanning   **Fujitsu fi-6130 Sheet-Fed Scanner**

http://www.fujitsu.com/us/services/computing/peripherals/scanners/workgroup/fi-6130.html

Cloud Computing

Google App http://www.google.com/apps/intl/en/business/index.html
Others

Presentation, in the Courtroom, Office and Meetings

Techniques for Best Presentations

Equipment

Working Off-Site

Remote Access

Verizon
AT&T
Google
Sprint
T Mobile
Others

Storage of Documents   http://workspace.officelive.com/en-us/

Retrieving Documents

Equipment for Working Off-Site

Samsung ML-2525W Laser Printer

This printer lists for around $150, however it is often on sale at Office Depot, Staples and Office Max in the $99 price range. Google this and find it for $99.

The Samsung ML-2555 Laser Printer, without a wireless connection, can be purchased for $50 ish on sale.

Capturing Information from other Sources

GoToMyPC
https://www.gotomypc.com/en_US/entry.tmpl?Action=rgoto&_sf=2

GoToAssist   http://www.gotoassist.com/en_US/entry.tmpl

Purchasing Resources Best Prices, Best Service

Newegg

Amazon

Fry

Tech Bargains

Deal News

Pricewatch

Royal Discounts

Internet Resources

Publishing a Website Web page of Litigation Documents

Use of the United States Supreme Court Website

http://www.supremecourt.gov/

Use of the United States Eleventh Circuit Court of Appeals Website

http://www.ca11.uscourts.gov/index.php

Use of the United States District Court Website

http://www.gand.uscourts.gov/home/

Use of the Georgia Supreme Court Website

http://www.gasupreme.us/

Use of the Court of Appeals of Georgia Website

http://www.gaappeals.us/Efile2/

Use of Various Superior Court Websites

Use of Georgia Superior Court Clerks Website

http://www.gsccca.org/

Host of Legal Web Resources

http://www.internetsleuth.net/help/how_do_i.htm