



LEGAL MOBILE COMPUTING:

ATTORNEY'S GUIDE TO A MOBILE LAW PRACTICE
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TODAY'S TAKE- AWAYS

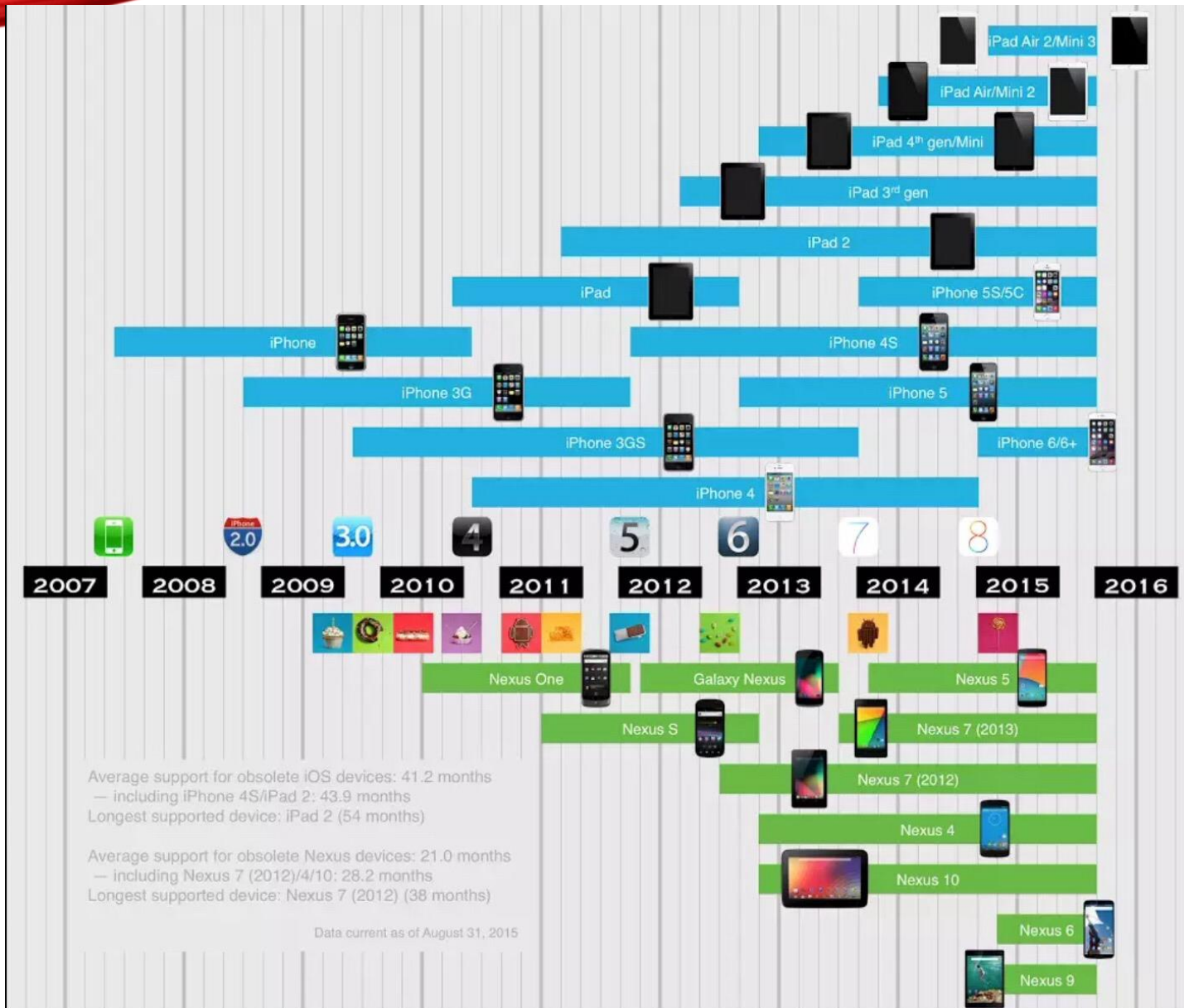
- Choosing the right mobile device
- Securing your mobile device
- Access to client data
- Use of phones in courthouses

WHAT DEVICE DO YOU BUY?

- Newer Devices
- Popular Devices
- Frequently Updated
- Android Nexus Devices



Smart Device Update Cycle Courtesy of Android Police





MOBILE DEVICE COMPARISON: WHICH IS BEST FOR ATTORNEYS

- Understand the Differences Between Devices
- How Long you Will Keep Your Device
- What Features are Necessary
- What Apps are Available
- What Security Features Available



HARDWARE FEATURES

- Text Input Method
- Screen Size
- Battery Life
- Transferring Documents (storage capacity)
- Scanning on the Road
- Security of Device (fingerprint reader)

USE A DEVICE BEFORE BUYING

- Laptops
 - Feel how heavy the device is
 - Type a sample document on both a hard surface and on your lap
 - Open and close the device
- Tablets
 - Hold the device with one hand and both hands
 - Use the on-screen keyboard
 - Consider whether a case will add extra weight
 - Determine which screen size integrates best into your needs
- Smartphones
 - If possible, make phone call with one
 - See if you can read text on screen clearly
 - How does it feel in pocket
 - Can you type quickly?

WHAT SPECS SHOULD I LOOK FOR

- Laptop
 - 8 GB Ram, SSD Drive (at least 128 GB, preferably 256 GB), Intel i5 Processor or higher, less than 5 lbs
- Tablet
 - 64 GB or higher (or option to expand memory with memory card), high resolution screen, 10 hour battery life
- Smartphone
 - 64 GB or higher (or option to expand memory with memory card), at least 4" screen, battery that will last all day without charging



MOBILE DEVICE SECURITY

- Rules of Professional Conduct must be considered when using device outside of your office
 - Includes Laptops, Tablets, Mobile Phones, SmartWatches
- If you can access client data from a device, Rules must be considered
- You are responsible for client information employees or third parties can access with mobile devices

MOBILE DEVICE SECURITY MEASURES

- Password Protect
- Encrypt
- Employ Data Wipe/Tracking Service
- Completely Wipe Device Prior to Discarding
- Backup
- Limit Non-Lawyer Use of Mobile Devices
- Limit Storage of Client Information on Mobile Device
- Limit Use of Public Networks

PASSWORD BEST PRACTICES

- Require a password to access data on device
- Use device that has auto-lock feature that requires password to be entered after period of non-use
- Don't share password with others (family, friends, etc.)
- Change password frequently
- Use a secure password
- Don't use common passwords

LIMIT STORAGE OF CLIENT INFORMATION ON MOBILE DEVICE

- Use a secure service to access client information remotely (like a VPN or remote login service)
- Only keep data on mobile device that is absolutely necessary to perform work (delete data when not needed)
- Store data on external encrypted drive



ACCESS TO CASE FILES

- Selectively Sync Files
- Decide Between Cloud and VPN for Remote Access
- Remotely Access Case Management System
- Provide Clients with a Portal to Access and Submit Documents

SYNC WHAT YOU NEED

- Mobile Options
 - Sync Using iTunes/Computer to copy over documents you need
 - Use WiFi sharing on select apps to copy documents over
 - Use cloud providers to create a cloud copy
 - Use VPN and file manager apps to access data from your server
 - Use cloud case management system so everything is accessible everywhere

KNOW THE CELL PHONE USAGE RULES

- Attorneys are permitted to bring cell phones into each county courthouse and the JP Courts
- In all Courts except New Castle County, cell phone usage is limited to non-public areas
 - Use in other areas will result in loss of privilege
 - Interview Room or Bailiff's Office (with permission)
- If cell phone "goes off in any courtroom
 - Presiding Judge can confiscate, impose appropriate sanction, and in Kent County, removal from building with restriction of reentry possible

MOBILE COMPUTING

► *Questions*

- Check the Delaware Supreme Court Commission on Law and Technology Website for updates: <http://courts.delaware.gov/declt/>
- Visit iPlugDelaware website: <http://iPlugDelaware.com>

► Email me with additional questions: sbutler@morrisjames.com