

NEW YORK CITY BAR

Small Law Firm Center

JULY 2006 NEWSLETTER

Forms and Information

CD-ROM Forms at the Library

Just click on the desktop icon "CD-Rom Titles for Members" at any library computer terminal and you can obtain current federal tax information and forms; federal practice treatises and formbooks such as Moore's and Bender's forms; American Jurisprudence legal forms; NY Codes, Rules and Regulations; West McKinney forms; New York Supplement 2d cases; real estate transaction information and many others. Access to this online information as well as the FREE Lexis and Westlaw access will make researching a snap.

Your Comments Are Welcome

If you have any comments concerning the Small Law Firm Center facilities, the Small Law Firm Center portion of the New York City Bar website, or suggestions on how the New York City Bar could better address the needs of Small Law Firm Practitioners, please send an email to the Small Law Firm Center Director, Alla Roytberg at aroytberg@nycbar.org.

MEMBER BENEFIT - ABA BOOKS: 15% Discount Extended to Books with CD ROMs

The Small Law Firm Center is pleased to announce that members of the New York City Bar Association are now able to purchase any book published by the American Bar Association at a 15% discount off the regular price. This special discount allows even ABA members to receive additional savings (ABA members only receive 10% off) when ordering through NYC Bar. The ABA Books' Discount has now been extended to books which contain CD ROMs.

Please note, that to take advantage of this offer you must place your book order through the NYC Bar. Books will be shipped to you directly. The NYC Bar will invoice you for the cost of the book plus any applicable shipping & handling charges and/or sales tax.

To order books online, visit www.nycbar.org, and when you get there, click on the ABA Books Coupon on the top-right. If you are interested in any ABA book other than those listed on our website, you may select a book by visiting www.ababooks.net and then send an e-mail requesting the book to aroytberg@nycbar.org.

DON'T MISS THE 3rd ANNUAL LAW PRACTICE MANAGEMENT SYMPOSIUM

NOVEMBER 1, 2006

8:30 a.m. - 4:00 p.m.

Are you on the verge of hanging out your shingle? Are you a small firm practitioner interested in the growth of your practice? This Symposium will help you achieve success.

- Attend Exhibitions by Vendors who serve Small Firms
- Attend Valuable Workshops for Start Ups and Growing Firms, which focus on specific topics in law practice management
- Network with other attorneys at the Luncheon Reception

The Symposium will have a nominal fee for members and a \$50.00 fee for non-members. To Register please send an email to aroytberg@nycbar.org.

Recommended ABA Books of the Month



Regular Price: \$144.95
Member Price: \$123.00



Regular Price: \$79.95
Members Price: \$68.00

Save The Date
November 1, 2006

The Third Annual Law Practice
Management Symposium

Order online!

Forms and Information (continued)

Small Law Firm Center Facilities- A Unique Benefit to Members

The Small Law Firm Center facilities operate as a free benefit to members of the Association. They include a Conference Room in which attorneys can privately meet their clients and a separate Attorney Work Space equipped with computers, printers, copier and a fax machine. Phones are now available in both the conference room and attorney workspace for outgoing local calls. Lexis has sponsored the renovation of the Conference Room, which now has been completed. The Center is located on the third floor of the Association's House. While Attorney Work Space is available on a walk-in basis, members should contact the Library Reference Desk (212) 382-6666 to reserve the conference room. For questions about the Center, you may contact Ronald Mirvis at (212) 382-6748 or rmirvis@nycbar.org.

TECH TIPS OF THE MONTH - USE UNIQUE PASSWORDS FOR YOUR COMPUTER SYSTEMS

One of the simplest things you can do to safeguard your computer systems and important, private, business information is to use and protect all your system passwords, and make sure all your employees and users take care with theirs. With today's faster, more powerful computers, it's getting easier than ever to crack passwords through "brute force" attacks. This means automatically trying every possible combination of letters, numbers, and punctuation. The longer and more unusual a password is, the harder it is to crack this way. And best of all, unlike some other security measures, a good password is free!

One way to come up with a password that's easy to remember is to use the first letter of each word in a phrase or a line from a favorite song or poem, such as DsomBss for "Don't step on my blue suede shoes." To make it even harder to crack, insert a special character, for example Dsom\$Bss. Another idea is to make nonsense words that are easy to say and remember by alternating a consonant with one or two vowels, such as routboo or quidpop. Or you can combine two short real words with a special character, like beer%flop, Cat\$Sock, or cookie#cup. Pass-phrases are another easy way to make passwords harder to crack. For example, instead of using your pet's name (very easy to guess or crack), make your password my_favorite_dog_is_Spot. Still hard to forget, but now hard to guess or crack too.

No matter how clever you think your password is, be sure to change it every month or two, and never give it to anyone. If anyone ever learns your password, change it immediately. (Make more than a token change. Changing from Lassie to Lassie1 won't do much to improve security.)

DON'T USE:

- < Less than 6 characters
- < Any part of your name - first, last, middle, initials, user or log-in name
- < License plate or car model
- < Names of people or places
- < Birthdays, social security numbers, phone numbers or addresses
- < Words from any English or foreign dictionary
- < Keyboard sequences such as "12345" or "qwerty"; or repeating the same letter or number
- < Minor variations of any of these, such as doubled, reversed, or adding a character at the end

DO USE:

- < Special characters or punctuation (!#\$%?) with letters and numbers
- < Mixed upper- and lower-case letters - using capitals in random locations
- < Nonsense words that aren't in any dictionary
- < Six or more characters
- < Try to type your password without looking at the keys, and don't let anyone watch while you type.
- < And last - but not least - never, ever write your passwords down.

The Tech Tips of the Month have been contributed by Leonard H. Shostak of L&D Computer Consulting Corp., www.ldcomp.com.