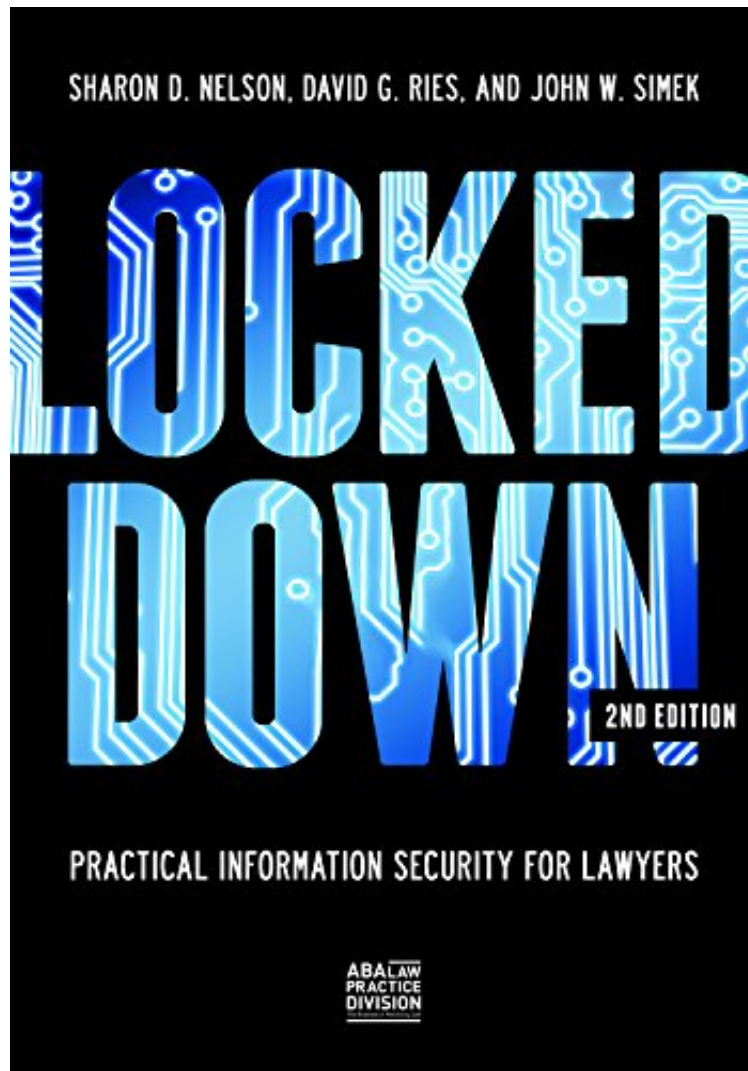


Locked Down: Practical Information Security for Lawyers

Sharon D. Nelson, David G. Ries, John W. Simek
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Sharon D. Nelson, David G. Ries, John W. Simek : Locked Down: Practical Information Security for Lawyers before purchasing it in order to gage whether or not it would be worth my time, and all praised Locked Down: Practical Information Security for Lawyers:

In an age where lawyers frequently conduct business across wireless networks using smartphones and laptops, how can attorneys safeguard client data and confidential information? This second edition of Locked Down explains the wide variety of information security risks facing law firms and how lawyers can best protect their data from these

threats--with any budget. Written in clear, non-technical language that any lawyer can understand, this book will help you:
Create secure password--and store them safely
Assess the existing security risks at your firm: server rooms, cleaning crews, guests, alarm systems, and more
Work securely from a laptop or smartphone
Protect your mobile devices from theft
Authenticate users and encrypt your data
Maintain e-mail integrity
Secure your wired or wireless network
Effectively wipe data from a hard drive before disposal
Develop an information security checklist for your firm
Investigate, contain, and recover from a security breach

About the Author
Sharon D. Nelson is the President of Sensei Enterprises, Inc. Ms. Nelson graduated from Georgetown University Law Center in 1978 and has been in private practice ever since. She now focuses exclusively on electronic evidence and information security law. Ms. Nelson, Mr. Simek and their Sensei colleague Maschke are the coauthors of the 2008-2016 editions of *The Solo and Small Firm Legal Technology Guide: Critical Decisions Made Simple*. Ms. Nelson and Mr. Simek are also coauthors of the previous edition of this book and *Encryption Made Simple for Lawyers* (ABA, 2015, ISBN: 9781634250580). Additionally, Ms. Nelson and Mr. Simek are coauthors of *The Electronic Evidence and Discovery Handbook: Forms, Checklists and Guidelines* (ABA 2006, ISBN: 9781590316702). Ms. Nelson is a coauthor of *How Good Lawyers Survive Bad Times* (ABA 2009, ISBN: 9781604425734). Their articles have appeared in numerous national publications, and they frequently lecture throughout the world on electronic evidence and legal technology subjects. Ms. Nelson and Mr. Simek are the hosts of the Legal Talk Network's Digital Detectives podcast, and Ms. Nelson is a cohost of the Legal Talk Network's The Digital Edge: Lawyers and Technology podcast. Ms. Nelson was the President of the Virginia State Bar June 2013-June 2014 and the President of the Fairfax Law Foundation July 2014-July 2015. She served as President of the Fairfax Bar Association 2004-2005. She has been the Chair of the ABA's TECHSHOW Board and is a past Chair of the ABA's Law Practice Management Publishing Board. She currently serves on the governing Council of the ABA's Law Practice Management Division and as Chair of its Professional Development Board. She is a graduate of Leadership Fairfax and served on the Governing Council of the Virginia State Bar for nine years. She served as the Chair of the VSB's Unauthorized Practice of Law Committee and on both its Technology Committee and its Standing Committee on Finance. She currently serves the Virginia State Bar as Chair of its Future of Law Practice Committee, Chair of its 2016 TECHSHOW and Chair of its Better Annual Meeting Committee. She is a member of the ABA, the Virginia State Bar, the Virginia Bar Association, the Virginia Trial Lawyers Association, the Virginia Women Attorneys Association, and the Fairfax Bar Association. She has served as a court appointed special advocate (CASA) for abused and neglected children for the past five years. David G. Ries is a member in the Pittsburgh office of Clark Hill PLC, where he practices in the areas of environmental, technology, and data protection law and litigation. He has used computers in his practice since the early 1980s and since then has strongly encouraged attorneys to embrace technology - in appropriate and secure ways. He practiced with Thorp Reed Armstrong, LLP from 1974 until the firm merged with Clark Hill in 2013. Mr. Ries served as Chair of Thorp Reed's Technology Committee and E Discovery and Records Management Group for over 10 years. He served two terms as a member and Chair of a Hearing Committee for the Disciplinary Board of the Supreme Court of Pennsylvania. He received his J.D. from Boston College Law School in 1974 and his B.A. from Boston College in 1971. Mr. Ries' technology practice has included a variety of litigation matters, including major systems implementation disputes, and advising clients on a number of technology law issues such as hardware, software, and cloud services agreements, information security and privacy compliance, information governance, e-discovery, and electronic contracting. He has been a long-term active member of the ABA Law Practice Division and has served on Division Council, the Professional Development Board, the ABA TECHSHOW Planning Board, the Publishing Board, and the Ethics and Professionalism Committee. He is a member of the ABA Section of Science and Technology's Information Security Committee and the ABA Business Law Section's Cyberspace Law Committee. He is a member of the Board of Directors of InfraGard Pittsburgh and a member of the Information Systems Security Association and the ILTA LegalSEC Council. Mr. Ries frequently speaks and writes on ethics, legal technology, and technology law topics for legal, academic and professional groups. He is a co-author of *Encryption Made Simple for Lawyers* (American Bar Association 2015, ISBN: 9781634250580) and the first edition of *Locked Down: Information Security for Lawyers* (American Bar Association 2012, ISBN: 9781614383642) and a contributing author to *Information Security and Privacy: A Legal, Business and Technical Handbook, Second Edition* (American Bar Association 2011) and *Information Security for Lawyers and Law Firms* (American Bar Association 2006). He is the editor of *E-Discovery 3rd Edition* (Pennsylvania Bar Institute 2014) and earlier editions. John W. Simek is the Vice President of Sensei Enterprises, Inc., an information technology, digital forensics and information security firm located in Fairfax, VA. Mr. Simek has a national reputation as a digital forensics technologist and has testified as an expert witness throughout the United States. He holds a degree in engineering from the United States Merchant Marine Academy and an MBA in finance from Saint Joseph's University. Mr. Simek holds the prestigious Certified Information Systems Security Professional (CISSP) and EnCase Certified Examiner (EnCE) certifications. He is also a Certified Handheld Examiner, Certified Novell Engineer, Microsoft Certified Professional + Internet, Microsoft Certified Systems Engineer, NT Certified Independent

Professional, and a Certified Internetwork Professional. Mr. Simek is also a member of the High Tech Crime Network as well as the American Bar Association and the Fairfax Bar Association. He currently provides information technology support to over 200 area law firms, legal entities and corporations. He is a co-host of the Legal Talk Network's Digital Detectives podcast and a co-author of Encryption Made Simple for Lawyers (American Bar Association 2015, ISBN: 9781634250580), Locked Down: Information Security for Lawyers (American Bar Association 2012, ISBN: 9781614383642), The Electronic Evidence and Discovery Handbook: Forms, Checklists and Guidelines (ABA 2006, ISBN: 9781590316702), Information Security for Lawyers and Law Firms (American Bar Association, 2006), The 2008-2016 Solo and Small Firm Legal Technology Guides (American Bar Association, 2008-2015) and a contributing author of eDiscovery, 3rd Edition (Pennsylvania Bar Institute, 2014). He is a frequent author and speaker on information security, legal technology and electronic evidence throughout the country. Mr. Simek also serves on the 2016 ABA TECHSHOW Planning Board. He is also a court appointed special advocate (CASA) for abused and neglected children.