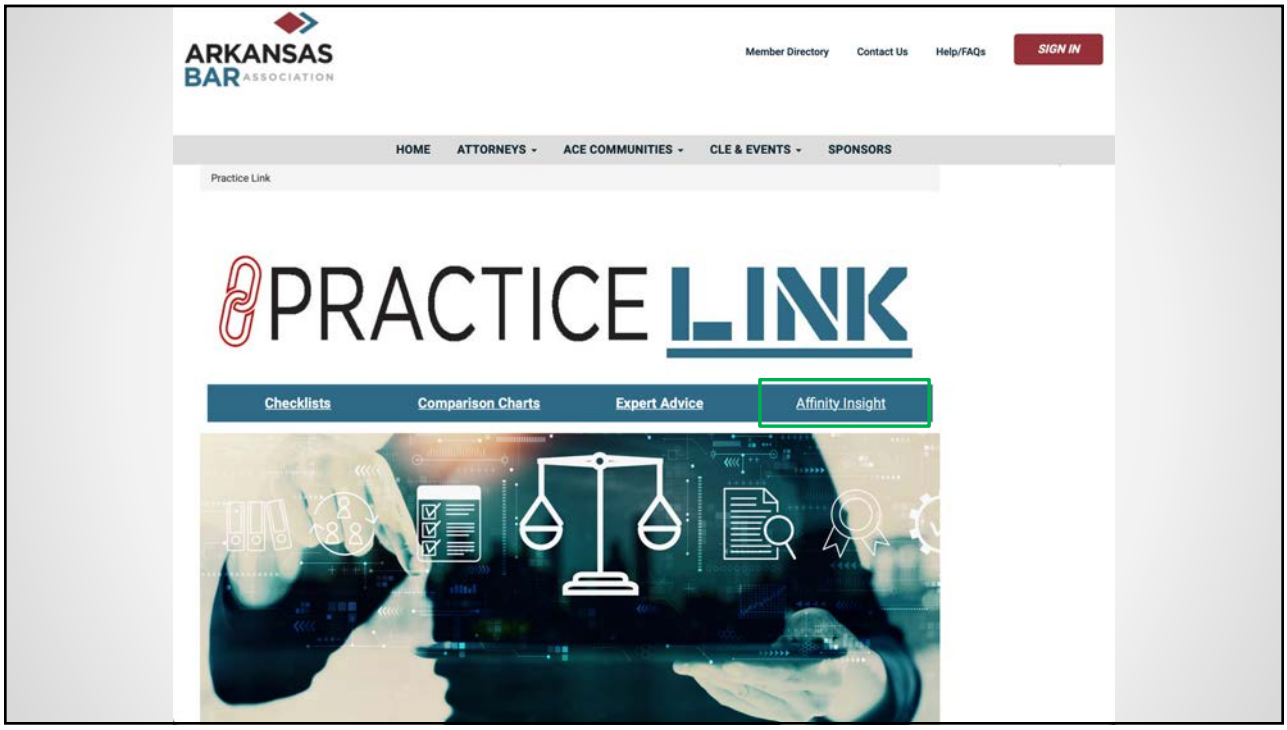
Introductions

Paul Keith
Gibson & Keith
pwk@gibsonkeithlaw.com

Jeffrey Schoenberger
Affinity Consulting
jschoenberger@affinityconsulting.com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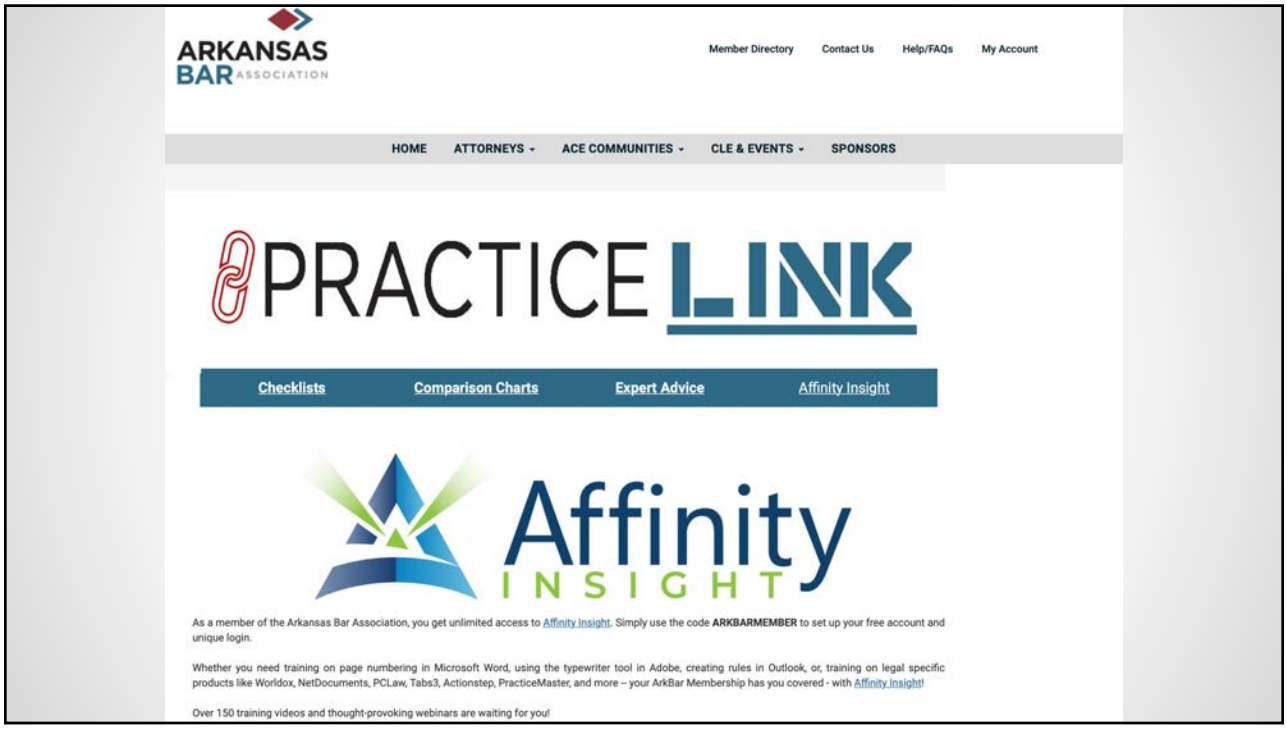
ACE COMMUNITIES
CLE & EVENTS
SPONSORS
Practice Link
PRACTICE LINK
Checklists
Comparison Charts
Expert Advice
Affinity Insight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Comparison Charts
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Affinity Insight
Affinity INSIGHT
As a member of the Arkansas Bar Association, you get unlimited access to Affinity Insight. Simply use the code ARKBARMEMBER to set up your free account and unique login.
Whether you need training on page numbering in Microsoft Word, using the typewriter tool in Adobe, creating rules in Outlook, or, training on legal specific products like Worldox, NetDocuments, PCLaw, Tabs3, Actionstep, PracticeMaster, and more -- your ArkBar Membership has you covered - with Affinity Insight!
Over 150 training videos and thought-provoking webinars are waiting for you!

What is Affinity Insight?

Word	–
Word – Automation	25 minutes
Word – Basics	66 minutes
Word – Compare, Track Changes, and Metadata	26 minutes
Word – Creating Labels with Mail Merge Wizard	15 minutes
Word – Default Formatting	4 minutes
Word – Default Formatting and View Options	24 minutes
Word – Default Setting Changes	6 minutes
Word – Document Assembly	52 minutes
Word – File Information	5 minutes
Word – File Menu	5 minutes
Word – File Types	3 minutes
Word – Keyboard Shortcuts	3 minutes
Word – Mail Merge	47 minutes
Word – Manipulating and Proofing Text	21 minutes

From: Password Update <ednasim@mws.sg>
Sent: Thursday, January 21, 2021 8:03 AM
To: Paul Keith <pwk@gibsonandkeith.com>
Subject: keep or change password

OUTLOOK

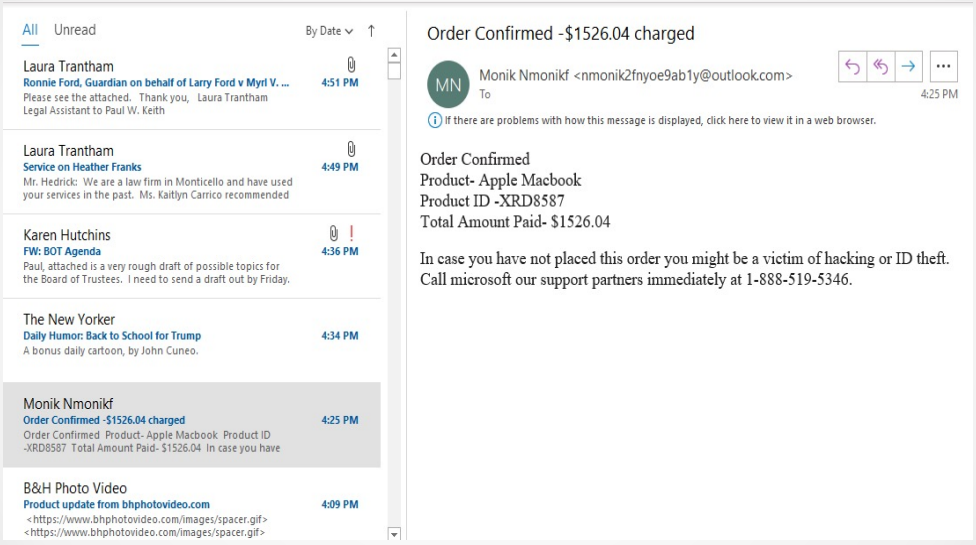
Urgent notice: Password expiration

Date: Thursday, January 21, 2021

please use the link to To prevent log out of pwk@gibsonandkeith.com

Keep current Password

© PrivacyLegal info
© 2021 Microsoft Outlook



Hacking group publishes 'full dump' of law firm's data; another responds to cybersecurity incident

BY DEBRA CASSENS WEISS

FEBRUARY 12, 2020, 10:09 AM CST

Like 2 Share Tweet Share

Image from Shutterstock.com.

Two law firms are grappling with the effects of recent cyber intrusions.

The 11-lawyer Texas law firm Baker Wotring had its data exposed by hackers, including fee agreements and diaries from personal injury cases, Law.com reports.

A second firm, Wilson Elser Moskowitz Edelman & Dicker, responded to suspicious activity on its network by taking it offline, Law360 reports. A law firm press release is here.

Wilson Elser said lawyers are accessing emails through a remote system, its phone system is working, and its offices are open. There is no indication, at this point, that any client data has been compromised, the firm said in the Feb. 10 statement.

Baker Wotring's data, on the other hand, was exposed in what the hacking group Maze called a "full dump," according to Law.com. Maze hacks into targets and seizes their data, then seeks to expose it unless a ransom is paid.

Baker Wotring is one of at least five law firms targeted by Maze since last month.

In past incidents, Maze has sought a ransom in the range of $1 million to $2 million.

Meet the Hacker Groups Snatching Law Firms' Client Data

These ransomware and hacking groups are hitting law firms where it really hurts: client data backups.

By **Victoria Hudgins** | May 21, 2020 at 10:15 AM

In nearly six months, at least seven law firms have been infiltrated by ransomware, according to media reports. Of the attacks, hacker groups Maze and REvil have taken responsibility for them all.

Law Firms Mentioned

Dykema Gossett

Legaltech News Top Stories

Despite Budget Cuts, Courts Can't Imagine Life Without Zoom

Recent CCPA Amendment Brings Welcome Clarifications, But Also New Obligations Around De-Identified Patient Data

ADR Organizations Are Creating New IT Roles for Virtual Proceedings

DLA PIPER

If you see this text, then your files are no longer accessible, because they have been encrypted. Perhaps you are busy looking for a way to recover your files, but don't waste your time. Nobody can recover your files without our decryption service.

We guarantee that you can recover all your files safely and easily. All you need to do is submit the payment and purchase the decryption key.

Please follow the instructions:

1. Send $300 worth of Bitcoin to following address:

   1Mz7153HMuxXTuR2R1t78mGSdzaAtNbBWX

2. Send your Bitcoin wallet ID and personal installation key to e-mail wowsmith123456@posteo.net. Your personal installation key:

   DH3THk-J4wFvR-VJmTap-25P6W5-Ligtsd-KfBUou-AT8DLv-HRmnxq-PFZkdb-c5HHmC

If you already purchased your key, please enter it below.

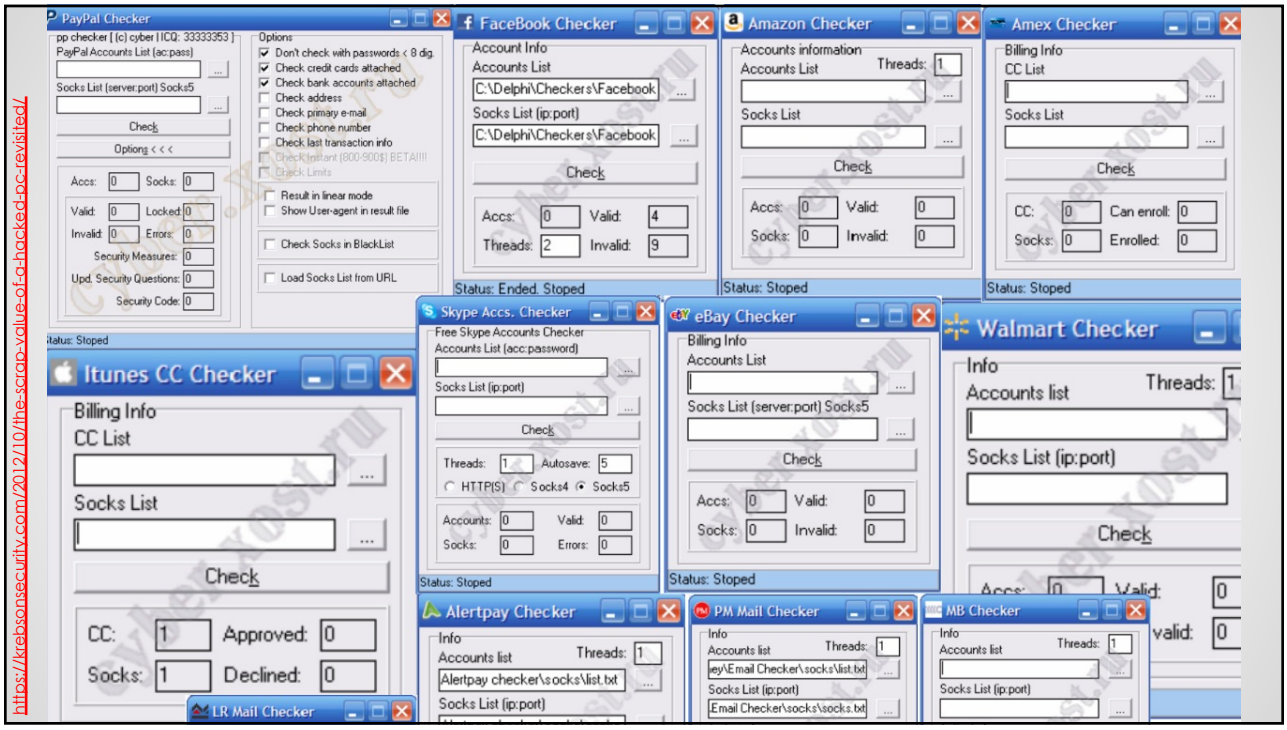
Types of Phishing

- Spear Phishing
- Whaling
- Catphishing (aka Catfishing)
- Clone Phishing
- Voice Phishing
- SMS Phishing

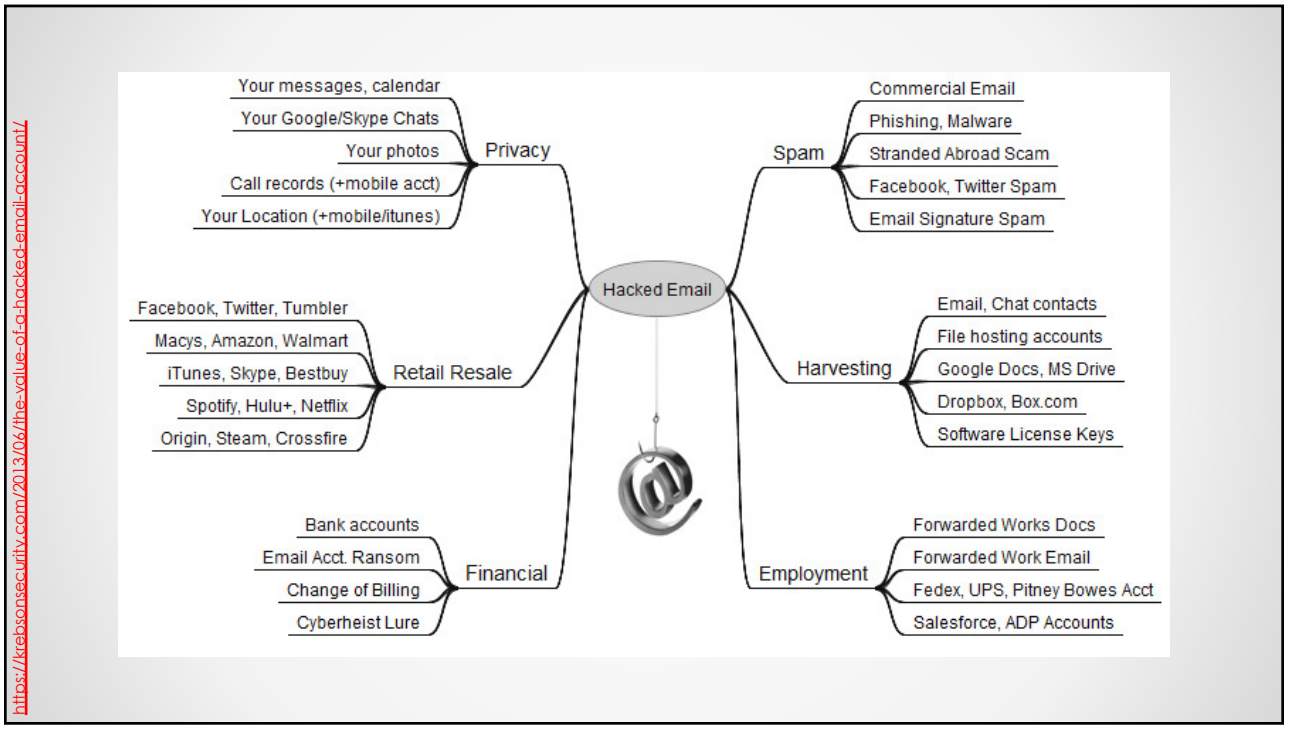
Why Go Phishing?

- Money to be Made!
- People Are Gullible!
- Pandemic Makes for Easier Marks!

https://abovethelaw.com/2020/07/the-simple-practice-inexpensively-keeping-your-computer-safe/#fn1


PayPal Checker
FaceBook Checker
Amazon Checker
Amex Checker
Itunes CC Checker
Skype Accs. Checker
eBay Checker
Walmart Checker
Alertpay Checker
PM Mail Checker
MB Checker
LR Mail Checker
Check
Billing Info
CC List
Socks List
Accounts List
Socks List (ip:port)
Approved:
Declined:
https://krebsonsecurity.com/2012/10/the-scrap-value-of-a-hacked-pc-revisited/

https://blog.emsisoft.com/en/33511/how-do-hackers-make-money-from-your-stolen-data/
Photo by Daniel Steinle on Unsplash


Hacked Email
Privacy
Your messages, calendar
Your Google/Skype Chats
Your photos
Call records (+mobile acct)
Your Location (+mobile/itunes)
Retail Resale
Facebook, Twitter, Tumbler
Macys, Amazon, Walmart
iTunes, Skype, Bestbuy
Spotify, Hulu+, Netflix
Origin, Steam, Crossfire
Financial
Bank accounts
Email Acct. Ransom
Change of Billing
Cyberheist Lure
Spam
Commercial Email
Phishing, Malware
Stranded Abroad Scam
Facebook, Twitter Spam
Email Signature Spam
Harvesting
Email, Chat contacts
File hosting accounts
Google Docs, MS Drive
Dropbox, Box.com
Software License Keys
Employment
Forwarded Works Docs
Forwarded Work Email
Fedex, UPS, Pitney Bowes Acct
Salesforce, ADP Accounts
https://krebsonsecurity.com/2013/06/the-value-of-a-hacked-email-account/

ARKANSAS RULES OF
PROFESSIONAL CONDUCT

The Water We Swim In

(a) A lawyer shall not reveal information relating to representation of a client unless the client gives informed consent, the disclosure is impliedly authorized in order to carry out the representation or the disclosure is permitted by paragraph (b). *Model Rules of Professional Conduct R. 1.6*

The Water We Swim In

(a) A lawyer shall not reveal information relating to representation of a client unless the client gives informed consent, the disclosure is impliedly authorized in order to carry out the representation or the disclosure is permitted by paragraph (b). *Ark. R. Prof. Conduct R. 1.6*

(c) A lawyer shall make reasonable efforts to prevent the inadvertent or unauthorized disclosure of, or unauthorized access to, information relating to the representation of a client. *Ark. R. Prof. Conduct R. 1.6(c)*

The Water We Swim In

(a) A lawyer shall not reveal information relating to representation of a client unless the client gives informed consent, the disclosure is impliedly authorized in order to carry out the representation or the disclosure is permitted by paragraph (b). *Ark. R. Prof. Conduct R. 1.6*

(c) A lawyer shall make reasonable efforts to prevent the inadvertent or unauthorized disclosure of, or unauthorized access to, information relating to the representation of a client. *Ark. R. Prof. Conduct R. 1.6(c)*

The Water We Swim In

[18] Paragraph (c) requires a lawyer to act competently to safeguard information relating to the representation of a client against unauthorized access by third parties and against inadvertent or unauthorized disclosure by the lawyer or other persons who are participating in the representation of the client or who are subject to the lawyer's supervision. *Ark. R. Prof. Conduct R. 1.6, Comment 18*

The Water We Swim In

The unauthorized access to, or the inadvertent or unauthorized disclosure of, information relating to the representation of a client does not constitute a violation of paragraph (c) if the lawyer has made reasonable efforts to prevent the access or disclosure. *Ark. R. Prof. Conduct 1.6 Comment 18.*

The Water We Swim In

Factors to be considered in determining the reasonableness of the lawyer's efforts include, but are not limited to, the sensitivity of the information, the likelihood of disclosure if additional safeguards are not employed, the cost of employing additional safeguards, the difficulty of implementing the safeguards, and the extent to which the safeguards adversely affect the lawyer's ability to represent clients (e.g., by making a device or important piece of software excessively difficult to use). *Ark. R. Prof. Conduct 1.6 Comment 18.*

The Water We Swim In

A. The likelihood of disclosure if additional safeguards are not employed,
B. The cost of employing additional safeguards,
C. The difficulty of implementing the safeguards, and
D. The extent to which the safeguards adversely affect the lawyer's ability to represent clients (e.g., by making a device or important piece of software excessively difficult to use).
Ark. R. Prof. Conduct 1.6 Comment 18.

The Water We Swim In

Whether a lawyer may be required to take additional steps to safeguard a client's information in order to comply with other law, such as state and federal laws that govern data privacy or that impose notification requirements upon the loss of, or unauthorized access to, electronic information, is beyond the scope of these Rules. *Ark. R. Prof. Conduct 1.6 Comment 18.*

The Water We Swim In

(a) A partner in a law firm and a lawyer who individually or together with other lawyers possesses comparable managerial authority in a law firm, shall make reasonable efforts to ensure that the firm has in effect measures giving reasonable assurance that all lawyers in the firm conform to the rules of professional conduct. remedial action.

Ark. R. Prof. Conduct Rule 5.1.

The Water We Swim In

With respect to a nonlawyer employed or retained by or associated with a lawyer:
(a) a partner, and a lawyer who individually or together with other lawyers possesses comparable managerial authority in a law firm shall make reasonable efforts to ensure that the firm has in effect measures giving reasonable assurance that the person's conduct is compatible with the professional obligations of the lawyer;
(b) a lawyer having direct supervisory authority over the nonlawyer shall make reasonable efforts to ensure that the person's conduct is compatible with the professional obligations of the lawyer; and
(c) a lawyer shall be responsible for conduct of such a person that would be a violation of the Rules of Professional Conduct if engaged in by a lawyer if:

(1) the lawyer orders or, with the knowledge of the specific conduct, ratifies the conduct involved; or

(2) the lawyer is a partner or has comparable managerial authority in the law firm in which the person is employed, or has the direct supervisory authority over the person, and knows of the conduct at a time when its consequences can be avoided or mitigated but fails to take reasonable remedial action. *Ark. R. Prof. Conduct Rule 5.3.*

The Water We Swim In

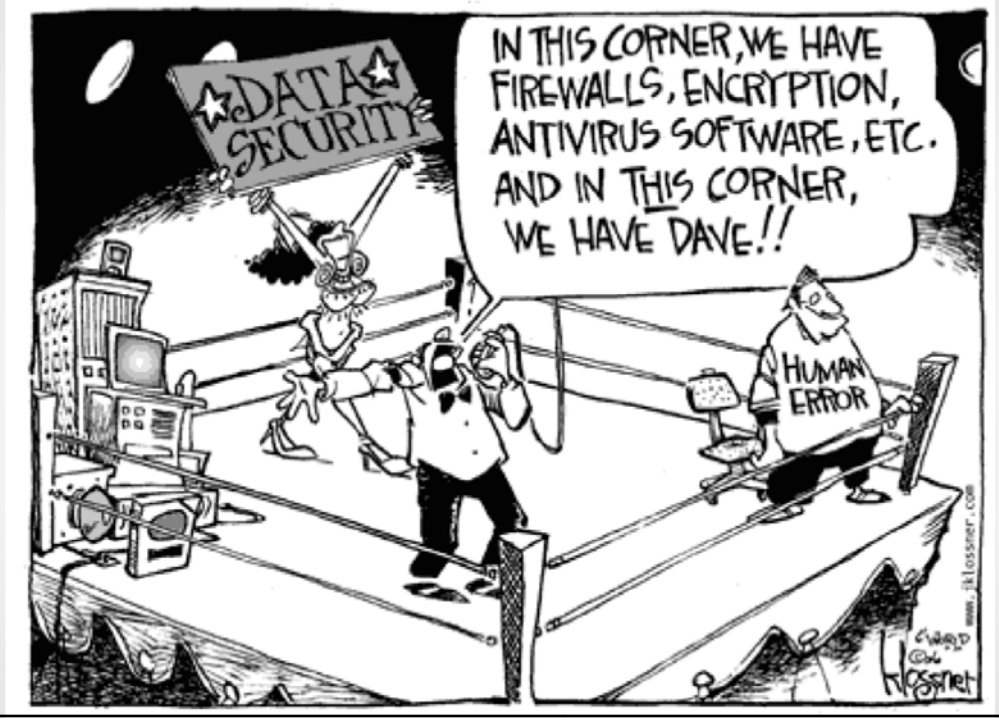
[2] Lawyers generally employ assistants in their practice, including secretaries, investigators, law student interns, and paraprofessionals. Such assistants, whether employees or independent contractors, act for the lawyer in rendition of the lawyer's professional services. A lawyer must give such assistants appropriate instruction and supervision concerning the ethical aspects of their employment, particularly regarding the obligation not to disclose information relating to representation of the client, and should be responsible for their work product. The measures employed in supervising nonlawyers should take account of the fact that they do not have legal training and are not subject to professional discipline. *Ark. R. Prof. Conduct Rule 5.3, Comment 2.*

The Water We Swim In

[3] A lawyer may use nonlawyers outside the firm to assist the lawyer in rendering legal services to the client. Examples include the retention of an investigative or paraprofessional service, hiring a document management company to create and maintain a database for complex litigation, sending client documents to a third party for printing or scanning, and using an Internet-based service to store client information. When using such services outside the firm, a lawyer must make reasonable efforts to ensure that the services are provided in a manner that is compatible with the lawyer's professional obligations. *Ark. R. Prof. Conduct Rule 5.3, Comment 3.*

Prevention

Photo by Kelly Sikkema on Unsplash



https://doyelhalow.com/2020/07/the-simple-practice-inexpensive-keeping-your-computer-safe/#1

Ignore Suspicious Emails

From: Debbie >
Sent: Monday, July 27, 2020 5:56 PM
To: John
Subject: A suspicious email

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi John,

I got the below email that appears to be from you. Of course, we don't click on any links like that, so if this was really meant for me, if you could pdf what you would like for me to see and send it to me, that would be great. If you did not send this email, please let me know, and you should share this email with your IT department. Thanks!!

3:00 PM

I shared an invitation and proposal for your review and collaboration via One Note.

Please review below and don't hesitate to ask me any questions .

Thank you and take care
John

File Name Contained Sender's Company Name

From: John
Sent: Monday, July 27, 2020 6:42 PM
To: Debbie
Subject: RE: A suspicious email

Debbie: I have to apologize I have been hacked. It's extraordinarily frustrating for me, in no small measure because friends and colleagues all over the place have been inconvenienced. Look forward to catching up with you on other more productive matters soon. Again my sincere apologies.

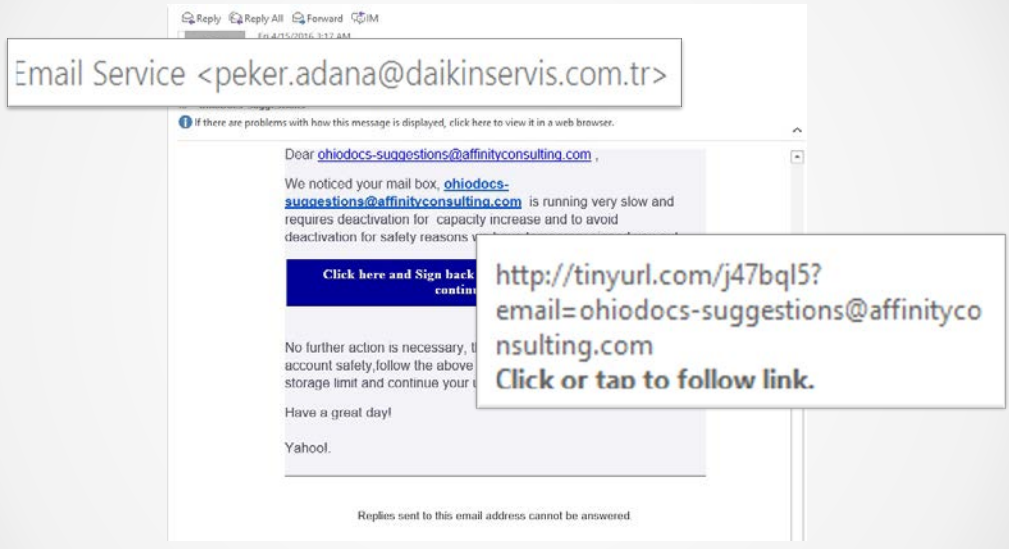
John

Brief Class: Should I Click This?

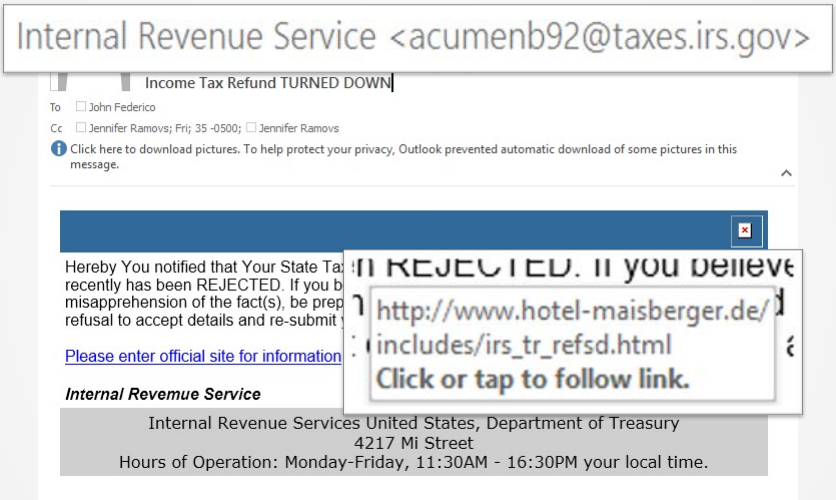
Photo by NeONBRAND on Unsplash

Three Rules

1. Does the email address look right?
2. Hover (but don't click) over the link and check the URL address.
   Is it correct?
3. Should I have expected an email from this person or business on this account?



auto-confirm@amazon.com <callowerr54@clients.amazon.net>
To John Federico
If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.
Kindle Store | Your Account | Amazon.com
Your estimated delivery date is:
Thursday, May 30, 2013 -
Friday, May 31, 2013
Your shipping speed:
Next Day Air
Order Details
$1,095.99
http://frontsighttacticalanddefense.com/amazonzon.html?ie=utf8&orderid=116-8082787-0163448&ref=zu_314236_74698684_order
Click or tap to follow link.


Internal Revenue Service <acumenb92@taxes.irs.gov>
Income Tax Refund TURNED DOWN
To John Federico
Cc Jennifer Ramovs; Fri; 35 -0500; Jennifer Ramovs
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.
Hereby You notified that Your State Ta
recently has been REJECTED. If you b
misapprehension of the fact(s), be prep
refusal to accept details and re-submit
Please enter official site for information
Internal Revemue Service
Internal Revenue Services United States, Department of Treasury
4217 Mi Street
Hours of Operation: Monday-Friday, 11:30AM - 16:30PM your local time.
http://www.hotel-maisberger.de/includes/irs_tr_refsd.html
Click or tap to follow link.

American Express Informer <information@welcome.aexp.com>

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Your October 29, 2012 Operation is Terminated

Right-click or tap and hold here to

Respective, jfede

Your American E
of 1,329.49 USD
Transaction Time
Payment Due
One shot way to
Review billing sta

http://webmail.mtnbusiness.cm/amextrfail.html
Click or tap to follow link.

You currently receive the Limited Data version of the Statements-Ready Mail. Switch to the FULL DATA version.

Thank you for your Belgn with Us.

Regards,

American Express Custome Notification Center

From: Swiss Chinese Law Review Journal
Sent: Wednesday, December 16, 2020 9:27 PM
To: Danielle DavisRoe
Subject: SCLR Wishes to meet you Danielle E Davisroe

Dear Danielle E Davisroe

Greetings and Merry Christmas.

I wish you and your family are in great h ured to present you with the 2nd Issue of the ***Swiss Chinese Law Review Journ*** ***2673-5407)***, which we have received over 100 submissions from over 30 countries. I w u! Please click here to download the issue . If you wish to order the issue in the copy, please click here (global postage included).

Meanwhile, I am very honoured to ann f our journal: www.sclalawreview. on r the next issue at here, and you are invited to beco me a peer reviewer(please click he t here, and click *"Yes, I would like t ubn s to this journal."*

Meanwhile, this issue can be delivered KUBAS KOS GALKOWSKI. **We are thankful for their sponsorship, to help to achieve ou sponsors of this issue, including P Firn** lobal legal professions.

We are with you.

I wish you and your family a "verry" Me *Critical Times.* We are driven by the for New Year!

Tianze Zhang

Tianze Zhang张天泽 | Committee

www.cnsla.org

Swiss Chinese Law Association| Rue Rodolphe-Toepffer 8, 1206 Genève, Switzerland

SCLA
Swiss chinese Law Review Journal

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Additional Tips

- Don't share your computer with anyone.
- Don't work in a public area.
- Don't go to strange websites.
- Do purchase malware protection.

https://dbovelthelaw.com/2020/07/the-simple-practice-inexpensively-keeping-your-computer-safe/#fn1

(Brian) Krebs on Security

https://krebsonsecurity.com/about/

Kreb's 3 Basic Rules for Online Safety

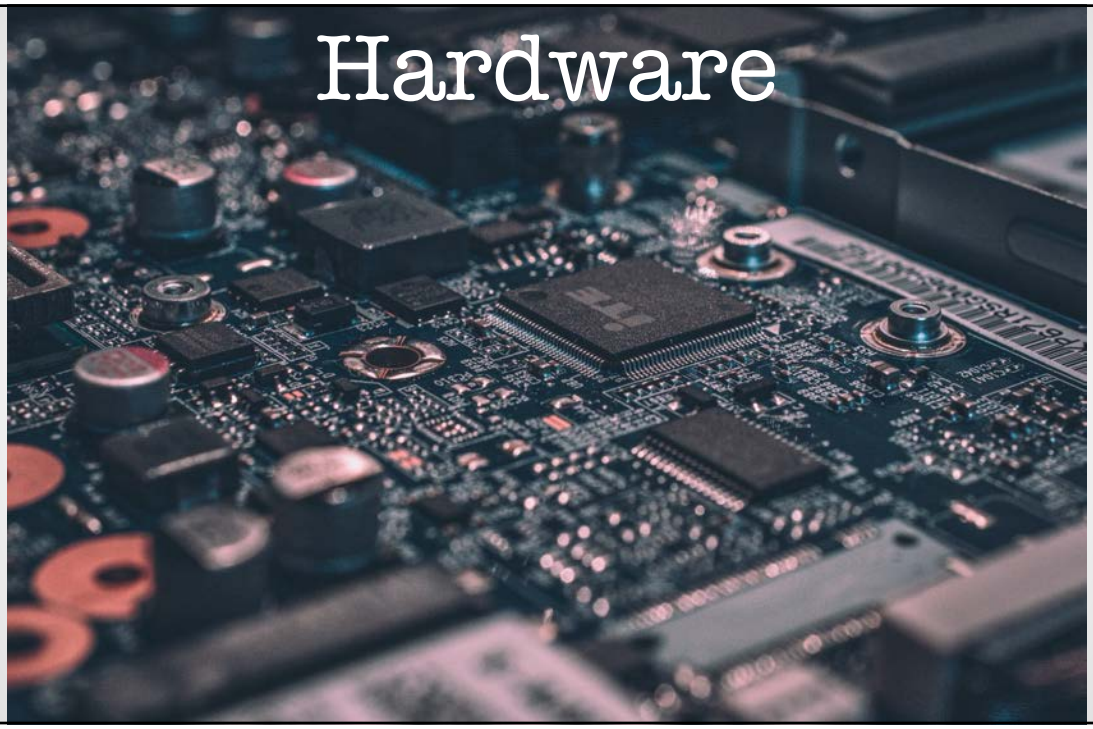
https://krebsonsecurity.com/2011/05/krebss-3-basic-rules-for-online-safety/

Three Rules

1. If you didn't go looking for it, don't install it!
2. If you installed it, update it.
3. If you no longer need it, remove it.

https://krebsonsecurity.com/2011/05/krebss-3-basic-rules-for-online-safety/

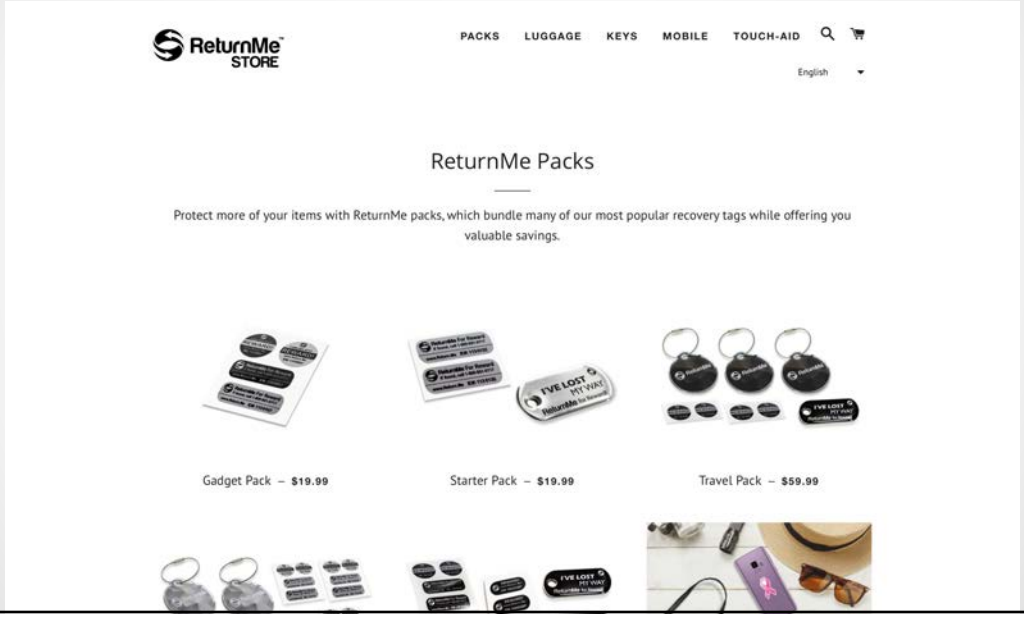
Hardware



Notebook Locks

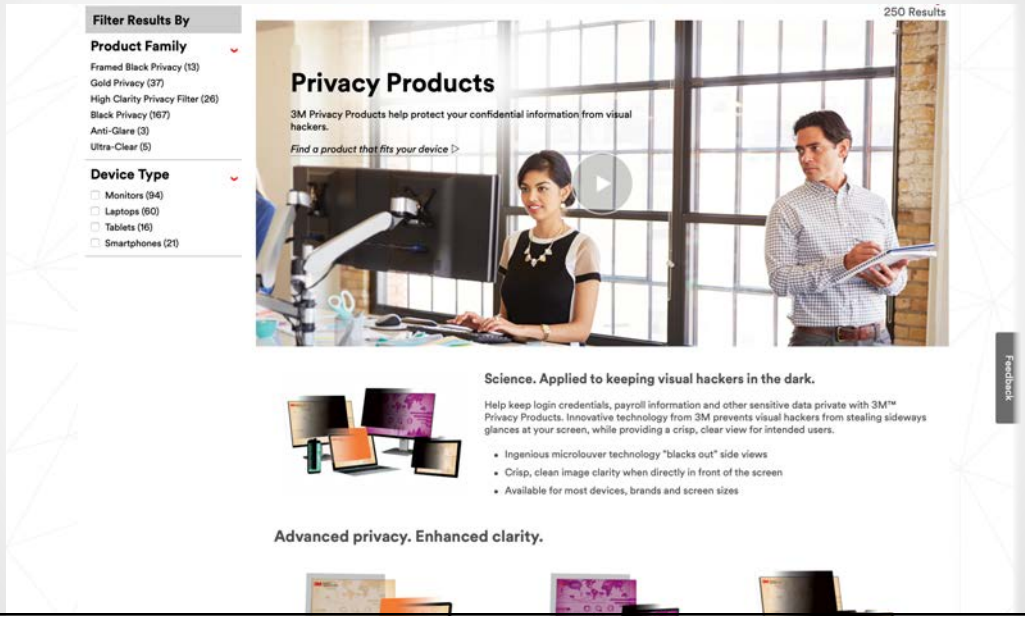
https://www.kensington.com/c/products/technology-device-security-products/device-security-keyed-locks/?srt=relevance

Asset / Recovery Tags



https://returnmetags.com

3M Privacy Screens



https://www.3m.com/3M/en_US/company-us/all-3m-products/?N=5002385+8710873+8711017+8725356+3294857497&rt=r3

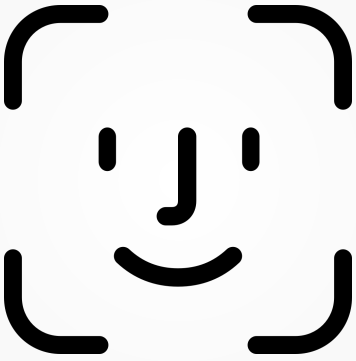
Free "Find My"

https://support.apple.com/explore/find-my AND https://www.google.com/android/find?u=0

Drive Encryption

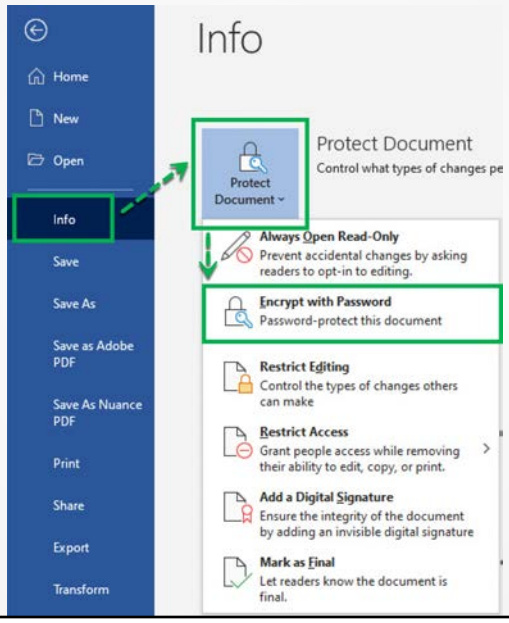
https://support.apple.com/en-us/HT204837 AND https://docs.microsoft.com/en-us/windows/security/information-protection/bitlocker/bitlocker-overview

Laptops with Built-In Security



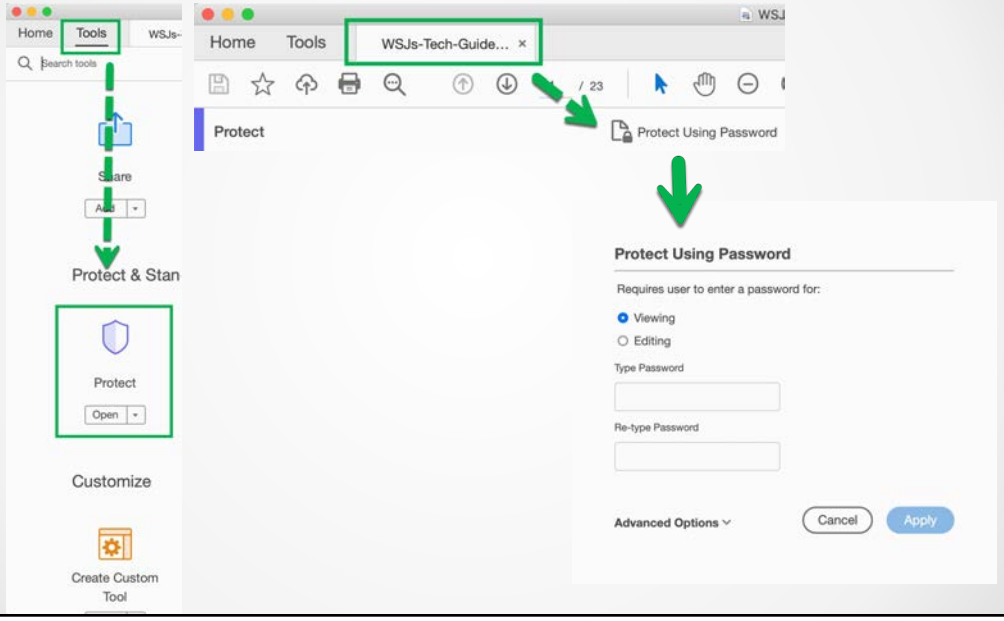
Software

Encrypt with Microsoft Word



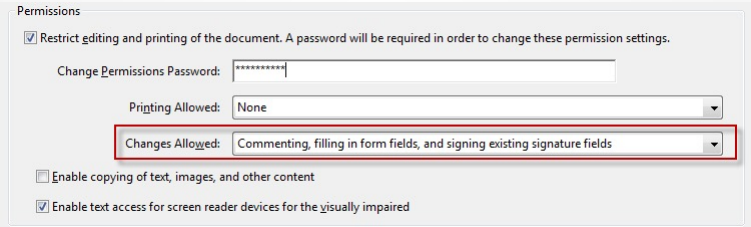
https://support.microsoft.com/en-us/office/protect-a-document-with-a-password-05084cc3-300d-4c1a-8416-38d3e37d6826#ID0EAACAAA=Windows

Encrypt with Adobe Acrobat



PDF Files are Editable

Not Changeable…
Only if You Lock Them.



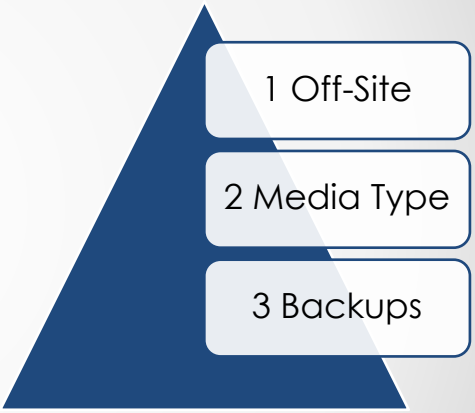
Foxit

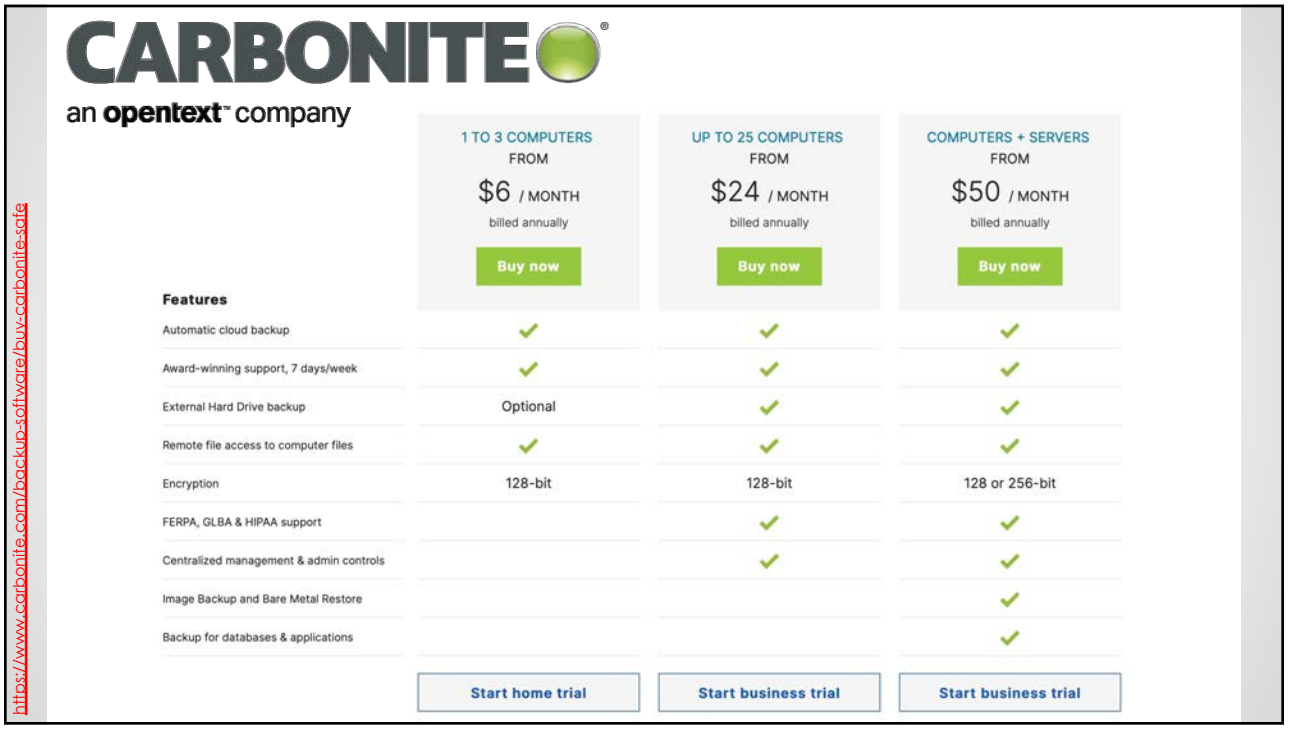
KOFAX

pdfDocs

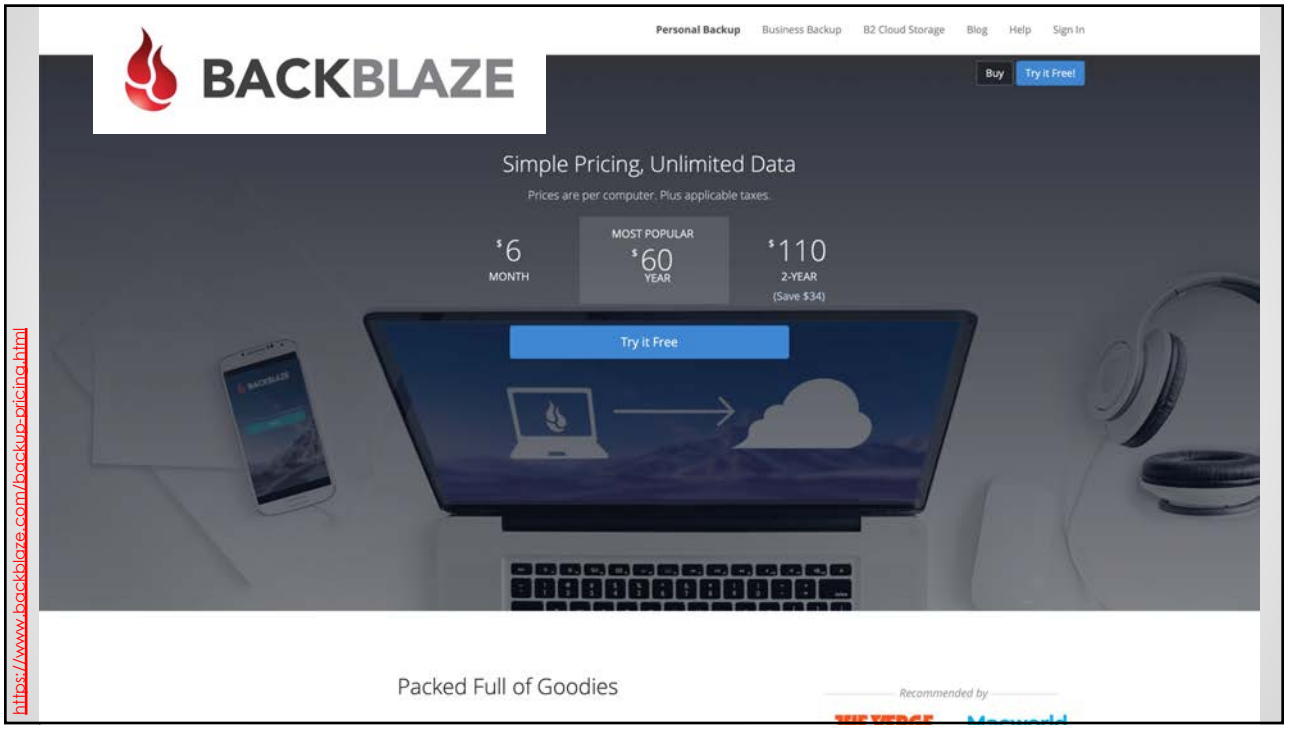
3-2-1 Backup Rules

1. No Excuses – Every Day
2. Should be Unattended
3. Check the Log
4. Off-Site Storage
5. Run Test Restores
6. Have a Secondary Method





https://www.carbonite.com/backup-software/buy-carbonite-safe



https://www.backblaze.com/backup-pricing.html

https://1password.com AND https://www.lastpass.com

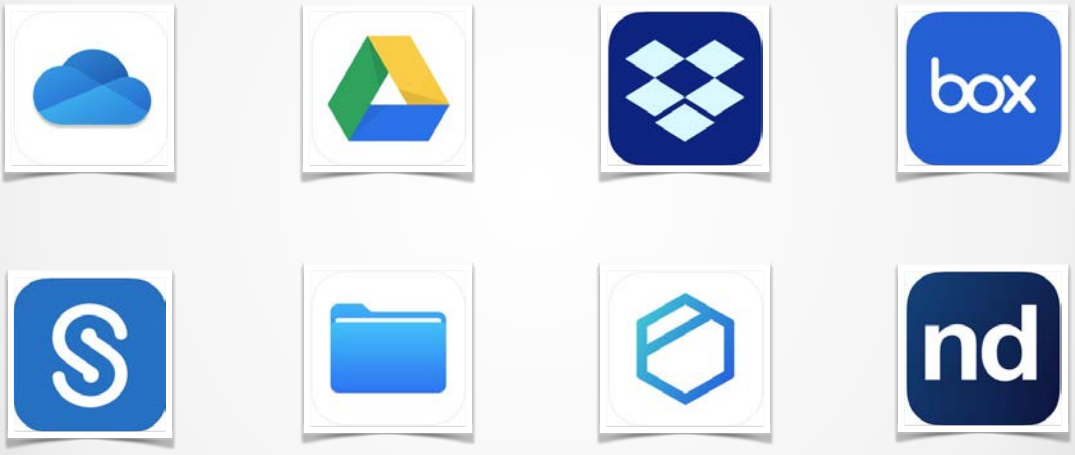
Password Managers

- Too many passwords and logons to track
- Strong passwords
- Use different passwords for different services
- Holds credit cards
- Holds any kind of personal info

https://abovethelaw.com/2020/07/the-simple-practice-expensive-lesson-keeping-your-computer-safe/?rf=1

Don't Share Files via Email

Pick a Cloud, Any Cloud to Share



Encrypt Your Cloud

boxcryptor

Sookasa

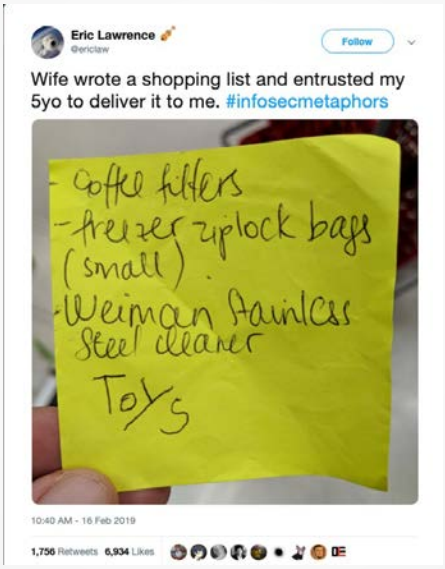
https://www.boxcryptor.com/en/ AND https://www.sookasa.com

Best to Track File Sharing

ShareFile®

https://www.sharefile.com

Wireless Encryption



VPN

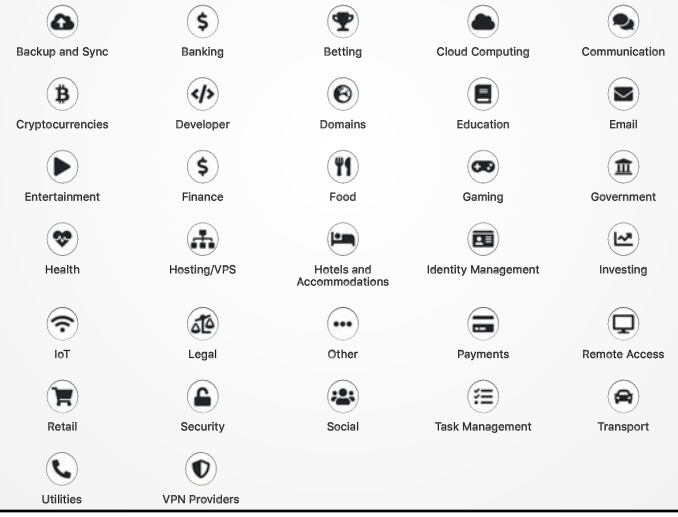
encrypt.me™

https://encrypt.me

2-Factor Authentication

- Requires 2 authentication factors to verify identity
  - Knowledge factors – something you know
  - Possession factors – ID card, security token or smartphone
  - Inherence factors – biometrics

2-Factor Authentication (https://2fa.directory/)



In Conclusion

1. Does the email address look right?
2. Hover (but don't click) over the link and check the URL address. Is it correct?
3. Should I have expected an email from this person or business on this account?

QUESTIONS?

Affinity CONSULTING

Paul W. Keith
pwk@gibsonkeithlaw.com

Jeffrey R. Schoenberger
jschoenberger@affinityconsulting.com