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Legal Resources and the Internet

Prepared for the Saskatchewan Legal Education Society Inc.
December 1999

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Chapter I: Introduction

Lawyers, Computers and the Internet

For lawyers, the computer revolution began about twenty years ago with the advent of word processors and mini-computers followed in 1982 by the introduction of the personal computer. The second wave of that revolution - the explosion in global computer networking - began (for lawyers, that is) only about five years ago.

In the pre-Windows and pre-World Wide Web days (less than a decade ago) using computers and communicating with other computers was difficult for a non-technical person. With the phenomenal technological advances in computer processing power, memory, disk storage and software, computers and communications have become much more sophisticated - and much easier to use.

The explosion in computer technology and the Internet is having a profound impact on the way we practise law:

- Printed case reports, statutes and research tools will likely become prohibitively expensive or be discontinued altogether as electronic versions take over the legal marketplace. If you are not able to use these electronic services yourself, you will have to find someone who is able.
- E-mail is becoming as essential as the fax and telephone. Clients are demanding it.
- With the huge cost savings to governments of distributing information and forms on-line and enabling e-filing of securities, tax, corporate, trade-marks, patents and (soon for Saskatchewan) land-titles documents, traditional means of communicating with government via paper are disappearing. Law offices must implement the technology in order to practise in these areas.

“But computers and the Internet are so complicated - I’m not a technical person”.

People are complicated too - much more complicated than computers. Each cell in your body is more complex than any computer in existence. The workings of human brain, the physiology of human speech, hearing, and the intricacies of human language are not understood by most of us. Nevertheless, we are able to speak, write, and read and we can understand each other. **Don’t be intimidated by the technology. You don’t have to understand it - you just have to know how to use it.**

In this one day course, we hope to do the following:

1. to give you an overview of the technology and explain basic concepts in a non-technical way;
2. to acquaint you with basic computer and Internet functions that will enable you to find and use legal information resources;
3. to identify some important and useful electronic legal resources and how to access them;
4. to give you a hands-on guided experience with the technology and finding legal resources;
5. to let you practice the skills and knowledge you have learned.

The Explosion of Cyberspace

Computer networking began in the early 1970’s led by a group of American universities¹. The concept of a world-wide network gradually evolved and was significantly developed by the Department of National Defence through the 1970s and 1980s. The very useable Internet - the World Wide Web - is only about eight years old. Widespread use by the public started less than five years ago.

¹ the first packet based communication between two computers was achieved at UCLA in late 1969: R. Zakon, Hobbes' Internet Timeline: <http://www.isoc.org/guest/zakon/Internet/History/HIT.html>
See also: Vinton Cerf, How the Internet Came to Be, (1993) Bell Labs : <http://www.bell-labs.com/user/zhwang/vcerf.html>

The Internet is rapidly becoming the single largest medium of communication in the world. The web is changing the way commerce is conducted. It has become the medium of choice of governments and other organizations for locating, distributing and sharing information. Stock values of Internet companies are skyrocketing. The Internet has captured the world's imagination.

And it is changing the way we practise law.

Chapter II : Computers

Computer basics

A computer is an elaborate electronic switching device. You don't have to understand how this makes it "think". Without wishing to start a metaphysical debate here, computers do not think - they simply regenerate, very quickly, the thought processes of programmers. A human being is a self aware, self-reproducing, critical, creative and emotional being; a computer has none of these attributes. Like a parrot – it has no ability to understand the information it processes. It is a machine based on a concept which, at its heart, no more sophisticated than a light bulb and a light switch.

Light bulbs and switches can seem complicated. Imagine an elaborate Christmas light display with millions of lights arranged in intricate patterns and arrays - displaying shapes of animals, buildings, people; displaying messages, flashing, moving, and pointing directions - all of which can be switched on and off at will from a single control panel. A "show" consists of a series of switching events that cause the light arrays to be switched on or off to provide a message or experience for human observers. The person operating the switch control panel has a piece of paper (the program) that lists the instructions for switches to be turned off or on and the order, time and duration of switching. The operator executes the program. The viewers see the show.

The display of lights, complex as it may seem, is all built on a simple principle: turning light bulbs on and off. So it is with a computer - an elaborate, fast "thinking" machine employing amazing technology but built on a simple principle.

Input and Output: Keyboard, Mouse and Screen

In order for a human being to communicate with a computer, information must be input from the human to the computer and output from the computer to the human. That is what the **keyboard**, **pointing device** (mouse), **screen**, and **speakers** are for.

We did not always have keyboards and pointing devices. Early computers used punch cards and ticker tape for input. We did not always have video display terminals (VDT's) or speakers. Early computers used teletype machines and matrix printers to display information for the user.

The **keyboard** sends electronic codes to the computer corresponding to the letter or character typed (each keyboard character has a numerical equivalent from 0 to 255 as defined by the ASCII - American Standard Convention for Information Interchange).

A **mouse** is a pointing device which tells the computer the co-ordinates (vertical and horizontal position) on the VDT screen which the user has selected. The computer program that is running when the mouse is clicked receives that information and uses it in some way.

The **VDT** informs the human user what is available on the computer and what the computer is doing. The computer displays text and graphics in forms and shapes that humans understand. With a speaker system installed, the computer can also send sounds to inform the user.

Exercises

Play with your computer input devices.

- ✓ Click different areas or objects on the screen with your mouse and see what happens.
- ✓ Open a word processor program like [Wordpad](#) and press keys on your keyboard. Type something intelligible and print it.

CPU, Memory (RAM) and Information Storage

A computer *processes* information and it *stores* information. These are two very different functions. The Central Processing Unit (CPU)² and Random Access Memory

² The CPU is an elaborate device that performs operations on electronic data in accordance with electronic instructions.

(RAM) are used when the computer is executing programs or “thinking”. Storage devices (hard and floppy disk drives and Compact Disc drives, for example) store and permit retrieval of information. In order to process information, the CPU must have the information placed in RAM.

Imagine your desk when you are working on files. You are working on one file at a time. The information in the file you are working on is being read and your brain is processing the information contained in it. Your eyes scan the page and the brain interprets text which says “please respond by Friday”. This causes your brain to direct your hand to grab the dictaphone and dictate a letter. When the letter is sent, the printed copy is placed in the file and stored. Your thought processes having been recorded, you rid your mind of it, close the file and open the next one. Computers process and save information in analogous ways – and that is all you really have to know.

The Importance of Saving

Your mind can forget things easily – that is why we write things down. Once written down, the information can later be reloaded into the brain by reading it. If you “turn off” your brain before you write its contents down, you may lose the product of your thinking but you might remember all or part of it. Computers are not as gifted. If you turn off a computer before you have placed the information into storage (by “saving” to your hard disk) the RAM loses all of its information and your computer will remember nothing at all. You will have lost all of the computer’s thinking since the last “save”.

Peripheral Devices

Microphones, light pens, scanners, and bar code readers can allow other forms of information to be input into the computer. Devices such as printers, modems, tape drives, graphics plotters, CD writers, and (yes) scent generators allow the computer to provide information output in different forms. These are just different devices for inputting and outputting information to and from the computer.

Programs - Software

A program is a set of instructions that are fed by the computer hardware to the CPU. (The instructions in the program may change depending on the output from previous CPU operations)³. Programs are not “hardwired” into the computer hardware. Hence the term, “software”.

There are different “levels” of programming. Some programmers write instructions to be executed directly by the CPU. These types of programs are very technical and require an understanding of how the CPU works. Simple operations, such as inserting a word in a text string, can involve dozens of instructions. Programming at “machine level” is like writing a story in which each word has to be replaced by its dictionary definition. Most programmers work in higher level programming languages that use terms more easily recognized by humans which, when “compiled” by other programs, generate the more verbose instructions required by the CPU.

Operating Systems

In order to use a computer, the user must be able to store, retrieve and execute application programs, save and retrieve data, and operate devices such as CD-ROM drives, printers, modems etc. The computer comes with a set of operating programs that allow the user to operate the computer hardware and execute applications. These operating programs are known collectively as the *operating system*.

Boot-up

When you turn on your computer, it goes through a process of loading the operating system. In effect the computer “picks itself up by its bootstraps” - hence the term “boot-up”. During boot-up, the system follows program instructions that tell it everything it needs to know about the devices that are present and how to communicate with them:

³ A simple CPU operation might be: “take the data in register D1 and perform the operation described in register A1 on data in register D2 and place the output in register D3”. If register A1 contains the instruction code for “add”, the numbers in D1 and D2 are added and the sum placed in register D3. The actual “instruction set” for a chip depends on the chip design: Intel chips (used in PCs) and Motorola chips (used in Apple computers) use different instruction sets.

how to display information on the screen, how to print, how to find information on the disk, and how to run programs. This process takes a few minutes.

The User Interface: DOS vs. Desktop

Once the computer is booted up, the user is able to interact with the computer. Since humans are not machine-like and computer are not human-like, the information the user inputs and the information which the computer outputs have to meet a common *interface* that both understand.

Earlier operating systems (such as MS-DOS) consisted of programs that were technically simpler than those found in modern graphical operating systems (such as Windows). But they were, generally, not simple to use. The DOS user had to know DOS commands and type them (correctly) at the DOS prompt (usually a **C:>**). These *character-based interfaces* were useable so long as the functions needed were limited.

With a *graphical user interface* (GUI) such as Windows, MacIntosh, UNIX, LINUX and others, it is much easier for human beings to see what is on the computer, to locate and move information, and to run applications. The user points and clicks on pictures, buttons, menus, text and symbols rather than typing complicated commands. Those mouse clicks generate character commands that execute functions in a DOS like way, but the user does not know or care.

The Windows Desktop

Once booted, the Windows 95/98/NT operating system presents its “[Desktop](#)” screen to the user. The Desktop is just a graphical presentation of information and programs residing on the computer.

There are a few very basic features and functions that you should know before being able to use the computer (we will assume you are already familiar with the operation of a keyboard):

- Mouse clicking:
 - ✓ Single clicking: *to select*
 - ✓ Fast double clicking: *to execute*
 - ✓ Right mouse button: *to bring up menus*
- The “Start” button (lower left): *click on (or press the Windows key on your keyboard)*
 - ✓ The Start Menu: *shows some main functions available on your computer*
 - ✓ The Program Menu: *lists all the programs available on your computer*
 - ✓ Other functions such as Help, Documents, Settings, Finding files
- The “Desktop” Icons
 - ✓ Icons represent “shortcuts” to programs: to execute the program, double click on the Desktop icon
 - ✓ Folders contain programs, document files or files containing data. To view a document file in a folder, double click on the folder icon to display files and double click on the document file.
- The “Taskbar”
 - ✓ This is the gray bar that stretches across the bottom of your “desktop” screen. It contains icons for the programs that are open or active. When you have two or more active programs, you may switch from one to another by simply clicking on the Taskbar Icon.

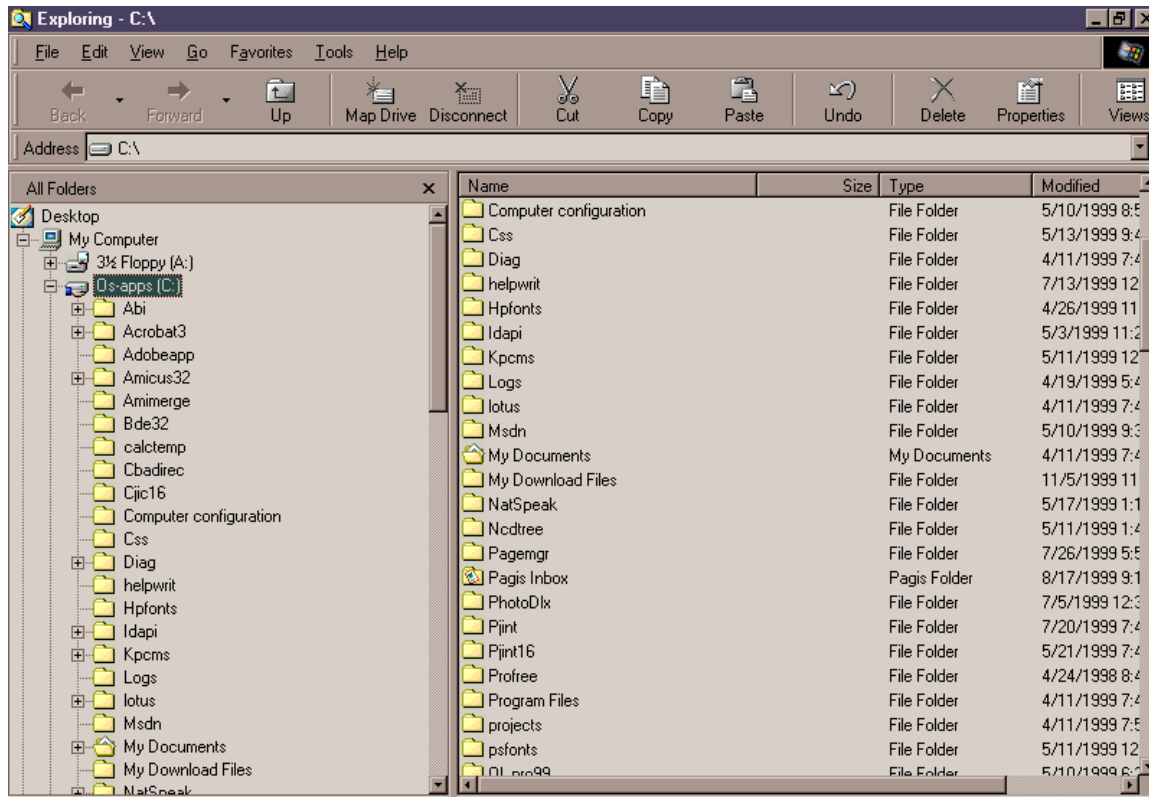
Folders and Files

Windows allows the user to organize information in the computer storage area, *the hard disk*. The information on the disk is structured in **folders** and **files**.

A file is a collection of *connected* information. A word processing document, a spreadsheet, a database, and a program are all stored in files. A folder is a collection of *related* files (i.e. files that relate to a common subject or function). Folders are used to organize files. A sub-folder is a sub-group of files within a collection of files.

The folders and files that reside on your computer may be viewed using the “**Windows Explorer**” utility program.

The Windows Explorer program allows the Windows user to see the information on the computer disk(s). The window on the right shows the files and folders contained in the selected drive or folder on the left::



Exercise

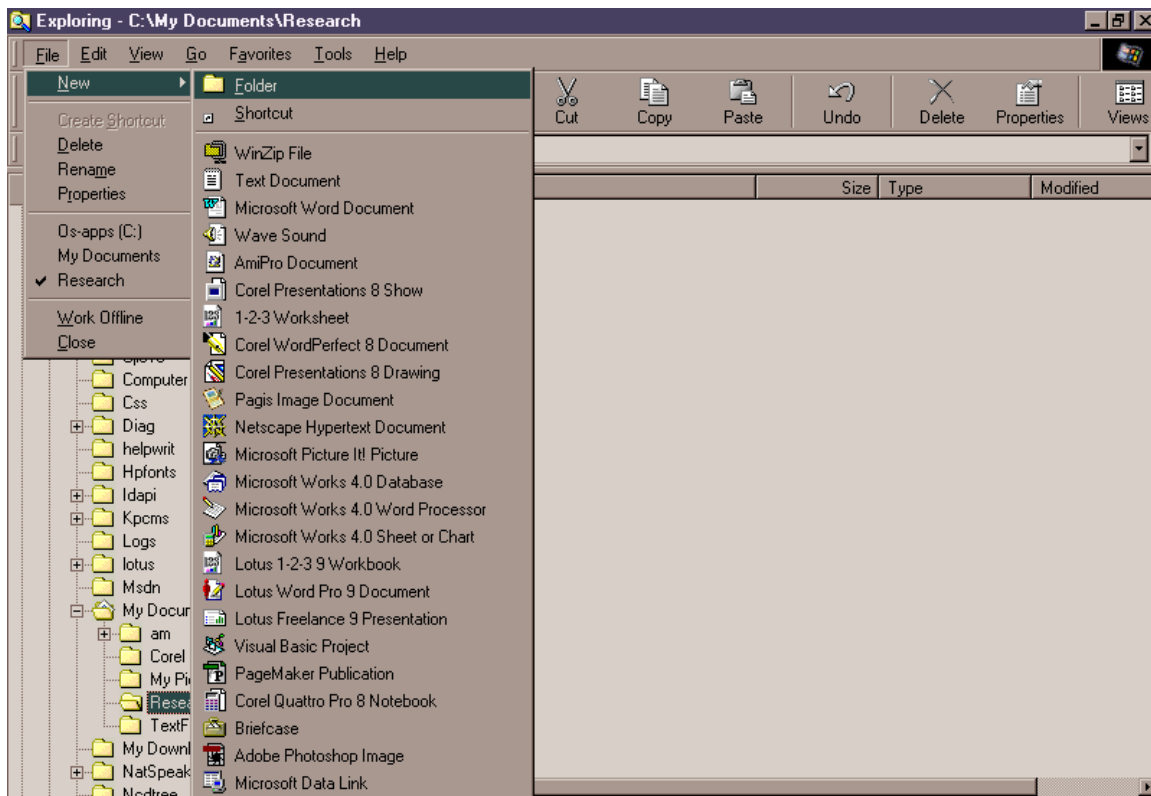
- ✓ Invoke [Windows Explorer](#) and see your folders and files (select Start > Programs > Windows Explorer)
- ✓ Double click on folders (on the left) to see files and sub-folders (on the right)
- ✓ Note the “tree” structure of the files and folders.
- ✓ Select the icon (on the left) for the C: drive (i.e. place the mouse over the icon and click once with the left mouse button): click the right mouse button and select “Properties” in the pop-up menu to see the space available and space used on the drive.

Creating folders

Folders may be created easily from Windows Explorer or from most application programs. Folders must have a name. You should choose names that tell you what is in the folder (e.g.: Client_documents or Legal_Research).

Exercise

- ✓ Create a folder and name it “Research”
 - Invoke Windows Explorer and see your folders and files (select Start > Programs > Windows Explorer)
 - Click on the folder (left side) named “My Documents”
 - From the file menu (top) select **File>New>Folder**
 - Insert the word “Research” by typing over the words “New Folder”
 - Observe the new folder icon “Research” below the “My Documents” folder on the left side.



Create a new sub-folder of the “My Documents” folder in Windows Explorer . Name it “Research”

Creating files

The Windows operating system allows the user to create files easily and in several ways. Usually, the user creates files by saving work from an application, such as a word processing program. Files can also be created directly with utility programs such as Windows Explorer.

A file needs a name. The name has two parts: the File **Name** and the File **Extension** (or **Type**). The two parts are separated by a period (.). Under Windows 95/98/NT, file names and extensions can have any number of characters. In the older DOS system, names were limited to an 8 character file name and a 3 character extension. Examples of file names: **myfile.txt** or **what_I_did_on_my_summer_vacation.doc_1999**

Exercise

- ✓ Create a text file, add the text and save the file.
 - Invoke Windows Explorer and see your folders and files (select Start > Programs > [Windows Explorer](#))
 - Click on the folder (left side) named “Research” under “My Documents”
 - From the file menu (top) select **File>New>Text Document**
 - You will see a new file called: *New Text Document.txt*
 - You may insert your own file name by typing over the words “New Text Document.txt”. Type the file name: “junk_file.txt”
 - Double-click on the icon just to the left of the file name to bring up the Notepad program
 - Type some text in the “Notepad” window
 - Save the file by selecting **File>Save** from the menu bar.
 - Exit the document: **File>Exit**
 - Go back into the Document by double-clicking on the file name (junk_file.txt) in Windows Explorer. You will see the text you just typed and saved.
 - Exit the document again **File>Exit**

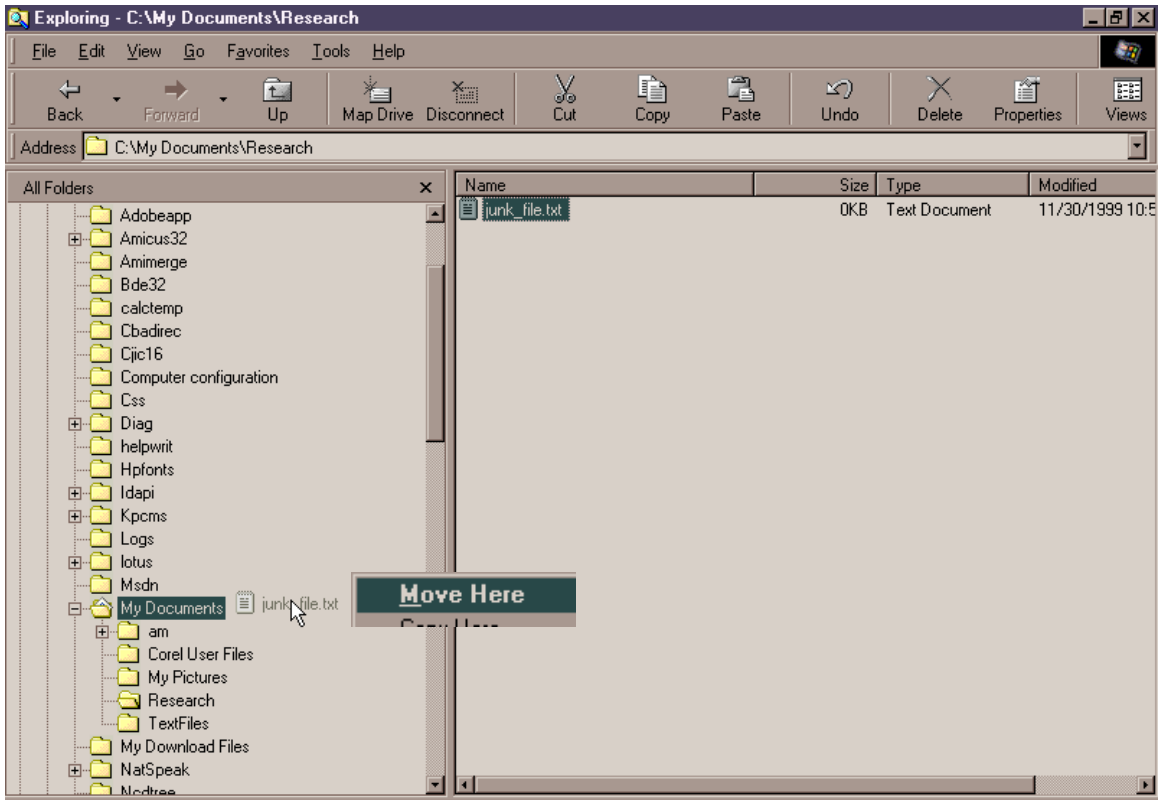
Moving Files and Folders

Files and folders can be copied or moved around on a hard drive or copied to other drives. Utilities in the Windows operating system make this very easy to do by “dragging and dropping” them from one location to another.

Exercise

- ✓ Move a file from one folder to another
 - Invoke Windows Explorer and see your folders and files (select Start > Programs > [Windows Explorer](#))
 - Click on the folder (left side) named “Research” under “My Documents”
 - On the right window, select the file you just created in the previous exercise (junk_file.txt) by pointing the mouse on it and clicking and holding the **right** mouse button down.
 - While holding the **right** mouse button down, move the mouse pointer over to the left side of your screen on top of the folder “My Documents”.
 - Lift the right mouse button. A pop up-menu appears listing options of Move or Copy. Select “Move” (click on the word “Move” with **left** mouse button).
 - The file has been moved from the sub-folder “Research” to “My Documents”.
 - Reverse the operation by moving the file (“junk_file.txt”) back to the “Research” sub-folder.
- ✓ Copy a file to another folder
 - Repeat the above steps but select “Copy” from the pop-up menu.
 - Note that the original copy in the “Research” sub-folder is still there and a second copy is found in the “My Documents” folder.

Moving or copying files in Windows Explorer.



Holding the **right** mouse button, “grab” and “drag” the file: “junk_file.txt” on the right over to the “My Documents” folder on the left. Select the “Move Here” or “Copy Here” from the pop-up menu.

Chapter III : Networks

What is a Network?

A network is simply a group of interconnected, communicating entities: for example, television networks, business networks, telephone networks, social networks. A computer network is a group of interconnected, communicating computers.

A local area network (LAN) can be set up in an office, say, to allow personal computers to send and receive information to and from each other, to access common information stored on “file server”, and to share printers and modems. Such networks are connected by common wiring and are very fast. The standard business network - Ethernet - allows users to transfer 10 to 100 millions of bits per second between computers (about 1-10 million characters per second).

A wide area network (WAN) to connect two or more LANs can be set up over long distances through telephone or data communications channels. Such networks are much slower because they rely on relatively slow long distance communications lines. WANs use devices known as **routers** to handle the exchange of information packets between LANs across the communications lines.

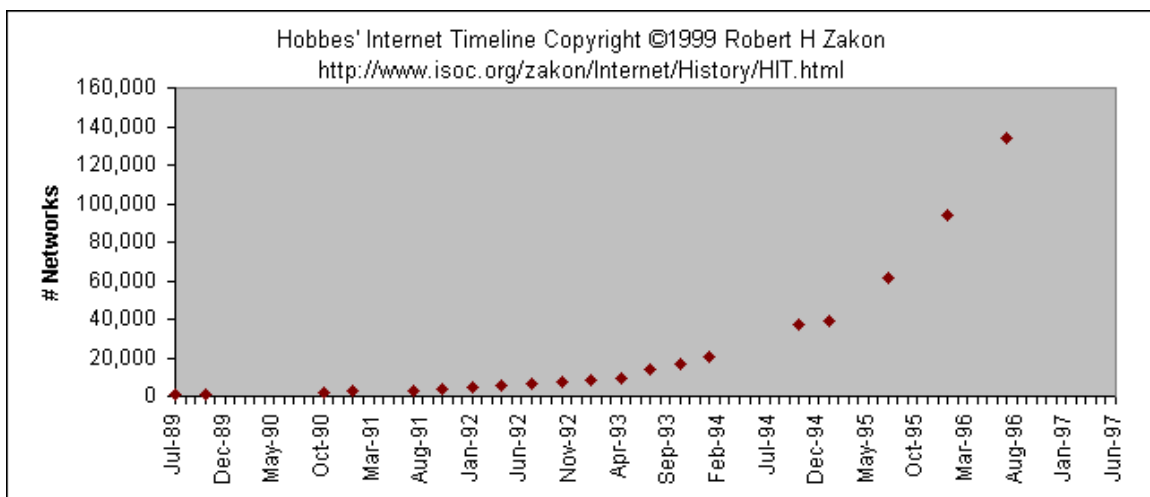
LANs and WANs use “packet technology”. That is to say all communications between computers on the networks is carried on by the transfer of discrete bundles of information according to certain rules. The structure of the packets and the rules used are defined by the network “protocol”. There are many types of protocols: NETBUI, IPX/SPX, TCP/IP, Token Ring, DLC. In order to communicate, two computers must use the same protocol. A computer network is similar in concept to the old pneumatic tube document transfer systems found in many hospitals and some older office buildings in which canisters containing documents are sent from one station to another.

Each computer “node” (or station) on the network has its own network address. The sending computer places the network “address” of the destination computer on each

It was not until Tim Berners-Lee of CERN (a nuclear physics laboratory in Switzerland) developed the concept of the **World Wide Web** that the Internet became widely accessible and useable to casual computer users. The idea behind the World Wide Web was simple: connect information residing on computers around the world using “hypertext” - text that contains a built-in link to another computer on the Internet. The hyper-link can be activated by a simple click on the highlighted text.

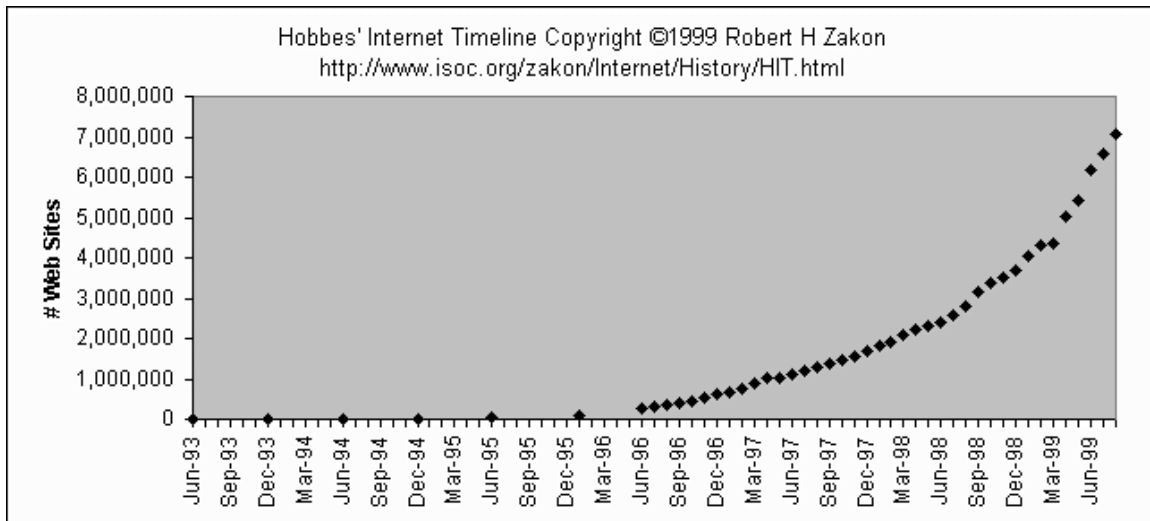
The growth in Internet use has been dramatic since the advent of the World Wide Web in 1992. With the development of Internet Browser⁴, programs, navigating the Internet became as simple as pointing and clicking a mouse.

The following graph shows the growth of the Internet beginning in 1989:



The following graph shows the growth in sites on the World Wide Web since 1993:

⁴such as Netscape Navigator or Communicator and Microsoft Internet Explorer. These browsers can handle several types of transfer protocols (see page 16): http, ftp, e-mail, news, telnet to provide information to the user without bothering the user with technical details.



No single computer runs the Internet. If a computer that helps run the Internet is unavailable, other computers take over. As a result, the Internet is very rarely “down”. The last Internet-crippling event was in 1988 when 10 percent of the 60,000 computers then connected to the Internet went down as the result of sabotage by “hackers”. The likelihood that such widespread failure will occur again has been reduced dramatically with improvements in computer security and by the number of computers that would have to go down in order to have a material effect on the Internet.

Like other computer networks, the Internet uses an information exchange system by which computers send and receive “packets” of digital information. Each packet has a particular size and structure that is set by an international standard known as **TCP/IP** (Transmission Control Protocol / Internet Protocol).

Specialized computers on the Internet known as **Domain Name Servers** (DNS) provide “directory assistance”, looking up Internet addresses of the destination computer. The sending computer places this address on each packet it wishes to send to the destination computer. **Routing computers** ensure that the “packets” are sent to the part of the network to which the destination computer is connected. **File servers** connected to the Internet store information and send it out on the Internet in response to a request from

another computer. Computers send information and requests back and forth using a standard transfer protocol⁵.

The technical complexity of the Internet is not apparent to the user. Using sophisticated “browser” programs, the human user operates in an environment that he or she can readily understand. Thus the Internet appears to the user as a world of data, text, still images, sounds, and moving pictures, far removed from the underlying complex computer interchanges which are driving it. This world has been called **CYBERSPACE**.

Further reading:

For further background on Internet history visit:

<http://www.isoc.org/Internet/history/index.shtml>

For a glossary of Internet terms, visit:

<http://www0.delphi.com/navnet/glossary/index.html>

The history and development of the World Wide Web according to Mr. Berners-Lee:

<http://www.w3.org/People/Berners-Lee/FAQ.html>

⁵a transfer protocol is a standard set of instructions which two computers execute in order to transfer information with each other. Common examples are the "http" protocol (hypertext transfer protocol) and the "ftp" protocol (file transfer protocol).

Chapter IV - Internet Basics

The Browser

The explosion in use of the Internet occurred with the introduction of very functional and user-friendly software to “browse” or “surf” the information sites. The need for such software was obvious to users in the early days of the World Wide Web. Many useful programs were developed but eventually browsers from Netscape (Netscape Navigator) and Microsoft (Internet Explorer) became widely used. Netscape and Microsoft browsers operate similarly and are comparable in function and quality.

In this paper we will use the Netscape Navigator browser to illustrate the principal functions of Internet browsing:

- Visiting a World Wide Web site
- Navigating (Back, Forward, History)
- Bookmarking sites for future re-visiting
- Saving and Printing pages
- Sending and receiving E-mail and attachments
- Using Adobe Acrobat

Getting Connected

Your Internet Service Provider (ISP) will help you get your computer set up and connected to the Internet. In this seminar, you will be directly connected to the Internet through a local area network. This type of connection is highly recommended for an office environment as it provides the most reliable, easiest to use and fastest type of connection.

At home you will not be connected directly to a network, so you will have to connect via telephone to your ISP using the dial-up networking function available on your Windows 95/98 or Macintosh computer.

The Browser Interface

The browser main screen provides the user with all of the tools to navigate the Web. Enhancements or features that are not common to both major browsers (Netscape and Microsoft) will not be examined in detail.

This is the browser screen as it may look when you first enter Navigator:



To begin we will look at the basic navigation functions:

- Location window (white space, top - middle of screen)
- Site display window (in this case, the University of Saskatchewan)
- Back and Forward buttons (top left)
- Bookmarks button (top left below Back and Forward buttons)

The **location window** tells the user the Internet Location of the displayed web page. To visit another web page, you may enter the Internet location of the web page directly in this window and press the Enter key.

Example: Point your mouse on the Location Window and delete the characters after “www.”. Then enter the words: “lawsociety.sk.ca”. You should see a screen similar to this:



When you did this, your browser contacted the Law Society server and requested the web page located at “http://www.lawsociety.sk.ca”, received it and then displayed it. The term: “http://www.lawsociety.sk.ca” is known as the URL (Universal Resource Locator) for the site.⁶

⁶ Actually, when you entered this URL and pressed the “enter” key, the browser sent a packet of information addressed to the Domain Name Service (DNS) server in your area requesting the Internet Protocol Address (IP address) for the URL “http://www.lawsociety.sk.ca”. The DNS server looked it up and sent back the unique IP address 207.195.119.75. That took about half a second. Then the browser sent a packet containing a request bearing that IP address (which is the IP address of the Law Society’s server). The Law Society server sent out the web page description with your computer’s IP address on it. Your browser received and displayed it.

Internet location URLs have the following parts:

transfer protocol: **http://** (This tells the destination computer to respond using the hypertext transfer protocol)

domain name: **www.lawsociety.sk** (this is the unique Internet name for the Law Society web server)

top level domain: **.ca** (this tells the DNS server which top level domain to search for the domain name: www.lawsociety.sk)

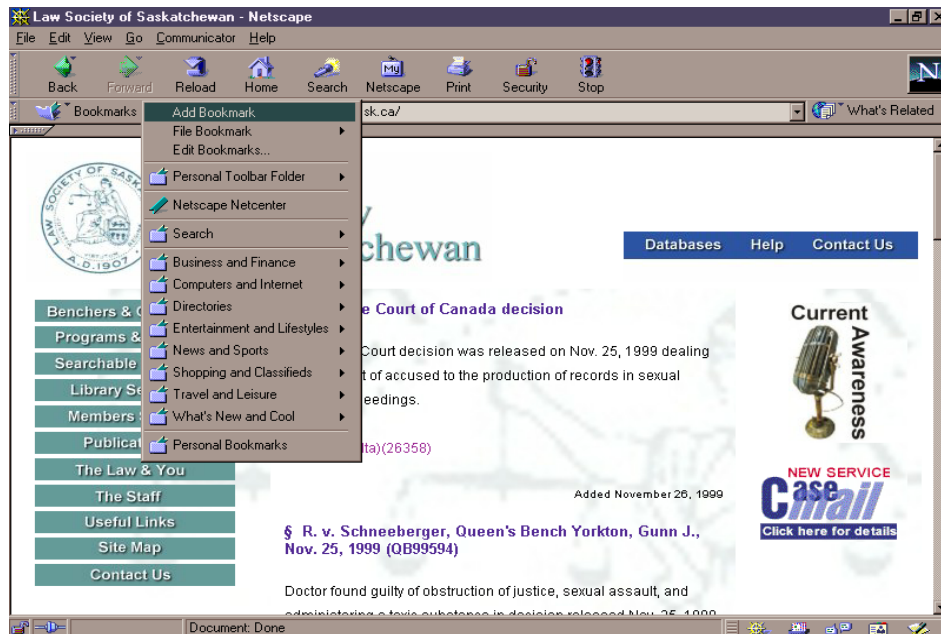
The most common top level domain is “.com”. Other common ones are: “.net”, “.edu”, “.gov” and “.org”. Geographical top level domains exist for every country. The “.ca” top level domain is for Canada.

Using the Back and Forward buttons

Press the “Back” button. You should return to the previous screen. Press the Forward button. You should return to the Law Society home page.

Bookmarking URLs.

You may wish to return to a site. To “bookmark” the site being displayed, simply press the “Bookmarks” button and select “Add Bookmark”. (Or “File Bookmark”)



To organize your bookmarks, press the Bookmarks button and select “Edit Bookmarks”. In the Edit Bookmarks screen can move bookmarks around by clicking and dragging them and you may create folders using **File>New Folder**.

To later return to a site that you have book-marked, simply press the Bookmarks button and click on the bookmarked entry that appears in the drop down list.

Printing Web Pages

You may wish to print the information displayed in the current web page. To print, press the print button and select the pages you wish to print. Because a web “page” is continuous from beginning to end, it may print over several paper pages. The browser does not tell you how many printed pages will result so this causes some difficulty if you only wish to print a portion of the web page. A well-designed web site will usually display information in short web pages.

Saving Web Pages

You may wish to save information displayed in the browser display window. For example, you may wish return to pages that have been found from a searchable database such as [e-carswell](#) . These pages usually cannot be bookmarked. The easiest way to return to the page is to save it to your hard drive.

To save the web page currently being displayed select **File>Save As** from the file menu, enter a file name and location on your hard drive. Press **Save**. Note: Saving a page will not save graphic images that are displayed with the text of the page. It will only save the text portion.

E-mail

E-mail is like mail, with e-mail servers being the Post Offices. An e-mail box is simply a folder residing on the e-mail server - a software analog to a post office box. To send an e-mail message to a person, you must identify the Box and the Post-Office (by its Internet domain). The message is sent to the e-mail server and the server places it in the user's box or folder. This makes it available to the user when the user logs in to check his or her mail.

The e-mail address contains the **mailbox** and the **domain** separated by the symbol: @

mailbox@domain

Examples:

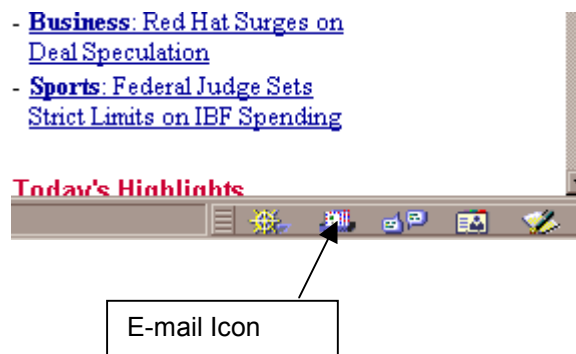
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aih@radio.cbc.ca

Receiving and Sending E-mail

E-mail is available from your browser. (It is actually a separate program and uses a different part of the Internet than the World Wide Web). To access e-mail from Netscape, click on the "envelope" icon in the icon bar on the bottom right window in the Netscape browser.



The e-mail screen will appear. Provided you have set up the e-mail program correctly with your e-mail particulars, the e-mail program will automatically check your e-mail box and prompt you for a password (if you have not asked it to save your password).

New e-mail messages will automatically be downloaded from your e-mail server to your **Inbox**.

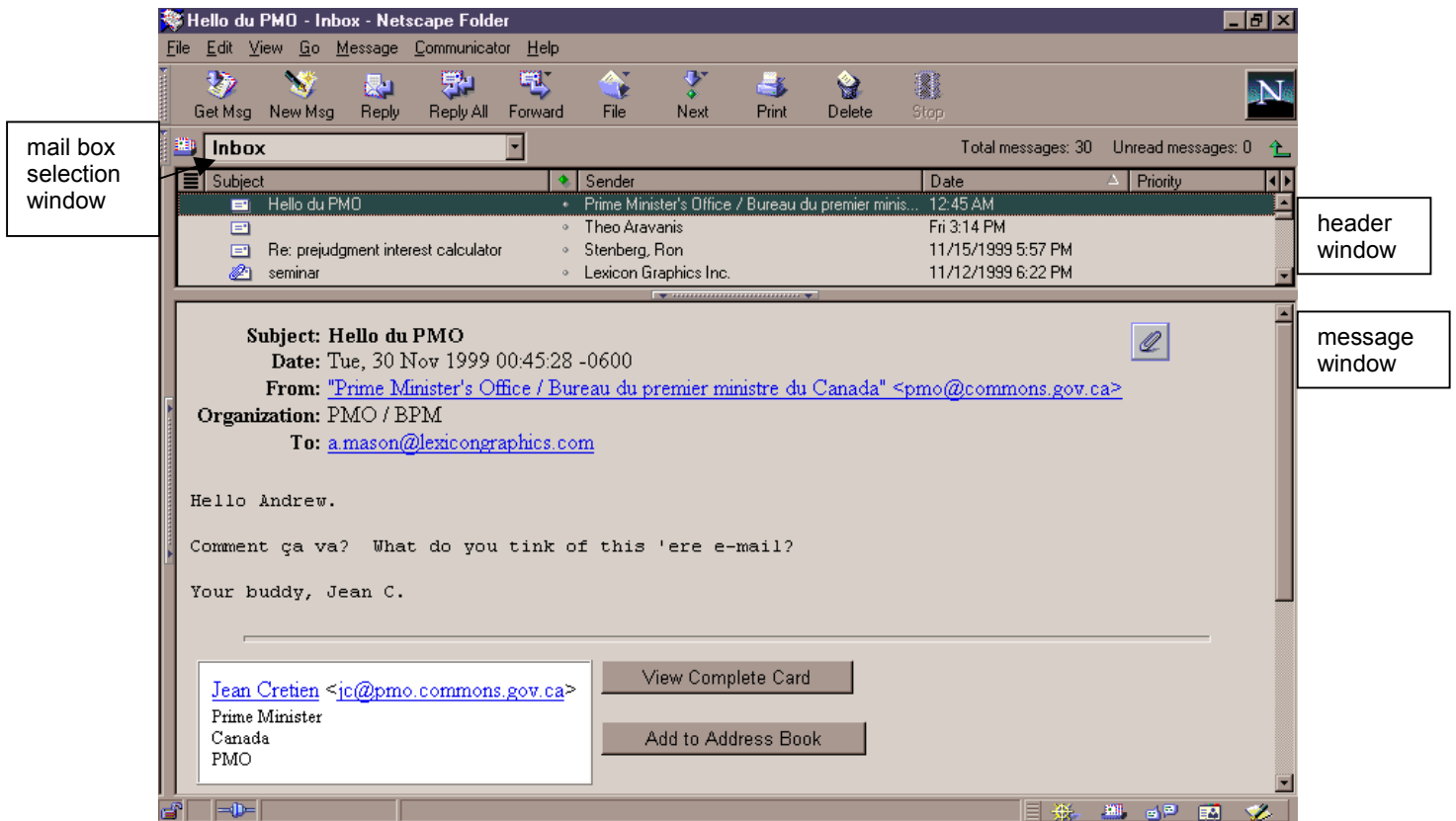
The **e-mail** screen consists of three parts:

- the box selection window
- the header window
- the message window

Just click on the message header in the header window and the message will appear in the message window. You can print the message by clicking the Print button.

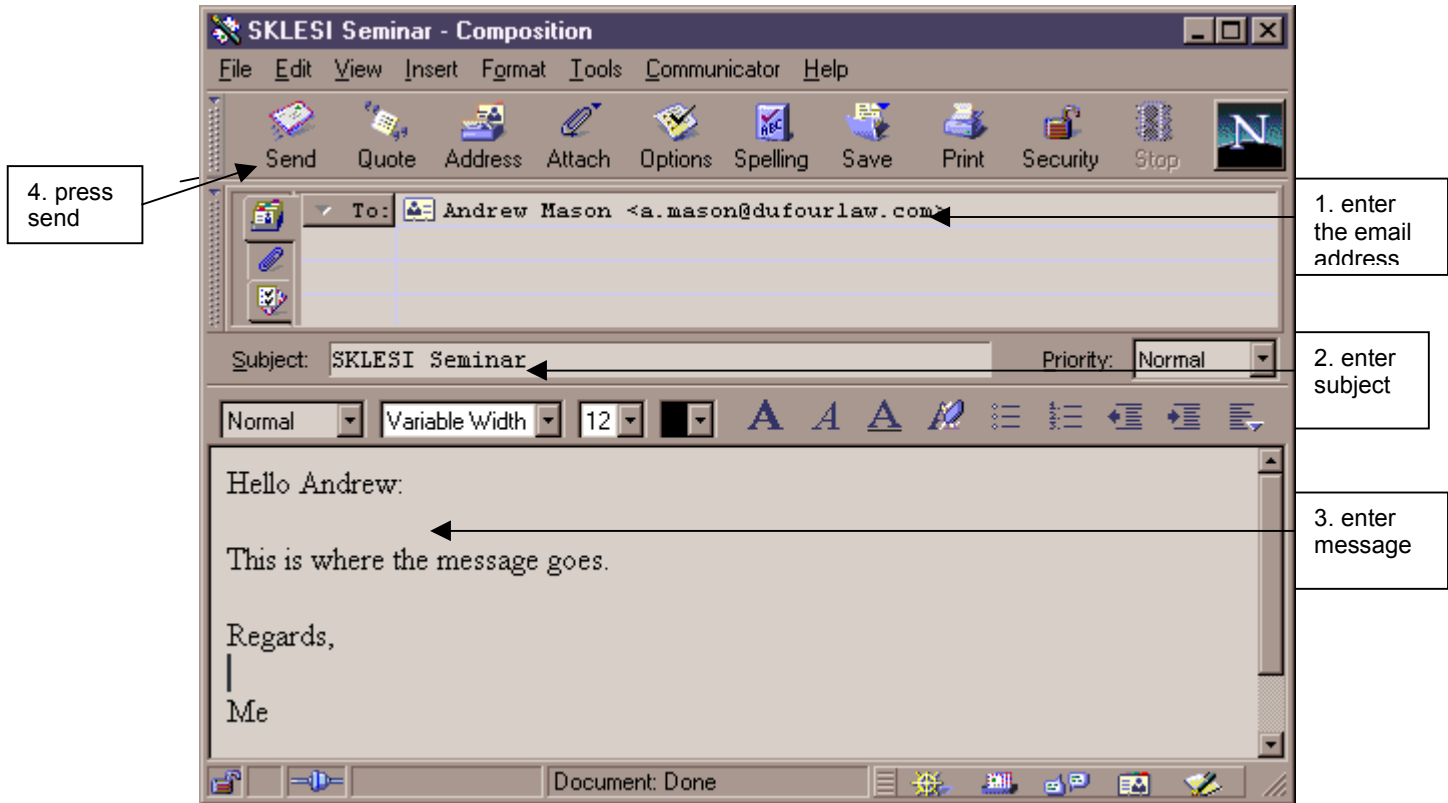
To *receive* e-mail, you may wish to set up your e-mail preferences to regularly check for e-mail (say every 30 minutes). Or you can simply press the “Get Msg” button (top left) to retrieve any new messages. That is essentially all there is to *receiving* e-mail.⁷

Anatomy of the Netscape E-Mail Window



To *send* e-mail, press the “New Message” button to see the composition window.

The Composition window. Composing and Sending an e-mail message.



To compose and send an e-mail message, enter the addressee’s e-mail address, compose the subject and message and press the **Send** button. It is that simple.

To *view sent messages* (i.e. messages you have sent to others), select the “Sent” option in the mail box selection window (top left - shown above displaying the word “Inbox”). You will see a list of headers of all the e-mail messages you have sent in the header window.

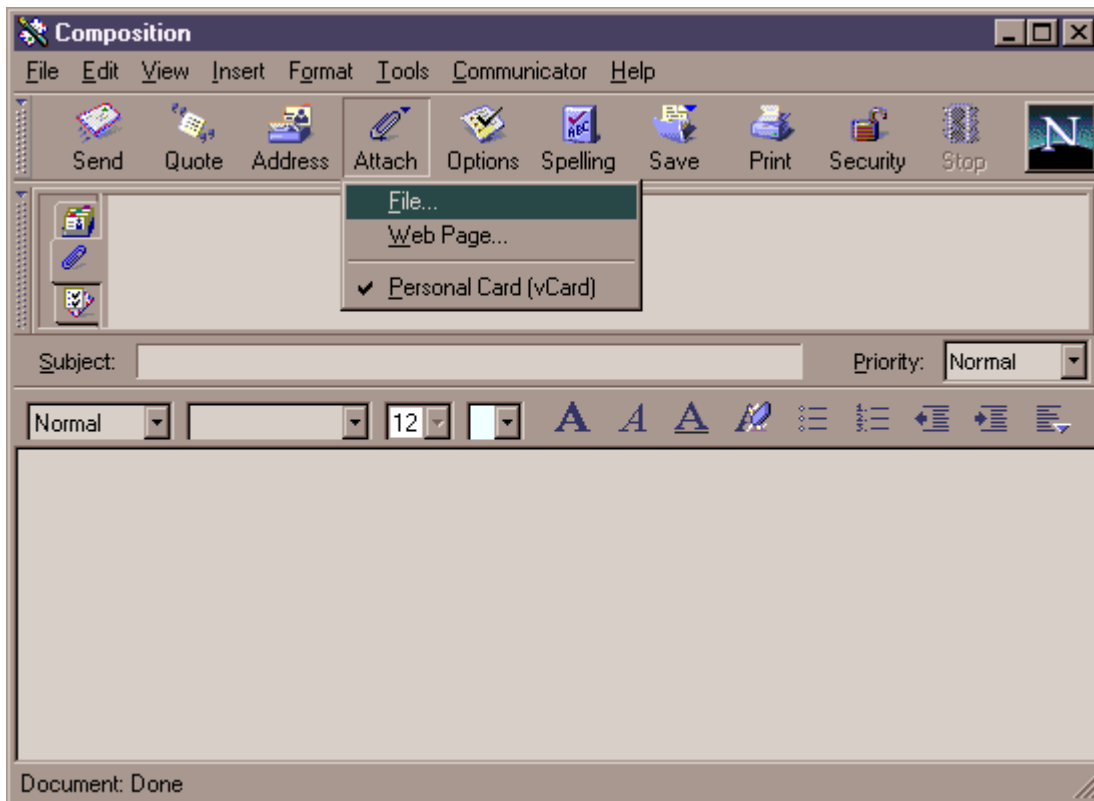
As you use e-mail, you will likely wish to make use of functions such as the Address Book, saving drafts. Feel free to try these features out on your own.

⁷ Note that the process of “getting” the message simply transfers the e-mail message from the e-mail box on the remote mail server to your computer (it usually deletes the message on the server at the same time, but you can change the settings to prevent this deletion).

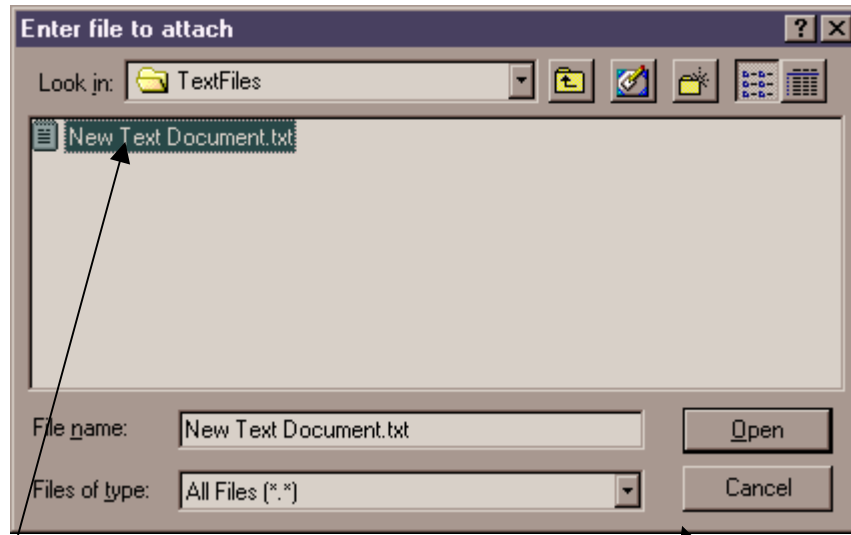
E-mail Attachments

You will likely wish to send and receive attachments - files containing word processing files, photographs, PDF files etc. By attaching files to your e-mail messages, you are able to easily send and receive computer files.

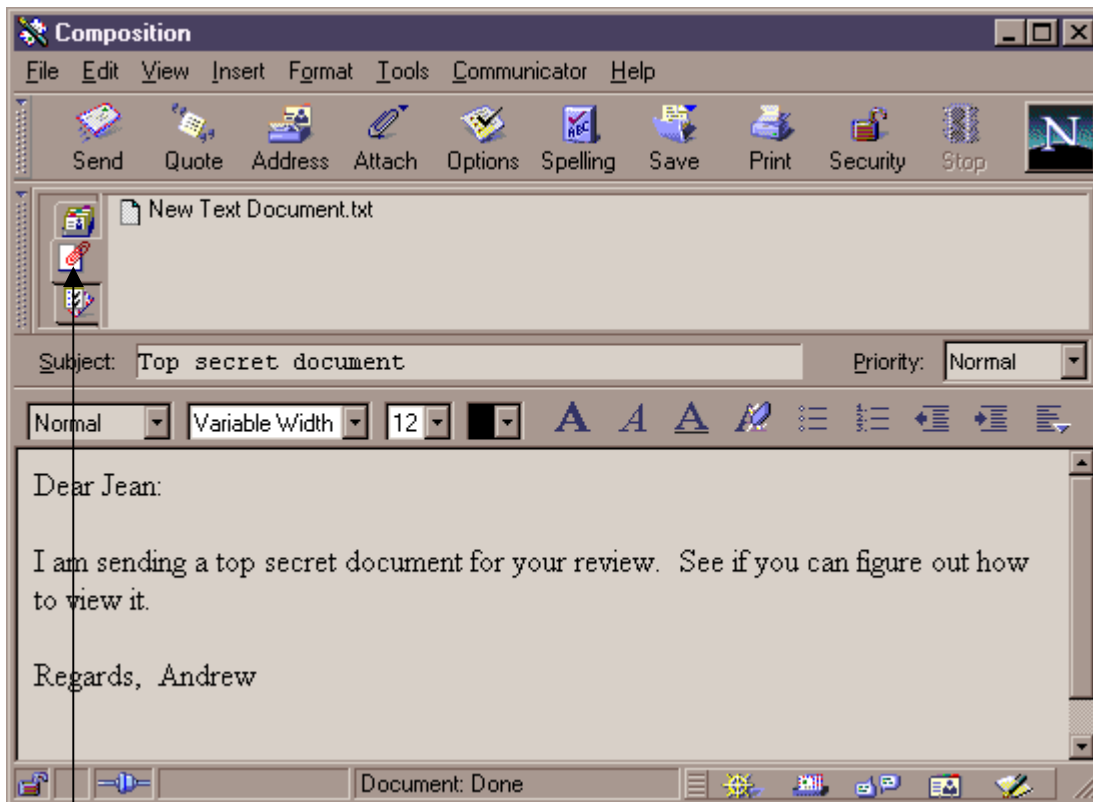
To *send* an e-mail with an attachment, press the “New Message” button and bring up the Composition window. Add the e-mail address and then press the “Attach” button. Select “File”:



In the resulting dialog box (see next page), locate and select the file that you wish to send to the addressee and press the “Open” button. The filename will appear in the Attachment line in the top portion of your e-mail composition window confirming that it is attached to this message. Compose and send the message as you would normally do. The addressee will receive the message **and** the attached file.

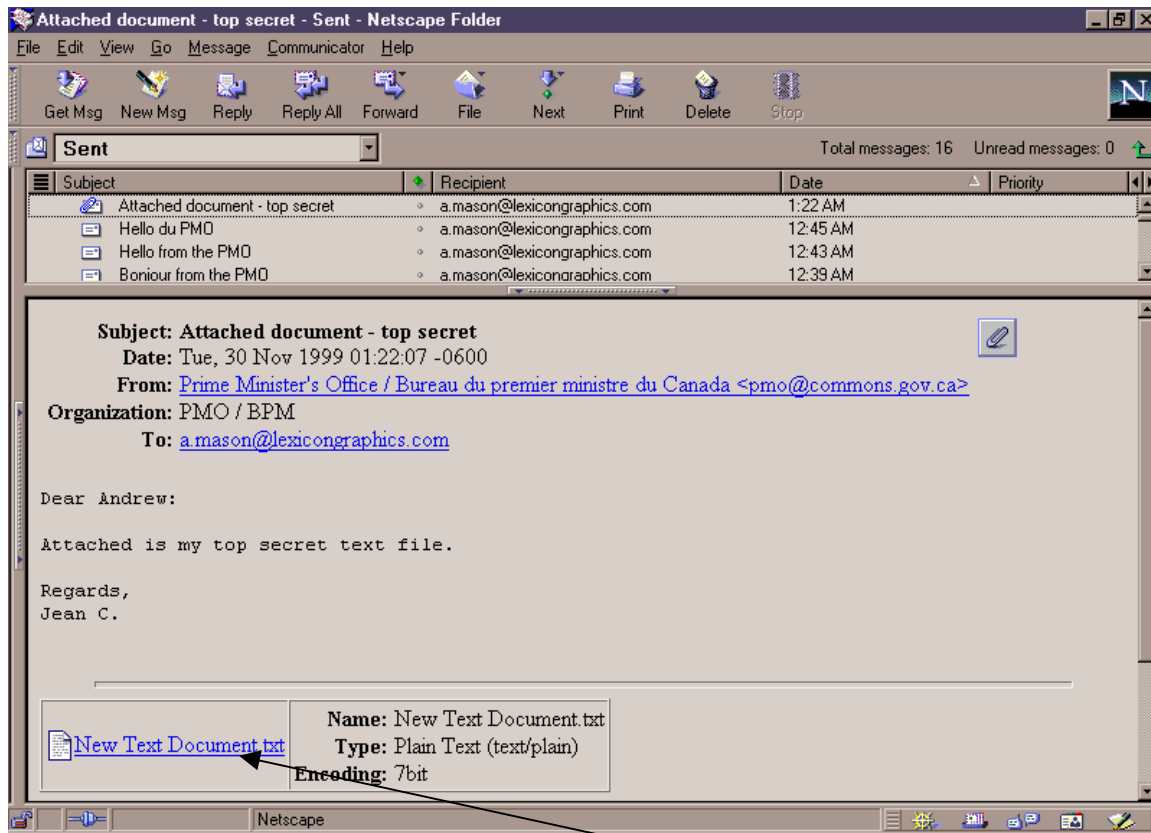


Select the **file** you wish to send by locating and selecting it in the **file selection dialog box**



The file name of the attached file appears in the Attachment field in the header (press the **paper clip icon**).

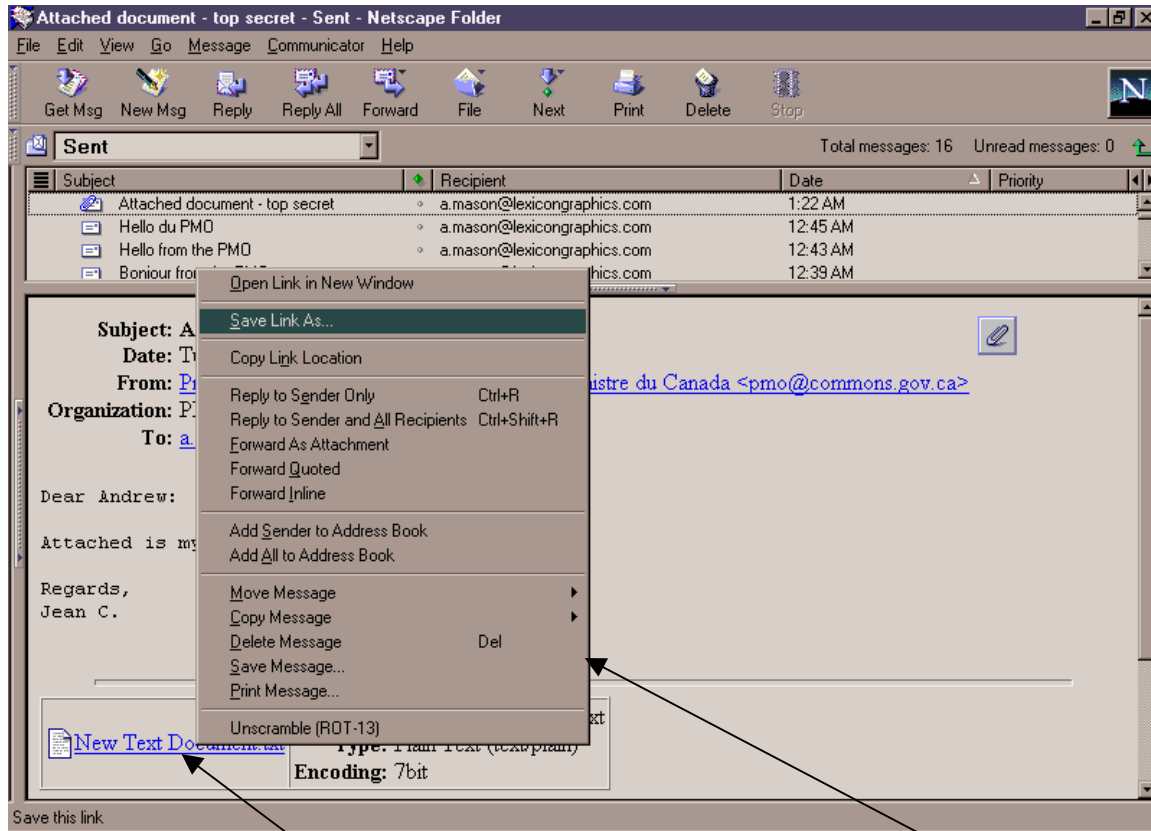
To *receive* an attachment, the user must be able to locate and save the attached file. In order to view the attached file, the user must have the software needed to view the file installed on the computer.



Email display window of a received e-mail message with a **document attachment**.

In this example, we have attached the file, "New Text Document.txt". You should save this file to a folder so you can find it later and view it or edit it. To save it, click the **right** mouse button while holding the mouse pointer over the blue file name "New Text Document.txt" in the box at the bottom of the display window.

You will see a pop-up menu with several options (see diagram on the next page). Select "Save Link As". Enter the folder location where you wish to store the file, type in a file name and press the "Save" button.



Place the mouse pointer **here** and press the **Right** mouse button to display **pop-up menu**

The file that the sender attached to the e-mail message will be saved to a file on your computer hard drive with the file name you entered and located in the folder you selected. You may later view and edit the attached file that you just saved.

E-mail attachments can be any kind of file: text, graphics, audio, video, photographs. Again, however, to view / hear / read the attached file, the recipient must have the software required to handle the specific type of file.

Portable Document Format (Adobe Acrobat)

The difficulty most often encountered in sharing documents is the need to have installed on the destination computer the same software (and often the same version of software) with which the original document was created. Although word processing programs can often convert a document from one format to another, this often is not the case. Even where the document can be converted, formatting information is invariably lost or changed and the recipient is not able to print the document to look like the original.

The Portable Document Format developed by Adobe Systems Inc. is the solution to this problem. A highly formatted document can be saved in PDF format, attached to an e-mail and viewed and printed by the recipient with results that are identical to the original. Using the free Adobe Acrobat Reader (included with this manual), the user is able to view and print the document without any loss of information, formatting or quality.

There are other advantages to PDF format. The documents can contain links to web locations or other documents. Text can be searched. Indexes can be created to allow very rapid searching over entire collections of documents.

More and more organizations are using PDF documents to distribute legal information: Statutes, Gazettes, Rules of Court, cases, forms, and other kinds of information are being distributed in PDF format. PDF is becoming, if it has not already become, the *de facto* world standard for electronic document interchange.



It is, therefore, very important that the lawyer understand how to use the Adobe Acrobat Reader.

The Queen's Printer, Saskatchewan

All Queen's Printer documents - Statutes of Saskatchewan, Gazettes, Rules of Court, and Bills before the Legislature - are available only in PDF form. This is ideal, because:

- the documents, when viewed and printed, look exactly the same as the official Queen's Printer version;
- the text can be searched (using the Acrobat search function);
- the text can be selected and copied into any word processing program;
- with the full version of Adobe Acrobat, the user can add links to navigate easily through or between documents (this is particularly useful for long statutes or Rules that the lawyer uses frequently).

Exercise

- ✓ Navigate through the [Automobile Insurance Act](#) using the Arrow buttons in the Acrobat toolbar: 
- ✓ Find a section in the [Automobile Insurance Act](#) in which the word "alcohol" is mentioned.
 - Start Adobe Acrobat Reader and load the Automobile Accident Insurance Act. If you are viewing this file in Acrobat, just click on the above "hyperlink" or just click [here](#).
 - Select **Edit>Find** from the menu bar
 - type "alcohol" as the search term (Find what:) and press "Enter"
- ✓ Copy the section containing "alcohol" to a document in Wordpad
 - Open [Wordpad](#)
 - Switch back to the Acrobat Reader by selecting the Acrobat Icon in the Taskbar (bottom)
 - Click on the "text" icon from the tool bar : 

- Select the text that you wish to copy (all or part of the section containing the word “alcohol”)
- Select **Edit>Copy** (or press Ctrl C)
- Return to the blank Wordpad document and select **Edit>Paste** (or press Ctrl V)

Play around with a PDF document in Adobe Acrobat and learn how to use this software. Your skill in using Acrobat will become invaluable to you.

Chapter V : The Internet for Lawyers

Cyberspace and the Practice of Law

The Internet is a medium for social interaction on a world-wide scale. The Internet provides an inexpensive and very effective medium for the sharing and distribution of all types of information. More information is now carried via the Internet than any other communications network, including the telephone system. It will soon replace the telephone system as telephone companies integrate secure voice communication with the Internet.

A lawyer today asking: “What can I possibly use the Internet for?” is like the 19th century lawyer asking what use can be made of the telephone.

Using a computer connected to the Internet, a lawyer can:

1. **access information** quickly without having to go through human bureaucracies and slow delivery systems. For example:
 - Statutes and regulations, Gazette publications, Bills
 - Court judgments
 - Government information
 - Corporations branch information (and eventually, PPR and Land Titles)
 - trade marks and patents
 - Immigration forms and information
 - scientific and technical information
 - information on how to find an expert
 - people, addresses and phone numbers
2. **communicate** with clients and others via e-mail - exchange text, voice, and visual information - quickly and cost-effectively
3. **publish information** - for potential or existing clients (such as the services the lawyer provides)

Access to Information

Once connected to the Internet, the lawyer is only a few mouse clicks away from information in graphical, photographic, text, audio and video form - on virtually any subject imaginable.

Information can be located using:

- **general search engines such as**
 - Infoseek: <http://www.infoseek.com>
 - Alta Vista: <http://www.altavista.com>
 - Ask Jeeves: <http://www.askjeeves.com>
 - Lycos: <http://www.lycos.com>
 - Excite: <http://www.excite.com>
- **specialized search engines such as the following for law:**
 - The LawRunner site: <http://www.lawrunner.com/>
 - The FindLaw search tool: <http://lawcrawler.findlaw.com/>
 - The U.S. Meta-Law search facility: <http://gsulaw.gsu.edu/metaindex/>
- **links provided by special information sites and referring lists:**
 - Jurist Canada: <http://jurist.law.utoronto.ca/>
 - Saskatoon Criminal Defence Lawyers Association - Criminal Law
 - Links: <http://www.lexicongraphics.com/scdla>

Here are some examples of sites useful to lawyers;

- **Statutes, Regulations, Bills: Federal and provincial statutes are available on the Web. All statutes are searchable and retrievable.**

The Province of Saskatchewan Queen's Printer has a great site for distributing statutes, regulations and Saskatchewan Gazette information as well as the rules of court. The information is contained in downloadable files in a format called "portable document format" that allows the user to print out documents identical to the published version. This site is well serviced and up to date. It is well worth the annual access fee:

<http://www.qp.justice.gov.sk.ca/>

The Federal Department of Justice has made federal statutes available on the web at its free site. Statutes are at least 6 months old and do not print

in the Queen's printer format. Regulations are also available, but Canada Gazettes are not (yet).

http://canada.justice.gc.ca/Loireg/index_en.html

Other provinces have made their statutes available on the Web:

- B.C. Statutes -- (consolidated to October 31, 1997)
<http://www.qp.gov.bc.ca/bcstats/index.htm>
- Alberta Statutes
<http://www.gov.ab.ca/qp/indiv.html>
- Manitoba Statutes
<http://www.gov.mb.ca/chc/statpub/login.html>
- Ontario Statutes
<http://www.attorneygeneral.jus.gov.on.ca/legimenu.htm>
- Quebec Statutes (in french)
http://doc.gouv.qc.ca/html/lois_regle_tele_mots_cles.html
- New Brunswick Statutes
<http://inter.gov.nb.ca/justice/ASRLSTE.HTM>
- Nova Scotia Statutes
http://www.gov.ns.ca/legi/legc/srch_sol.htm
- Yukon Territory Statutes
http://founder.library.ualberta.ca/Yukon/index_en.html

- **Court Judgments:**

- The judgments of the Supreme Court of Canada are available at:

<http://www.droit.umontreal.ca/doc/cscscce/en/index.html>

Supreme Court judgments are also available at the Quick Law Web site:

<http://www.quicklaw.com/en/recent/scc.html#mostrecent>

- The Federal Court of Canada: <http://www.fja.gc.ca/en/cf/decisions.html>
- The Law Society of Saskatchewan site contains digests and full text versions of all decisions of all Saskatchewan Courts (annual fee for access to cases):
<http://www.lawsociety.sk.ca/>
- The Carswell Company (fee service) : <http://www.ecarswell.com/>
- The U.S. Supreme Court decisions: <http://supct.law.cornell.edu/supct/>

- U.S. Federal District Courts judgments: <http://www.law.emory.edu/FEDCTS/>

- **Corporations Branch Information**

Saskatchewan Corporations Branch searches:

<http://WWW.corporations.justice.gov.sk.ca/>

- **Patents and Trademarks**

Canadian Intellectual Property Office (Trademarks and Patents):

http://strategis.ic.gc.ca/sc_mrksv/cipo/welcome/welcom-e.html

U.S. Patent and Trademark Office:

<http://www.uspto.gov/>

- **Governments:**

Government of Canada

<http://canada.gc.ca/>

Government of Saskatchewan

<http://www.gov.sk.ca/>

Government of the United Kingdom:

<http://www.open.gov.uk/>

Organization for Economic Co-operation and Development

<http://www.oecd.org/>

- **Scientific, Technical, Medical information**

Canadian Technology Network:

<http://ctn.nrc.ca/>

U.S. National Technical Information Service (NTIS):

<http://www.ntis.gov/index.html>

NASA Commercial Technology Network

<http://nctn.hq.nasa.gov/>

Forensic medicine links:

<http://dpa.state.ky.us:80/~rwheeler/medicine.htm>

- **Locating experts.**

A couple of examples (U.S.):

The Experts pages: <http://www.expertpages.com/>

The Experts: <http://www.experts.com/>

- **Phone numbers:**

Saskatchewan phone numbers listings:

<http://www.mysask.com/search/whitesearch.shtml>

Other provinces except Alberta: <http://canada411.sympatico.ca/>

- **News:**

Canada canoe: <http://www.canoe.com/>

National Post: <http://www.nationalpost.com/>

Globe and Mail: <http://www.theglobeandmail.com/>

Saskatoon StarPhoenix: <http://www.saskstar.sk.ca/index.html>

Regina LeaderPost: <http://www.leader-post.sk.ca/>

Communicating via E-mail

Clients are gradually discovering e-mail as a means of communicating directly with their lawyer. The ease of use, cost efficiency and timely turn-around of written communications creates obvious advantages. E-mail allows lawyers and clients to easily exchange correspondence and documents as well as other types of information such as photographs and audio or video clips. E-mail programs are quite easy to use and have many features which take the drudgery out of correspondence. The documents you send are all in computer readable text so your client can send you back his/her own revisions. Computer literate clients are expecting their lawyers to be computer literate e-mail users. Lawyers who are not, will eventually lose clients. What would happen if you told your client you did not understand how to use the telephone?

Publishing to the World

The Web offers enormous opportunities to the entrepreneurial lawyer. Establishing a presence on the web gives the lawyer the ability to create a professional image and to keep that image current and accessible to potential clients.

Examples of some law firm sites:

Smith Lyons, Toronto: <http://www.smithlyons.com>

Heenan Blaikie, Montreal: <http://www.heenanblaikie.com>

Robertson Stromberg, Saskatoon: <http://www.robertsonstromberg.com>

Lawson Lundell, Vancouver: <http://www.lawsonlundell.com/>

Bennett Jones, Calgary: <http://www.bennettjones.ca/>

Boyne Clarke, Halifax: <http://www.boyneclarke.ns.ca/>

The web site as a tool for managing large scale Litigation / The Class Action

Consider the situation where a large number of people may have a very similar cause of action (e.g. breast implant litigation, smoking cases, vanishing premiums life insurance, developer fraud). An entrepreneurial lawyer can tell the world that he/she intends to start a class action or an action on behalf of a client and invite any potential plaintiff apply to become a party to the action.

•

Once started, a web site can be a very effective and inexpensive means of ensuring all parties are informed of developments in the action and of receiving new information from parties or interested persons.

Example:

<http://www.legalaction.com>: A well-developed site relating to a particular class action involving developer fraud. Documents including all court documents, sound recordings, photographs and a chronicle of events in the action

How will the Internet impact the Practice of Law?

During the next decade, the Internet will likely become the single most important means by which information is shared and distributed throughout the world. There will be an increasing benefit for those who have been able to use the technology effectively.

But to make it work, technology must be used effectively to improve the quality of services that lawyers provide and to contribute to the development of the law and the legal profession. The technology is not an end in itself.

As Roberta Cooper Ramo, past-president of the American Bar Association wrote in her address: **The Changing Practice of Law in an Electronic Environment**⁸

What will matter most then is the quality of what lawyers use technology for rather than the ability to master the technology itself. Our challenge as lawyers is to devise ways to use technology to better our profession, to better help our clients and to better carry out our roles as officers of the court.

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December 1999

⁸<http://www.nysba.org/media/barjournal/ramo.html>