

Steven L. Butler, Esquire
Partner at Linarducci & Butler, PA

910 W. Basin Rd., Ste. 100

New Castle, DE 19720

Phone: (302) 325-2400

<http://DelawareDisability.com>

Steven L. Butler is a Partner at Linarducci & Butler, PA and practices exclusively in the area of Social Security Disability.

Mr. Butler is a 1998 graduate of University of Delaware, and a 2003 Graduate of Widener University School of Law. Mr. Butler joined the firm upon graduation from law school, and became a named partner in January 2007. Prior to joining Mr. Linarducci in his practice, Mr. Butler served as a law clerk for an Insurance Defense Firm in Wilmington, Delaware.

Mr. Butler is admitted to practice in the State of Delaware, the Commonwealth of Pennsylvania and the United States District Court of Delaware. Since he is admitted to at least one state bar, he is also able to practice Social Security Disability in any state in the country. Mr. Butler currently has clients in Delaware, Maryland, New Jersey, and Pennsylvania.

Mr. Butler is a member of the American Bar Association, American Association for Justice, National Organization of Social Security Claimants' Representatives, Delaware State Bar Association, and Delaware Trial Lawyers Association. He is Vice-President of the Small Firms and Solo Practitioner's Section of the Delaware State Bar Association, a founding member of the Social Security Disability Section of the Delaware State Bar Association, and a member of the Social Security Section of the American Association for Justice.

Prior to beginning law school, Mr. Butler was in the technology field. He was a computer network administrator for the Delaware Judicial Information Center, a Network Technician for the Delaware State Personnel Office, and he helped establish the Delaware Department of Education Computer Helpdesk.

Mr. Butler was active in oral advocacy while in law school and was a member and the Vice-President of the Moot Court Honor Society and a member of the Moe Levine Trial Advocacy Honor Society. He was a finalist in the Widener University School of Law 2001 Honorable G. Fred DiBona Competition, and a semi-finalist at the Seton Hall School of Law 2002 John J. Gibbons Criminal Procedure National Moot Court Competition. Mr. Butler was on the staff of the Delaware Journal of Corporate Law while enrolled at Widener, and is a member of Phi Delta Phi International Legal Fraternity, Harrington Inn Chapter.

In addition to his interests in technology and the law, Mr. Butler enjoys taking part in recreational sports, and is an avid fan of the Philadelphia Eagles. In his leisure time, Mr. Butler enjoys running, publishing a personal blog (<http://StevenButler.com>) and spending quality time with his family.

Ethical Issues in Attorney Use of Technology

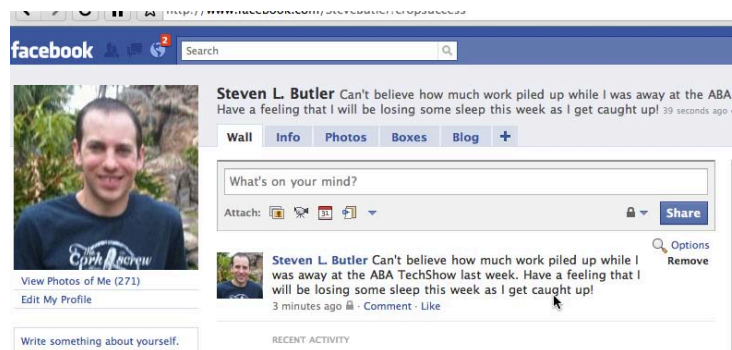
Presented By:

Michael S. McGinniss, Esquire, Office of Disciplinary Counsel
Steven L. Butler, Esquire, Linarducci & Butler, PA

Introduction: The goal of this presentation is to provide an overview of popular technologies that are currently available and to discuss the ethical concerns of using these technologies in your practice.

1. Social Networking: Facebook, Google Buzz, LinkedIn, MySpace, and Twitter

- **Technology Overview:** Social Networking websites allow you to connect with friends and family. They provide means of posting personal data about yourself, and allow you to connect with people you know. Generally these websites include options for posting updates of what you are doing, and allow others to post data on your space that can be viewed by others based on security settings you configure.
 - Examples:
 - <http://Facebook.com>



Facebook Fan Page:



- **Concerns about Social Media:** What do you have to worry about when using Social Media websites?
 - Whom can you be friends with?
 - Are there ethical implications of being online friends with Judges, Opposing Attorneys, Clients, Opposing Parties, or Staff?
 - Can you ask someone else to be friends with an opposing party to obtain information?
 - Are you advertising?
 - Are your materials (even on personal page only available to your “friends”) communicating about your services?
 - Are you properly disclosing that you are advertising?
 - Could statements that you make on your page mislead the reader?
 - Can you form an attorney/client relationship based on interactions on these sites?
 - Can you violate ethics rules by providing status updates about your day?
 - Does stating “I had a good day in Court” communicate results of a specific case without disclaimer that results vary, or materially prejudice an adjudicative proceeding?
 - Will clients waive confidentiality by communicating with you publicly?
 - Can you learn things about clients that you do not want to know?
 - Will your client’s Facebook status exposes you to facts that you have to disclose?
 - Are your employees communicating information on Social Networking websites that is prohibited by the rules?
 - Do you know who can view information on your page?
- **Applicable Rules:** What rules should you consider when you decide to use Social Networking Websites?
 - Rule 1.6 Confidentiality of Information;
 - Rule 1.18 Duties to Prospective Clients;
 - Rule 3.6 Trial Publicity;
 - Rule 4.1 Truthfulness in Statements to Others;
 - Rule 4.2 Communication with Person Represented by Counsel;
 - Rule 4.3 Dealing with Unrepresented Person;
 - Rule 4.4 Respect for Rights of Third Persons;
 - Rule 5.1 Responsibilities of Partners, Managers, and Supervisory Lawyers;
 - Rule 5.3 Responsibilities Regarding Non-Lawyer Assistants;
 - Rule 7.1 Communications Concerning a Lawyer’s Services;
 - Rule 7.2 Advertising; and
 - Rule 7.3 Direct Contact with Prospective Clients;

2. Web Presence: Websites, Blogs, and Profile Pages

- Technology Overview:** Almost every business has a website now, and if you do not, there is a good chance that some clients will not be able to locate your services. A website is generally your parking space on the internet. A website is any internet address that a client can go to that provides information about your firm and the services that are offered.


Blogs are similar in many ways to newspaper or magazine columns. They provide the author with an opportunity to publish their thoughts about particular subjects of interest. What makes a blog different from a website, is that the content is normally published in a manner that allows readers to easily subscribe and read blog posts without having to visit the website on a regular basis. Although blogs are published on a webpage, the material can also be sent through email or accessed by newsreaders.

Podcasts are audio or video programs that provide information about specific topics. They can be played on mobile devices, or on a desktop computer. They are distributed in the same way as blogs, and similar to the types of programming that would be found on National Public Radio. They allow anyone with a microphone to become a broadcaster.

Social Security Disability Attorneys in Delaware. Help with SSDI and SSI Claims

By **Steven Butler**

To listen to an audio podcast, mouse over the title and click Play. Open iTunes to download and subscribe to podcasts.



Social Security Disability Law Weekly
With Steven Butler
Linarducci & Butler, PA

[View In iTunes](#)

Free
Category: Philosophy
Language: English
Copyright © Linarducci & Butler, Attorneys at Law 2010

Customer Ratings
We have not received enough ratings to display an average for this podcast.

Podcast Description

Social Security Disability Law Weekly. Presented by Steven Butler of Linarducci Butler. Focus on Social Security Administration disability programs. Discussion of Social Security Disability Insurance, Supplemental Security Income Payments, and Widow(er)'s Disability Benefits. New episodes posted weekly. Emphasis placed on individuals living in Delaware, New Jersey, Maryland and Pennsylvania. Steven is partner at Linarducci Butler in New Castle Delaware and limits his practice to Social Security Disability/Supplemental Security Income claims. Discussion focuses on topics encountered in practice, Social Security Disability News, and questions received from listeners.

Name	Description	Released	Price
1 Social Security Disability Law...	Episode 4 ndash; Health...	3/24/10	Free
2 Social Security Disability Law...	Episode 3 ndash; Vacati...	3/15/10	Free
3 Social Security Disability Law...	Episode 2 ndash; Ethics,...	3/5/10	Free
4 Social Security Disability Law...	Episode 1 - Unemploym...	2/28/10	Free

Total: 4 Episodes

Profile pages are normally found on directory sites. They are usually landing pages that a website visitor clicks on after seeing your name in a search result or listing. Profiles allow you to publish a small amount of information about your practice, and ways to contact you for more information. Some people actually use profile pages as their entire internet presence.

YELLOWPAGES.COM™ [Sign In](#)

FIND A BUSINESS | FIND A PERSON | MAPS & DIRECTIONS | MOBILE & MORE | MY YELLOWPAGES.COM

Standard | Distance | Phone Number

FIND: **LOCATION:** [FIND](#)


Business Name or Category | City, State, ZIP Code or Neighborhood

[Home](#) > [DE](#) > [Name Search - linarducci](#) > [More Info - Linarducci & Butler, P.A](#)

[Back to results](#)

Linarducci & Butler, P.A
910 W Basin Rd Ste 100
New Castle, DE 19720 [Map](#)
(302) 613-0708 [Call](#) [E-mail](#) [Services Offered](#)

[Visit Web Site](#)


910 W. Basin Rd, Ste 100, New Castle, DE

Call Now For Free Initial Consultation

[Email & Share](#) | [Map It](#) | [Get Directions](#) | [Search Nearby](#) | [Save This Listing](#) | [Save a Note](#)

- **Concerns about having a Web Presence:** What should you think about before deciding to have a presence on the internet?
 - Are you advertising?
 - Do you need to place disclaimers on all of your pages?
 - Can your content mislead the reader?
 - Unauthorized Practice of Law
 - Does your web presence cause you to enter a jurisdiction where you have not been admitted to practice law?
 - When does the attorney/client relationship form?
 - When a client submits a question to your website, would they believe that you are representing them?
 - Is a disclaimer enough to prevent reliance on the information that you have made available on your website?
 - Are you protecting confidential information?
 - What type of security must you have to protect information submitted to your office through web forms?
 - Are you allowing the public to comment on information on your website without screening the materials first (confidentiality issues)?
 - Are you creating potential conflicts with existing clients?
 - Can an opposing party submit a web inquiry to your office that would cause a conflict of interest and require you to withdraw from representing your current client?
 - How much information can you request through web inquiry form to prevent conflict problems?
 - Can I create a unique and interesting name to market my practice under on the internet?

- **Applicable Rules:** What rules should you consider when creating your web presence?
 - Rule 1.6 Confidentiality of Information;
 - Rule 1.7 Conflict of Interest: Current Clients;
 - Rule 1.10 Imputation of Conflicts of Interest: General Rule;
 - Rule 1.18 Duties to Prospective Clients;
 - Rule 5.1 Responsibilities of Partners, Managers, and Supervisory Lawyers;
 - Rule 5.3 Responsibilities Regarding Non-Lawyer Assistants;
 - Rule 5.5 Unauthorized Practice of Law; Multijurisdictional Practice of Law;
 - Rule 7.1 Communications Concerning a Lawyer's Services;
 - Rule 7.2 Advertising;
 - Rule 7.3 Direct Contact with Prospective Clients;
 - Rule 7.4 Communication of Fields of Practice and Specialization; and
 - Rule 7.5 Firm Names and Letterheads.

eBook readers are the newest of the magic technologies that allow us to forget paper even exists. These devices can store an entire library in a device the size of a paperback book. The majority of these devices also allow you to transfer electronic documents to the eBook reader so that you can even view client documents on your device.



- **Concerns about using Mobile Devices in your Practice:** These devices promise to allow you to work from anywhere at any time, but do they raise any ethical concerns?
 - Who can access information on your device?
 - Do you use password protection?
 - What information can be seen on your device without a password?
 - Is the security of the device sufficient?
 - Do you allow family or friends to use your device?
 - Do you encrypt your data?
 - Can you remotely destroy the material on the device if it is lost or stolen?
 - Are there options to remote wipe the data?
 - When using in public places, can others see data on your device?
 - Can the person next to you read your emails or client files over your shoulder?
 - Can someone use technology to hack into your machine by just being in your vicinity?
 - How do you supervise your staff's use of mobile data?
 - What training do you provide to make sure that data is protected?
 - Do you have any requirements of what they must do to secure data when out of the office?
- **Applicable Rules:** What rules should you consider if you are accessing data using mobile devices?
 - Rule 1.6 Confidentiality of Information;
 - Rule 5.1 Responsibilities of Partners, Managers, and Supervisory Lawyers; and
 - Rule 5.3 Responsibilities Regarding Non-Lawyer Assistants.

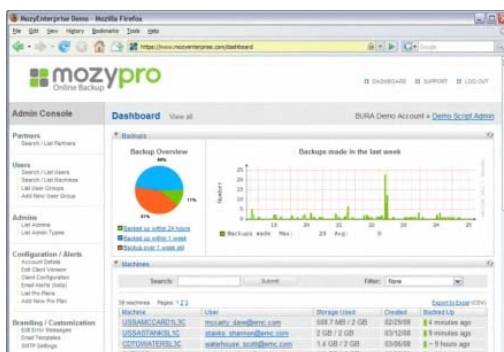
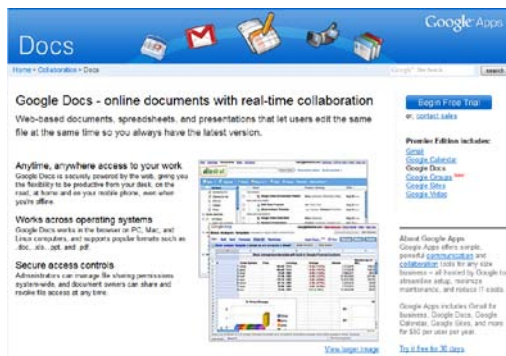
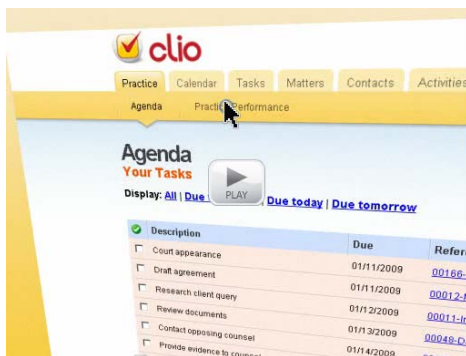
4. Cloud Based Services (Software as a Service [SAAS]): Practice Management Software, Data Backup, Online Banking, and Web-Based Email

- Technology Overview: New services are being introduced daily that allow you to purchase services from internet based providers. These services promise that they will reduce the headaches of IT management, and allow you to be more productive without the need for local IT support staff.

The basic idea of these services is that you access all of your information through the internet. You are not required to store data locally, and you can access your information anywhere there is an internet connection. Normally a web browser (or mobile phone) is used to access the information, and no software has to be installed on your local machine.

The great thing about these services are that you always have access to the information, you do not have to worry about performing backups, and you always are provided with the latest version of the software. The downside is that you have to normally pay a monthly fee to access these services.

There are currently cloud services for practice management software, accounting software, email, word processing and spreadsheets, backup, transcription, meetings, medical record retrieval, and even to host your entire server and all your applications.



- **Concerns about Cloud Based Services:** What do you have to do in order to protect client data in the cloud?
 - Do you violate the professional rules of conduct if you use online accounting software (like Quickbooks online) to store your financial records?
 - Can you comply with all requirements of rules without having a physical copy of your data?
 - Does the online software allow you to create all necessary reports?
 - How is your data protected?
 - Does the service provider encrypt data as it is being sent and while it is stored?
 - How secure are the login requirements?
 - Are there intrusion alerts provided to you?
 - Can you store a copy of the data locally in case of system downtime?
 - How often are data backups performed?
 - Who owns the data that is stored in the cloud?
 - Does the service provider offer a privacy policy?
 - Can the service provider access your data and use it in any way?
 - Can a third party obtain access to your data without your knowledge (subpoena your service provider)?
 - What happens if the cloud company shuts down?
 - Can your data easily be moved to another system?
 - Are you guaranteed a certain notice before operations will cease?
 - Do you violate confidentiality requirements by using one of these services to outsource work?
 - What happens if the data in the cloud is compromised?
- **Applicable Rules:** What rules should you consider if you are accessing data using mobile devices?
 - Rule 1.6 Confidentiality of Information;
 - Rule 1.15 Safekeeping Property
 - Rule 5.1 Responsibilities of Partners, Managers, and Supervisory Lawyers; and
 - Rule 5.3 Responsibilities Regarding Non-Lawyer Assistants.

5. Everything Else: Time limitations prevent a full discussion of all ethical issues that are presented by the use of technology, but the goal of this presentation is to make you think before you commit to using each new technology. If time permits, the additional topics listed below will also be discussed.

- **Online Advertising in Legal Directories (TotalAttorneys.com and Avvo.com)**
 - Ethical issues when clients are permitted to rate your services (Rule 7.1 – testimonials and client endorsements)
 - If you are the an “exclusive” advertiser, is it considered an unauthorized splitting of fees (Rule 1.5 Fees and Rule 5.4 Professional Independence of a Lawyer)?
 - Is it okay to link to directory sites that would violate ethical rules if you created the page yourself?
 - Does the online advertisement comply with ethical advertising requirements (Rule 7.1 Communications Concerning a Lawyer’s Services; Rule 7.2 Advertising; Rule 7.3 Direct Contact with Prospective Clients; Rule 7.4 Communication of Fields of Practice and Specialization)



Ratings. Guidance. The Right Lawyer.

Avvo Legal Guides Answers & Advice Lawyer Search

Search: butler Location: Delaware Find lawyers

Home > Lawyer Search > New Castle Lawyers > New Castle Social Security Lawyers > Steven L Butler

Steven L Butler - Is this you? Claim and update your profile for free.

Avvo Rating 7.4 Very Good

Client Ratings: Not yet reviewed. Former client? Write a review

No professional misconduct found.

Experience, Industry Recognition, Professional Conduct

Find out more about the Avvo Rating

E-mail Lawyer Add to list Lawyer's website Send to a friend



Total Injury Call us today! 1 (877) 288-7564

Free Case Evaluation Your Rights Do You Have A Case? What Is Your Case Worth?

Personal Injury Lawyers Nationwide

- Free Case Evaluation
- Local Injury Lawyers
- Filing an Injury Lawsuit
- Types of Lawsuits
- Defective Product Lawsuits
- Car Accident Lawsuits
- Medical Malpractice Lawsuits
- Workers' Compensation
- Motor Vehicle Accidents
- Filing A Lawsuit
- Personal Injury Newsroom
- The Injury Blog

SEARCH the site... Search... GO

Been Injured? Speak with an Injury Lawyer Today!

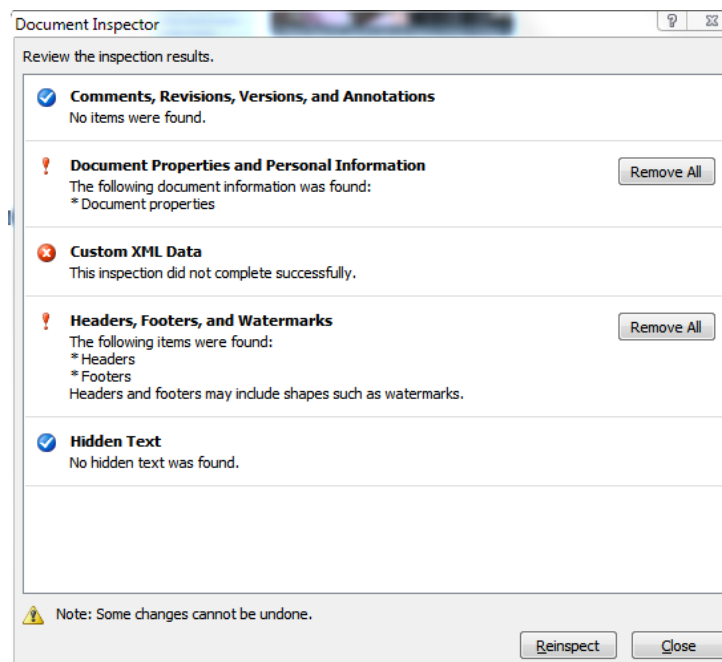
Injury Lawyers and Personal Injury Information

Connect with a personal injury attorney in your area to get legal advice about a potential injury settlement.

Personal Injury Lawyers: Connect with One Today for Free

- **Using Email to Communicate with Clients**
 - Are email communications with clients always protected under attorney/client privilege? (Rule 1.6 Confidentiality of Information)
 - Do you need to take steps to make sure that the email account is not shared with anyone else?
 - Do you waive privilege when emailing a client at a work email address?
 - What happens if the client's email is stored on a third-party service providers website? (Gmail, Yahoo Mail, Hotmail, etc.)
 - Has client authorized you to communicate by email, and is the subject matter appropriate to be communicated through email? (Rule 1.4 Communication)

- **Metadata in Documents**
 - Metadata is hidden information that is stored every time you create, open, save or modify most word processing, spreadsheet or presentation files. Metadata also exists in PDF documents.
 - Microsoft discussion of metadata: <http://office.microsoft.com/en-us/help/ha010776461033.aspx>
 - Metadata is dangerous because it can contain confidential material that you cannot see from looking at what is contained on the screen or when printed out. (Rule 1.6 Confidentiality of Information)
 - Microsoft Word Office 2007 includes a free Document Inspector to view and remove metadata from your files.
(<http://office.microsoft.com/client/helppreview.aspx?AssetID=HA100375931033&QueryID=1cCH3GCnE0&respos=3&rt=2&ns=WINWORD&lcid=1033&pid=CH100487501033>)



Links to Online Resources for Ethics Research

Delaware Online Ethics Resources:

- Delaware State Bar Association Standing Committee on Professional Ethics - <http://www.dsba.org/ethics/index.htm>
 - Index of Ethics Opinions issued from 1978-2009 - http://www.dsba.org/ethics_index.htm
 - Request for Legal Ethics Opinion (“LEO”) - <http://www.dsba.org/pdfs/RequestforLEOForm.pdf>
- Office of Disciplinary Counsel of the Supreme Court of Delaware - <http://courts.state.de.us/odc>
 - Delaware Lawyers’ Rules of Professional Conduct - <http://courts.state.de.us/odc/rules.htm>
 - Digest of Lawyer Discipline - <http://courts.state.de.us/odc/digest>

Online Ethics Resources:

- ABA Formal Ethics Opinions: <http://www.abanet.org/cpr/pubs/ethicopinions.html>
- ABA Model Rules of Professional Conduct: http://www.abanet.org/cpr/mrpc/model_rules.html
- ABA ETHICSearch (free ethics research): <http://www.abanet.org/cpr/ethicsearch/home.html>
- ABA Center for Professional Responsibility: <http://www.abanet.org/cpr/professionalism/technology.html>
- ABA Legal Technology Resource Center: <http://www.abanet.org/tech/ltrc/techethics.html>
- ABA eLawyering Taskforce: <http://www.abanet.org/dch/committee.cfm?com=EP024500>
- Legal Ethics and Technology: State Ethics Opinions about Online Legal Referral Services: <http://www.abanet.org/tech/ltrc/research/ethics/referrals.html>
- Legal Ethics and Technology: Multi-State Jurisdiction Specifying Jurisdiction (<http://www.abanet.org/tech/ltrc/research/ethics/multistate.html>)

Learning Opportunities

Legal Technology Conferences/Seminars:

- ABA TechShow – <http://www.techshow.com>
- ALM LegalTech – <http://www.legaltechshow.com>
- ALM Virtual LegalTech - <http://www.virtuallegaltechshow.com>
- ILTA Annual Conference - <http://www.iltanet.org/>

Recent Articles about Legal Technology and Ethics by Subject Matter

Legal Technology Overview

- *Communications and the Internet: Facebook, Email, and Beyond* by David C. Hricik - http://papers.ssrn.com/sol3/papers.cfm?abstract_id=1557033

Cloud Computing and Legal Ethics:

- *Get Your Head in the Cloud* by Richard Acello - http://www.abajournal.com/magazine/article/get_your_head_in_the_cloud/ (Explores ethic implications of using Cloud Computing or SaaS [Software as a Service])
- *What if the Cloud *evaporates** by David Bilinsky - <http://www.slaw.ca/2010/03/24/what-if-the-cloud-evaporates/> (Discusses potential malpractice concerns if vendor that you rely on for cloud services disappears and you cannot access data)

Social Networking Concerns

- *Social Networking Pitfalls for Judges, Attorneys* by Ken Strutin - <http://www.law.com/jsp/lawtechnologynews/PubArticleLTN.jsp?id=1202446299127> (Explores who can be friends and fans on Social Networking sites)
- *Ethics and Facebook* by Doug Cornelius - <http://www.compliancebuilding.com/2009/05/04/ethics-and-facebook/> (Discussion of Philadelphia Bar Association's recent opinion regarding hiring a third person to friend a witness)
- *Why Can't We Be Friends* by Jeff Gray - <http://www.theglobeandmail.com/report-on-business/why-cant-we-be-friends/article1487416/> (Overview of legal guidelines for use of social media by attorneys and in the courtroom)

Email and Ethics

- *Attorney/Client Privilege Not Waived When Using Employer's Computer* by Francis G.X. Pileggi - <http://www.delawarelitigation.com/2010/03/articles/selected-articles-by-francis/attorneyclient-privilege-not-waived-when-using-employers-computer/> (Explores issues related to attorney/client privilege when sending email to a client at the work email address)
- *No Privacy in Emails?!* By Kish & Lietz, PC - <http://www.legaethicsforum.com/blog/2010/03/no-privacy-in-emails.html> (Discussion of recent case finding that sending emails to third parties results in voluntary relinquishment of right to privacy)

Securing Client Data

- *Droid v. iPhone* by Ryan McKeen and Finis Price - http://www.abajournal.com/magazine/article/droid_v_iphone/ (Explores advantages of each cell phone technology, but also includes discussion of SmartPhone security concerns)
- *Protecting Client Data: 11 Steps to Take When Using Technology* by Peter Roberts - <http://www.abanet.org/lpm/magazine/articles/v36/is2/pg48.shtml> (Provides best practice tips for securing client data when using technology)
- *Worms in the Apple? Security Issues Causing Some Law Firms to Ban iPhone Use* by Ian Monroe - http://www.abajournal.com/magazine/article/worms_in_the_apple/ (Overview of a security exploit in iPhone software that allows recovery of encrypted data without a password)
- *Ensuring SmartPhone Security* by Luigi Benetton - <http://www.lawyersweekly.ca/index.php?section=article&volume=29&number=39&article=5> (Reminds users of SmartPhone about importance of security)
- *Law Firms are Lucrative Targets of Cyberscams* by Alejandro Martinez-Cabrera - <http://www.sfgate.com/cgi-bin/article.cgi?f=/c/a/2010/03/19/BU3E1CIIGE.DTL> (Discussion of scams targeting attorneys to secure client data)
- *A Breach Too Far* by James Podgers - http://www.abajournal.com/magazine/article/a_breach_too_far/ (Discussion of why law firms are excellent targets for cyber attacks which may result in ethical violations)

Online Advertising

- *Does Connecticut Hate the Net* by G.M. Filisko - http://www.abajournal.com/magazine/article/does_connecticut_hate_the_net/ (Discussion of Ethics Complaint against TotalAttorneys for “exclusive” attorney referrals)
- *State Bar Regulations on Lawyer Advertising* by Carolyn Elefant - <http://www.myshingle.com/2010/03/articles/marketing-making-money/guest-post-state-bar-regulations-on-lawyer-advertising/> (Overview of unique requirements in Florida, North Carolina, South Carolina and Texas for website advertising)
- *Another Ethics Panel Clears Total Attorneys* by Robert Ambrogi - <http://www.legaline.com/2010/03/another-ethics-panel-clears-total.html> (Discussion of Total Attorneys being cleared of ethical violations for fee sharing based on their exclusive attorney referral program)
- *Grade Anxiety* by Stephanie Francis Ward - http://www.abajournal.com/magazine/article/grade_anxiety/ (Overview of ethical concerns of claiming profiles on sites that allow attorneys to be rated by clients)

Metadata

- *Metadata 101: What you don't Know can Hurt you* by Beverly Michaelis, JD - <http://www.practicalparalegalism.com/2010/03/metadata-101-what-you-dont-know-can.html> (Describes what metadata is and how it can cause an attorney to violate ethical rules)
- *How to Keep Sensitive Data Blacked Out* by Kim Walker - <http://www.law.com/jsp/lawtechnologynews/PubArticleLTN.jsp?id=1202446452557&rss=1tn> (Provides instructions for redacting client data in Adobe Acrobat and Microsoft Word)
- *lawtechTalk: Episode #8: Remove Metadata from your Legal Documents* by Nicole Black - <http://www.lawtechtalk.com/2010/03/episode-8-features-and-is-sponsored-by-3bview-which-offers-metadata-removal-products-including-a-server-based-option-and.html> (Explores what metadata is and attorney obligations to remove it)
- *Court Warns Lawyers to Scrub Metadata Before PDF Conversion* by Sharon Nelson, Esq - <http://ridethelightning.senseient.com/2010/02/court-warns-lawyers-to-scrub-metadata-before-pdf-conversion.html> (US District Court for the Western District of Pennsylvania instructs attorneys on dangers of metadata)
- *Remove Hidden Data and Personal Information from Office Documents* by Microsoft - <http://office.microsoft.com/client/helppreview.aspx?AssetID=HA100375931033&QueryID=1cCH3GCnE0&respos=3&rt=2&ns=WINWORD&lcid=1033&pid=CH100487501033> (Provides instructions for using document inspector in Microsoft Office 2007 to remove metadata)