ADDITIONAL RESEARCH TECHNIQUES AND LINKS
INTRODUCTION TO THE INTERNET

A.   Understanding Internet Fundamentals to Enhance Research Techniques

Most people now know how to access a website or send an email message. After all the familiar AOL - "You've got mail" was even made the title of a movie. However, what most people don't realize is that for each web page or email that they access, there is a great deal of information that may be transmitted along with the words and pictures.

Legal research on the Internet is a Hit or Miss game in which the knowledge you seek may not be readily available. The search engines and website links are not always going to get you to the information that you need. Sometimes though they get you close enough. Knowing how to review a web page or an email message can in some instances take you to the place that you really want to go.

To this end, there are a number of really good research tools found right in your web browser software. For example, when you click on a web page using the "Right Mouse Button" of a windows based computer in Internet Explorer, you get a menu with some powerful research tools, namely:

1.   Open Frame in New Window

2.   Links List

3.   Properties

Back
Forward

Save Background As...
Set as Background
Copy Background
Set as Desktop Item...

Select All
Paste

Create Shortcut
Add to Favorites...
View Source

Encoding   ▶

Print
Refresh

Open Frame in New Window
Links List

Properties

There are similar tools found in Netscape as well, but since most people are now using Internet Explorer this description is limited to the Internet Explorer features.

Each one of these tools can provide you with additional information about the website. So that if you think that you are at the right web site for the information you need, these tools may help you to locate it on the web site.

1. Open Frame in New Window

A lot of web sites use frames to create their displays. In HTML, "Frame" refers to dividing the browser display area into separate sections, each of which is really a different web page.

You can pick apart a website to determine the origin of the information by using the tool "Open Frame in New Window". In some instance you may find that the information that you are most interested in is located on entirely different web site. By using this tool you have found a way to locate another web site that you may not have found using a search engine.

Try it - The entire web site for "www.iplawonline.com" is located within a frame. If you select "Open Frame in New Window", the URL for the new window reads: http://home.earthlink.net/~iplawonline/

The entire web site actually located at an EarthLink personal web account. In some instances, you can find entirely new web sites that were not available in your previous searches.

A similar technique is that when accessing a web site, you replace the term FTP "File Transfer Protocol" for the familiar WWW. For example, www.adobe.com takes you to Adobe's web site, but typing ftp.adobe.com takes you to an area that looks more like a computer directory. That is because this is the old way that files used to be shared on the Internet before the web existed. Many companies have public FTP directories that allow you to browse their publicly available files without the need to browse their web site. In some instances, the companies may have even forgotten that they have this information stored here. Sometimes an

older version of a document that you need may be on the FTP directories, but it is no longer

available on the web site.

2.   Links List

        You open up a web site and believe you are close to the information that you need, but

you do not see that information here. You are looking for the links that are available on the web

page, but you are being distracted by advertising and blinking pictures and other moving images.

By using Links List, a new window is opened with all of the web addresses listed in order. You

can then use that table to the links available while avoiding the distracting graphics on the original

page.

3.   Properties

        Another feature to help with navigating a web site for the information you need is the

"Properties" tool. If you click on a Frame, the properties will report back with the Frame

address. Thus, this can be used in the same manner as the "Open Frame in New Window".

However, when web pages are combined with text and graphics they are often made up of a

number of files that are combined on the screen to provide the viewer with the final web page. By selecting a graphic file on a web site, you can get the file address of the image. Often the images are located in different directories on the web site from the text.

Go back to the web site www.iplawonline.com. When the site comes up, Right Mouse click on the graphic stating "This Web site is hosted by Earthlink Network" and select properties from the tool bar menu. The properties window for the graphic will appear with the address: http://home.earthlink.net/iplawonline/Images/elnbanner.jpg

If you enter this address in the URL window of your browser, you will get the graphic in its own window. Now, if you delete the file name "elnbanner.jpg" so that the URL now reads: http://home.earthlink.net/iplawonline/Images/

You will have access to the directory containing all of the graphic images for the iplawonline web site. In addition, you will have the dates that these graphic files were actually stored on the web site. This often useful when evaluating a web site to determine how long the site in its present form has been in use. Furthermore, you may find graphics or other files of interest in this type of directory that are now longer displayed on the web site itself, but are still in a publicly accessible directory.

More sophisticated web sites now use dynamic web page generation. That is each web page is created at the moment it is accessed. In many instances companies have done this to reduce the effectiveness of the tools described above. However, these are usually Fortune 500 companies and/ or Internet related businesses. For most web sites including many of the government web sites, these tools can help you to research what is available on a web site.

B.   **Electronic Mail, List Servers and Chat Groups**

Communication is a key tool for any task and if you cannot find the answer, it does not hurt to ask. Email, List Servers and Chat Groups all provide ways that better enable Internet users to communicate. Findlaw.com has a number of chat groups that are available to help you with your research needs.

With a number of very sophisticated email programs such as Microsoft's Outlook and Outlook Express, the presentation of email on screens has improved greatly. The body of the message along with an identification of the sender, the recipients, subject and date are all display on the message. However, these pretty presentations may mask a lot of additional information

```
From: Donald Cox (coxd@computer.org)
Sent: Wednesday, March 27, 2002 6:29 AM
To: Cox, Donald J. (dcox@gibbonslaw.com)
Subject: FW: PATNEWS: Did Nakamura lie in his blue LED
patent applications?
```

that may be useful to you when researching the origination of an email.

Often the address presented on the email is not the only email address used by the sender. Although this technique won't work with sophisticated junk mailers, you can get additional information about the origin of most email messages. While the command varies depending upon which email program you use, you can access the raw message header information that comes with the email message. In Outlook, this information is available in an open email window by clicking on View and then selecting Options. The information looks something like the following:

Microsoft Mail Internet Headers Version 2.0
Received: from pra01usnj1 ([192.168.73.66]) by xch01usnj1.gibbonslaw.local with
Microsoft SMTPSVC(5.0.2195.4453);
        Wed, 27 Mar 2002 06:28:57 -0500
Received: from out004.verizon.net [206.46.170.16]
 by pra01usnj1 [192.168.73.66] (CMSPraetor 5.10.4411) with ESMTP
 id C894D4AFDFD24AB08881B3C6FF74D9D8
 for <DCox@gibbonslaw.com>; Wed, 27 Mar 2002 06:27:50 -0500
Received: from [192.168.1.3] ([151.204.81.48]) by out004.verizon.net
        (InterMail vM.5.01.04.05 201-253-122-122-105-20011231) with ESMTP
        id <20020327112856.QRMF21585.out004.verizon.net@[192.168.1.3]>
        for <DCox@gibbonslaw.com>; Wed, 27 Mar 2002 05:28:56 -0600
User-Agent: Microsoft-Entourage/9.0.1.3108
Date: Wed, 27 Mar 2002 06:28:49 -0500
Subject: FW: PATNEWS: Did Nakamura lie in his blue LED patent applications?
From: "Donald Cox (coxd@computer.org)" <coxdj@bellatlantic.net>
To: "Cox, Donald J." <DCox@GIBBONSLAW.com>
Message-ID: <B8C71720.7346%coxdj@bellatlantic.net>
In-Reply-To: <200203270856.g2R8ui523723@bustpatents.com>
Mime-version: 1.0
Reply-To: Coxd@Computer.org
Comments: Verizon's Lack of ThirdParty SMTP E-Mail Support Sucks
Content-type: text/plain; charset="US-ASCII"
Content-transfer-encoding: 7bit
Return-Path: coxdj@bellatlantic.net
X-OriginalArrivalTime: 27 Mar 2002 11:28:57.0113 (UTC)
FILETIME=[95582090:01C1D582]

This email message header indicates this is an email that was sent from the email address coxd@computer.org to dcox@gibbonslaw.com. At least that is what is reported in the regular window of Microsoft Outlook. But actually this email was not sent from coxd@computer.org, but rather coxdj@bellatlantic.net. This is useful as in many instances this can give you alternate

means for investigating the origin of an email address. If your research requires more information about the origin of an email then reviewing the message header can provide a good starting point.

C.   Understanding How to Read and Research Addresses and Domain Names

There has been a lot of discussion over Domain Names and many times people confuse them with web pages, but they are a lot more. After all, often the Domain Name is used as a starting point of a web site, for example, CNN.COM. But the Domain Name is actually the name someone has given to his or her computer. The domain name is that part of a web address that typically follows the WWW and ends in .COM, .ORG, .NET, .BIZ, .INFO, ... Additional information about a company can easily be ascertained by looking at the registration information for its domain name. For most domain name registries around the world, this information is available for free. The most concise listing of domain name registries can be found at: http://www.norid.no/domreg.html.

Now lets take an example, go to the web site for the new .BIZ domain name registry, WWW.NEULEVEL.BIZ and try to find a contact telephone number or the telephone number of the help desk. If you can find it then you get the grand prize or they have recently changed their web site, because to date they do not have a telephone number listed. If you get their mailing address in Virginia, you can call directory assistance, but their number is unlisted. But now access the whois database for the .BIZ domain name. This database contains the registration information for everyone that has a computer name ending in .BIZ including the registrar and enter the following: NEULEVEL.BIZ. What is produced looks something like the following:

.BIZ Registry WHOIS Data

NeuLevel, Inc., the Registry Operator for .BIZ, has collected this information for the WHOIS database through an ICANN-Accredited Registrar. This information is provided to you for information purposes only and is designed to assist persons in determining contents of a domain name registration record in the NeuLevel registry database. NeuLevel makes this information available to you "as is" and does not guarantee its accuracy. By submitting a WHOIS query, you agree that you will use this data only for lawful purposes and that, under no circumstances will you use this data: (1) to allow, enable, or otherwise support the transmission of mass unsolicited, commercial advertising or solicitations via direct mail, electronic mail, or by telephone; (2) in contravention of any applicable data and privacy protection acts; or (3) to enable high volume, automated, electronic processes that apply to the registry (or its systems). Compilation, repackaging, dissemination, or other use of the WHOIS database in its entirety, or of a substantial portion thereof, is not allowed without NeuLevel's prior written permission. NeuLevel reserves the right to modify or change these conditions at any time without prior or subsequent notification of any kind. By executing this query, in any manner whatsoever, you agree to abide by these terms.
NOTE: FAILURE TO LOCATE A RECORD IN THE WHOIS DATABASE IS NOT INDICATIVE
OF THE AVAILABILITY OF A DOMAIN NAME.

Domain ID: D592-BIZ
Domain Name: NEULEVEL.BIZ
Sponsoring Registrar: REGISTRY REGISTRAR
Domain Status: clientDeleteProhibited
Domain Status: clientTransferProhibited
Domain Status: clientUpdateProhibited
Domain Status: serverDeleteProhibited
Domain Status: serverTransferProhibited
Domain Status: serverUpdateProhibited
Administrative Contact ID: NEULEVEL1
Administrative Contact Name: Customer Support
Administrative Contact Address1: Loudoun Tech Center
Administrative Contact Address2: 45980 Center Oak Plaza
Administrative Contact City: Sterling
Administrative Contact State/Province: Virginia
Administrative Contact Postal Code: 20166
Administrative Contact Country: United States
Administrative Contact Phone Number: +1.5714345757
Administrative Contact Facsimile Number: +1.5714345758
Administrative Contact Email: support@neulevel.biz
Billing Contact ID: NEULEVEL1
Billing Contact Name: Customer Support
Billing Contact Address1: Loudoun Tech Center
Billing Contact Address2: 45980 Center Oak Plaza
Billing Contact City: Sterling
Billing Contact State/Province: Virginia
Billing Contact Postal Code: 20166
Billing Contact Country: United States
Billing Contact Phone Number: +1.5714345757
Billing Contact Facsimile Number: +1.5714345758
Billing Contact Email: support@neulevel.biz
Technical Contact ID: NEULEVEL1
Technical Contact Name: Customer Support
Technical Contact Address1: Loudoun Tech Center
Technical Contact Address2: 45980 Center Oak Plaza
Technical Contact City: Sterling
Technical Contact State/Province: Virginia
Technical Contact Postal Code: 20166
Technical Contact Country: United States
Technical Contact Phone Number: +1.5714345757
Technical Contact Facsimile Number: +1.5714345758
Technical Contact Email: support@neulevel.biz
Registrant ID: NEULEVEL1
Registrant Name: Customer Support
Registrant Address1: Loudoun Tech Center
Registrant Address2: 45980 Center Oak Plaza

```
        Registrant City: Sterling
        Registrant State/Province: Virginia
        Registrant Postal Code: 20166
        Registrant Country: United States
        Registrant Phone Number: +1.5714345757
        Registrant Facsimile Number: +1.5714345758
        Registrant Email: support@neulevel.biz
        Name Server: NS1.NEULEVEL.BIZ
        Name Server: NS2.NEULEVEL.BIZ
        Created by Registrar: REGISTRY REGISTRAR
        Last Updated by Registrar: NEULEVELCSR
        Domain Registration Date: Wed Nov 07 00:01:00 GMT 2001
        Domain Expiration Date: Thu Nov 06 23:59:00 GMT 2003
        Domain Last Updated Date: Wed Nov 07 00:37:43 GMT 2001
```

The registration record provides the address, telephone number and email address for the customer support center. The record further indicates that the computer was named on November 7, 2001 and the record was last updated on the same date. In many instances when you are investigating a company's web site, you can get additional information about the web site and the company by accessing the appropriate registration record. In many instances you can find the names of individuals involved with the company as well as telephone and facsimile numbers that are ordinarily not published. Furthermore, if you are trying to determine when the site was first published, it cannot be earlier than that initial registration date.

> **D.   Understanding the Composition of a Web Page**

The web page itself can be a source of additional information about a website and or provide additional leads to getting the information you want. Take the example of www.iplawonline.com again. You can view the computer language HTML (hypertext markup language) that the web browser uses to generate this page as follows:

```
<HTML>
<HEAD>
<TITLE>
</TITLE>
<META NAME="GENERATOR" Content="Microsoft Visual Studio 6.0">
</HEAD>
```

```
<frameset rows="100%,*" frameborder="0" framespacing="0" border="0">
<frame name="top" src="URLforwardtop.asp" scrolling="auto" border="0">
<frame name="bottom" src="URLforwardbottom.asp" scrolling="no" border="0">
</frameset>


</HTML>
```

This information from this web page provides little information except to indicate that the real information is located in a Frame. It does however, provide a nice example of what the main parts of a web page which includes the title information in the head. What is lacking here is the body that would contain the instructions for formatting the actual web page. If we choose "Open Frame in New Window" the frame information reveals that what is seen on the screen is actually as follows:

```
<HTML>
<HEAD>
<TITLE>
<!--This file created 12/9/01 9:10 AM by Claris Home Page version 2.0-->
<HTML>
<HEAD>
  <BASE TARGET="_top">
   <TITLE>www.iplawonline.com</TITLE>
  <META NAME=GENERATOR CONTENT="Claris Home Page 2.0">
   <X-SAS-WINDOW TOP=42 BOTTOM=610 LEFT=4 RIGHT=769>
<META NAME="Author" CONTENT="Remberto Magbanua">
</HEAD>
<BODY background="Images/blue-brown-bkgrnd.jpg">

<P><TABLE BORDER=0 CELLSPACING=0 CELLPADDING=8 WIDTH=600>
  <TR>
    <TD VALIGN=top align=LEFT WIDTH=147>
     <P> </P>


     <P><A HREF="http://www.earthlink.net"><IMG
```

```
   SRC="Images/logo-round-blue.jpg" WIDTH=124 HEIGHT=125
   X-SAS-UseImageWidth X-SAS-UseImageHeight BORDER=0
   ALIGN=bottom></A>
 </TD><TD ROWSPAN=2 background="Images/sky.jpg">
  <PRE>   </PRE>


  <P><CENTER><B><EM><FONT SIZE="+3"
  COLOR="#336699">www.iplawonline.com</FONT></EM></B>
  </CENTER></P>


  <P><CENTER><I><FONT SIZE="+2" COLOR="#FFCC00">In the
  Works</FONT></I><FONT SIZE="+2" COLOR="#FFCC00"><BR>


  Visit us again soon!</FONT></CENTER></P>


  <P>
  <HR SIZE="3" WIDTH="70%">
  </P>


  <H3>Coming Soon!</H3>


   <P>Welcome to the new <I>www.iplawonline.com</I> website!
   Our site has been recently created and will soon be
   available for your use. Our web designers are creating a new
   web-interface that will soon be online! In the meantime,
   please be patient while we are working to make these
   changes. A new page will be available soon!</P>


  <P><CENTER><I><FONT SIZE="+2" COLOR="#FFCC00">Stay
   tuned!</FONT> - Your friendly Webmaster</I></CENTER></P>


  <PRE><CENTER>    </CENTER></PRE>


  <P><CENTER><A HREF="http://www.earthlink.net/business/hosting/"><IMG
   SRC="Images/elnbanner.jpg" WIDTH=312 HEIGHT=40
   X-SAS-UseImageWidth X-SAS-UseImageHeight BORDER=0
   ALIGN=bottom></A></CENTER></P>


  <PRE>   </PRE>
 </TD></TR>
```

```
  <TR>
    <TD WIDTH=147>
     <P>
    </TD></TR>
</TABLE></P>
</BODY>
</HTML>
```

Although a lesson in understanding HTML is well outside the scope of this course, Internet

research can be facilitated if you understand the basics of HTML. A number of good tutorials are

available such as HTML Goodies at http://htmlgoodies.com/. But for purposes of research

beware that the source code can give you the date of creation of the web page as well as the

author or other identifying information. In addition, be aware that you can determine the

addresses for links that are listed in quotes following the phrase A HREF= and you can

determine the address of graphics using that are listed in quotes following the phrase IMG SRC=.

Again these techniques all provide different ways of gather additional information from a web

site.

WHERE AND HOW TO FIND SPECIFIC LEGAL INFORMATION

The Top Web Sites No Researcher Should Be Without

This topic is something of a misnomer given that legal research is subject dependent. If

you are researching immigration law then the INS website at **www.ins.usdoj.gov** is very valuable,

while, if your researching copyrights, the Library of Congress website at **www.LOC.gov** is a

must have. For patents or trademarks one cannot live without the US Patent and Trademark

Office website at **www.uspto.gov**. Regardless of your area of legal practice there exists a number

of websites that provide news and research tools directed at your area of practice. The key is to

find the "gotta have it" sites for your area of practice. For Federal government resources the best place to look is at **www.firstgov.gov**. The Federal government recently consolidated all the Federal web resources into one interface. Everything from statutes to congressional transcripts, patent documents to SEC filings and veterans to healthcare can be found on this comprehensive website.

If your area of practice is rooted in non-Federal law matters, I have listed below a list of lists providing you with a number of websites that have links to other legal research tools. You should review the website lists compiled at these sites and check out the links as they relate to your area of legal specialization. One nice thing about these lists is that the owners and not you update them periodically. This means that you can be kept up-to-date without the need to worry about a website going out-of-business.

The Internet Lawyer

This site contains news and information about using the Internet as a legal research tool.

www.internetlawyer.com

Legal Links - The San Francisco Paralegal Association (SFPA)

Although primarily directed at California Law there are a number of Federal links and commercial resources listed at this site. These links are certainly worth reviewing for updates periodically.

www.sfpa.com/legal-links/b-ll-legalresources.htm

NALA Legal Research Links - The National Association of Legal Assistants

Another good source of legal research links.

www.nala.org/links.htm

Legal Research Jumpstation - National Federation of Paralegal Associations, Inc.

This site is the mother of all legal research sites that I have found. It has websites broken down into almost every area of legal specialization. Certainly this is worth a first look when conducting legal research in a new area.

www.paralegals.org/LegalResources/home.html

Law Library Resource Xchange

This site is another great one stop shopping site for legal research tools and information. The site includes a mailing to notify you of changes in the law and the site.

www.llrx.com

LAW.COM

A legal news and research website that includes free and subscription portions.

www.law.com

The key to doing legal research on the Internet is to know that the Internet supplements, but does not replace other trusted resources for doing legal research. As with anything that is free you should not always rely entirely on that resource. If you download a key case from a web site, don't automatically believe that what you got is what was intended to be published. Slip opinions may contain typos or may be de-published. Before you use that key piece of information, check the case on a trusted source such as your library, Lexis or Westlaw.

B.   Finding Legal Collections

There is no magic solution for finding legal collections on the Internet. The reality is that you have to find them. Sites like the ones listed above are a good place to start as many of these organizations have an interest in keeping up-to-date with the introduction of new web sites.

As mentioned above, the Internet is a good secondary source for legal information. Nevertheless there are several search engines and Web sites that are useful to conducting traditional legal research. Some of the more developed sites include:

FindLaw	**WWW.FINDLAW.COM**
LawCrawler	**WWW.LAWCRAWLER.COM**
Internet Legal Resource Group	**WWW.ILRG.COM**

In addition, a number of Law Firms have developed their own Web sites including case summaries and legal links directed at specific areas of legal specialization.

If you are going to rely on the Internet for legal information, my personal favorite starting point is FindLaw. FindLaw is set up like Yahoo with categories and sub-categories directing you to specific legislative and judicial sites. There is also a search engine, but is more useful for finding information on legislation and cases if you know the parties involved. Substantive searches can be conducted, but given the unpredictably nature of the Internet such searches are best done using Lexis or WestLaw.

Another option is to join e-mail newsletters or newsgroups that provide information on updates to changes in the law. If you have questions, newsgroups are great for asking questions. With any newsgroup, you should become aware of their rules for asking questions. This is usually found at the FAQ's page on the web site. LawResearch.Com also provides a free newsletter with updates to new legal research links and information about changes in the Internet legal community. The newsletter is free and can be found at www.lawresearch.com.

Finally, other great sources for news and information can be found in traditional newspapers. The New York Times has weekly columns devoted to providing new links and

information about the Internet. As you develop you list of favorite sites, these resources can

continue to provide you with fresh new sources from time to time.

C.   Where To Search For Federal, State and Local Statutory Information

In Searching for Federal, State and Local information on of the best places to start is a site

like FindLaw.com listed above. Some of the better sites for searching in New Jersey are listed

below.

Welcome to the New Jersey Judiciary's Homepage

This is the Official New Jersey site for court information.
http://www.judiciary.state.nj.us/

The Legal Research Page - NJ Paralegal Association - for legal research and
information.

This site includes a good mix of Federal, State and local links and is worth checking out.
www.users.nac.net/thelaw/nj/lawintro.htm

LAANJ Home Page - The Legal Assistants Association of New Jersey, Inc. ("LAANJ")

This site does not contain any legal link information, but they are keeping update to on
the evolution of the paralegal practice in New Jersey.

http://www.laanj.org/

New Jersey Law Network (sm) -.Central Source for **New Jersey** Law and Information

The best site for getting information about New Jersey legal matters news, statutes, court
opinions - it's in there.

www.njlawnet.com

New Jersey Lawyer On-Line Edition

This site contains some good links and news about New Jersey's legal community.

www.njlnews.com

The New Jersey Law Journal

This is the on-line version of the New Jersey Law Journal.

http://www.law.com/jsp/nj/index.jsp

OTHER INTERNET RESOURCES FOR THE RESEARCHER

A.   Finding Credit Reports

Credit Reports are private and are not available on the Internet for free. A number pay services do advertise credit reports on the Internet. However, these companies limit there their services. One of these companies is:

Qspace www.qspace.com

B.   Locating People

There are several sources for locating people on the Internet. However, in general, these resources contain little more information than one would find in a phone book. You can look someone up by name, address, or even by reverse telephone number. The later method involves entering a phone number and letting the computer look up the name. Verizon formally known as Bell Atlantic has a people find section at **www.verizon.com**. All of the major commercial search engines – Lycos, Yahoo, etc. – have a people section.

Another good resource for locating people is The Stalker's Home Page at www.glr.com/stalk.html.

C.   Locating Businesses

A simple way to locate a business is through one of the yellow page directories available on the Internet. Two of the major sets of yellow pages are:

Yellow Book www.yellowbook.com

GTE Superpages www.superpages.net

MapQuest www.mapquest.com is another great site for locating a business and getting driving directions.

In addition to simply locating an address for a business, you may want financial information about the company. One source for this information is the EDGAR database that is maintained by the Securities and Exchange Commission at www.sec.gov/cgi-bin/srch-edgar. Another more comprehensive source for business information is at:

US SEARCH.com - a leading online provider of public record information about individuals and companies.

http://www.ussearch.com/

Another useful site is you are trying to locate an attorney or law firm is the full text site of the Martindale-Hubbell Law Directory at www.martindale.com. This site actually is easier to use than the print pages provided by Martindale-Hubble's print collection

HOW TO BECOME YOUR FIRM'S VITAL LINK TO CYBERSPACE

A.   Educating Yourself and Keeping Your Skills Updated.

As in any other endeavor put in the time, practice searching, develop the listing of vital sites for your firm, keep the listing up to date. Download and distribute important slip opinions, subscribe to a listserv and distribute the information they send you when it is relevant to your firm. Be the first one to download the new government fees and routinely scan the government Web pages for updated forms and regulations.

Keep current, there are no rules on the Internet and there is no centralized control. The information that you have today may be gone and irrelevant tomorrow. Keep your links current, get on mailing lists that will keep you abreast of the latest changes.

B.   EDUCATING OTHER AS TO THE BENEFITS OF USING THE INTERNET

Now that you have people interested in the slip opinions and forms, encourage them to start using these materials. Provide copies of your bookmarks to others in the office. Develop a firm policy for sending E-mail in the office and E-mail over the Internet. Develop Web and E-mail policies that meet the needs of your firm and its clients. Make the office aware of the benefits and risks of connecting your computers to the Internet and consider the needs of your clients in assessing the risk.

C. Maintaining a Home Page.

As indicated earlier, many of the latest word-processors will allow you to create Web pages without any knowledge of HTML. Put up a mini-Web site on your office network with all the links and forms you've found. Propose developing a basic Web site for your office. In most cases, keep it simple. When using graphics, picture perfect graphics can take forever to load. Use graphics and text that use as little memory as possible. Keep the Web site up-to-date. If Bell Atlantic changes your area code, don't forget to update the site. There are a number of commercial programs such as MS FrontPage Express that can be used to publish your Web page. The procedures for Web publication vary according to the ISP's set up. Check with your ISP for procedures that you will need to follow. If you want to learn more about HTML, check out the HTML tutorials at www.htmlgoodies.com.