



Cyber Advice for Law Firms

With a number of the courts being closed attorneys are doing everything in their power to keep their firms up and running despite the difficulties caused by the pandemic. Unfortunately, hackers see these unprecedented times as times of opportunity. We advise that you be proactive and take the simple steps below to ensure the protection of your firm.

- 1) If it looks Suspicious it probably is- If you receive an email from an address that you don't recognize specifically asking you to click on an unsecure link, DO NOT DO IT! If you're unsure whether it's safe, give the sender a call and ask if they in fact did send you the message. Better safe than sorry.
- 2) Use an encrypted VPN system- Simply put, a VPN encrypts and scrambles data so that a hacker is unable to detect what a firm is doing online.
- 3) Use a password manager to strengthen the firm's security. Try Multifactor Authentication which requires verification from a second device (smart phone or tablet) before logging in.
- 4) If you are using ZOOM for meetings with clients and staff, make sure all meetings are private and require a secure password and admittance from the host to join.
- 5) Educate your paralegals and admin staff - Remind them not to open emails that look suspicious. Set up platforms for them to regularly change their passwords. Talk with your IT professional and make sure you have firewalls in place to protect against a breach on your website.

Lastly, please call us with any questions or concerns. Our family is here to help in any way we can. We will get through this together!

Best wishes,

Eric Clauss
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