ADMINISTRATIVE OFFICE OF THE COURTS

From the Redwood Forest to the Gulf Stream Waters 60 Tech Tips from Court CIOs Across the Continent

Arkansas Judicial Council

Presented By Judicial CIOS from Coast to Coast, June 17, 2021

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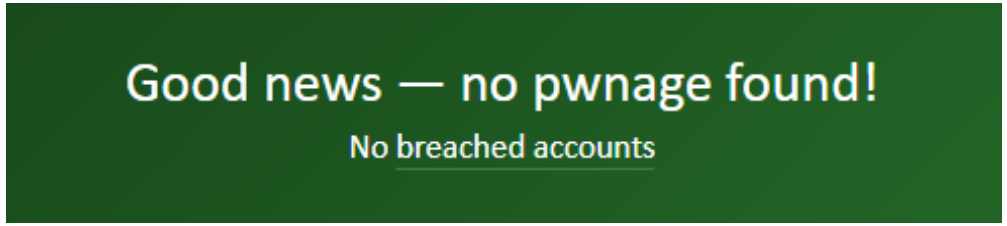
Brett Howard

Chief Information Officer

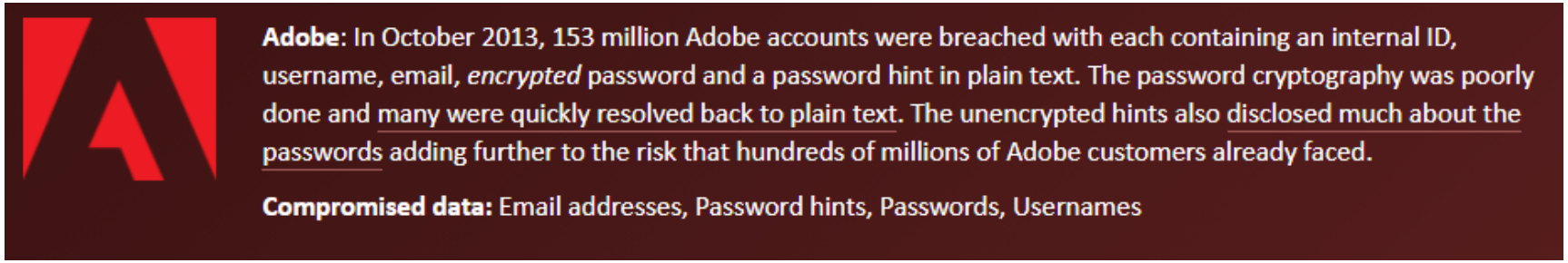
Superior Court of CA, Orange County

I'd rather be surfing but the waves are small today so I'm doing this instead

haveibeenpwned.com



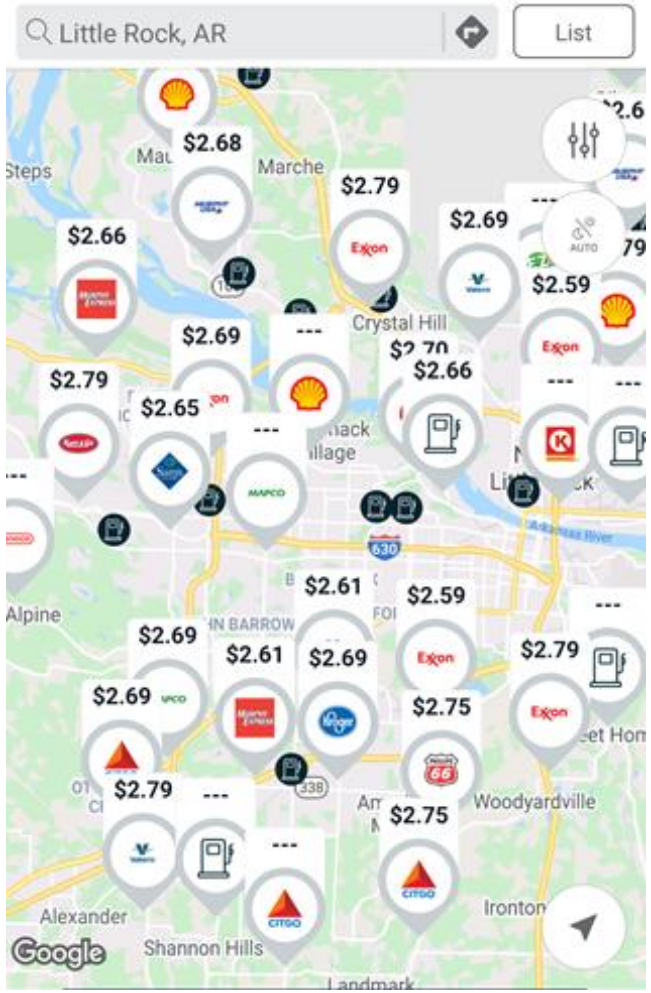
- Check if your email or phone # was in a data breach
- Shows what data was breached (e.g. email, password)

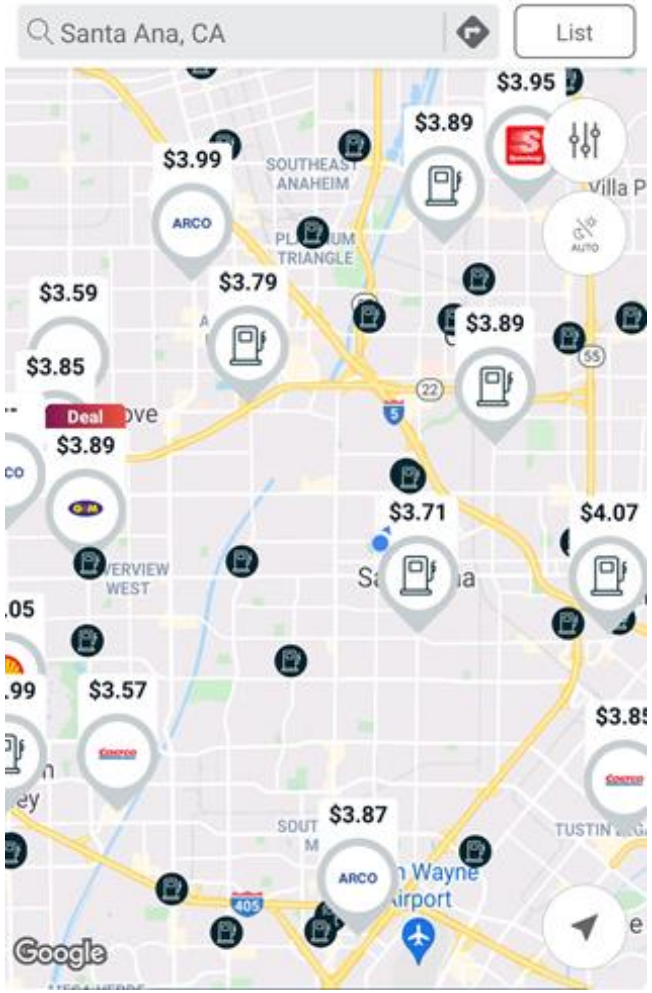


GasBuddy Phone App

- Find cheap gas!

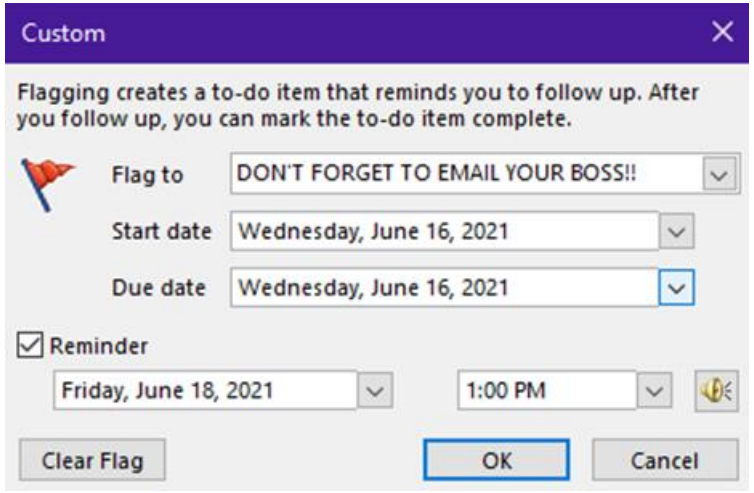
- Filters
  - Brand
  - Car wash
  - Lottery tickets $$

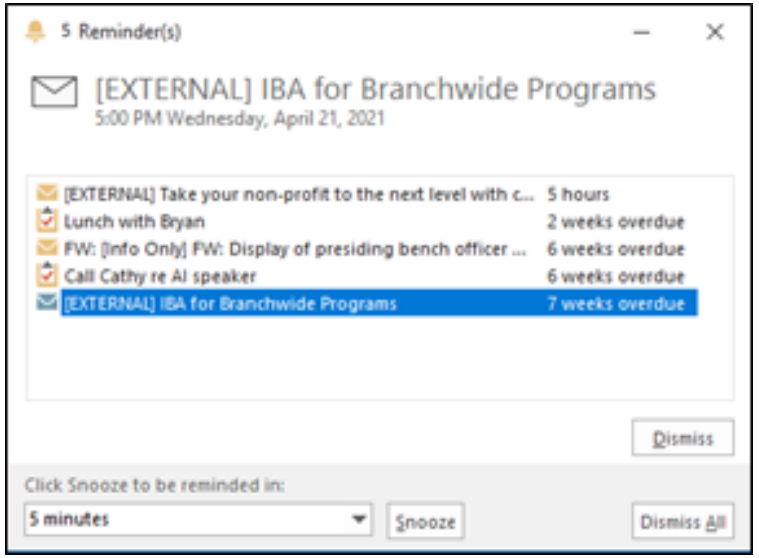


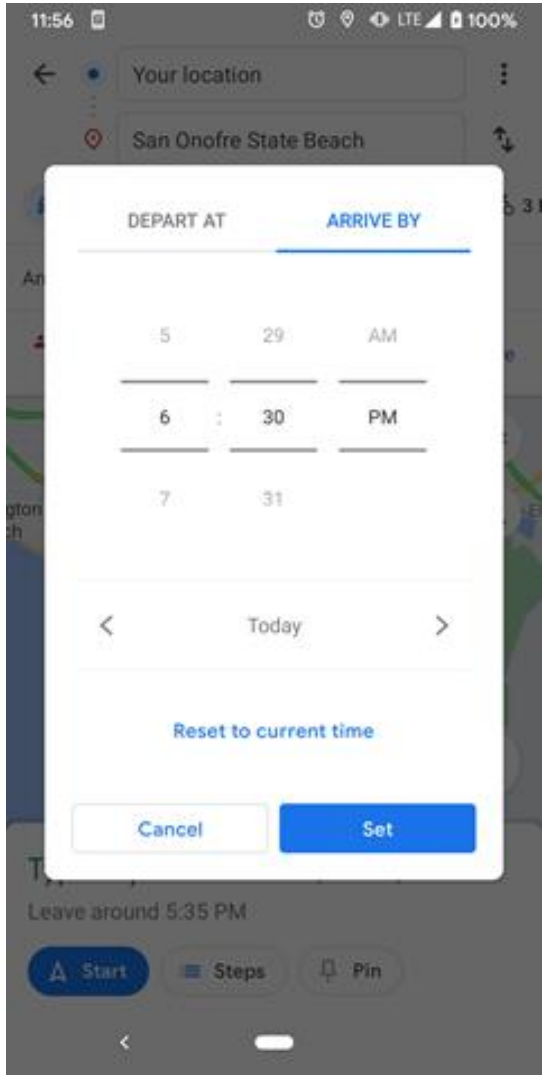


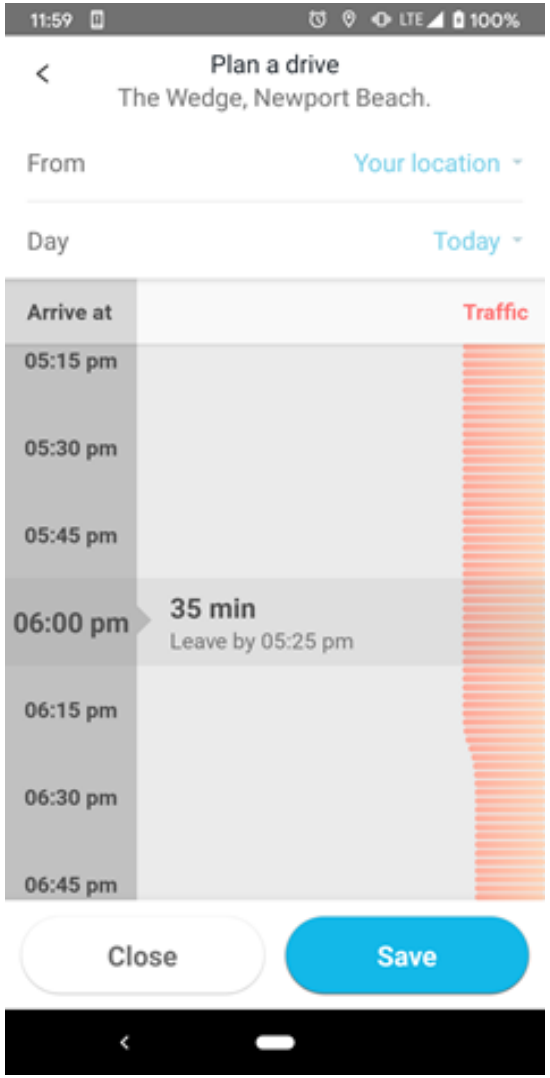
Email reminders

- Set an email reminder in Outlook
- Ctrl-shift-G or Right Click->Follow Up
- Select predefined reminder types or create your own
- Pops up in your Outlook reminder list









Be a maps app guru!

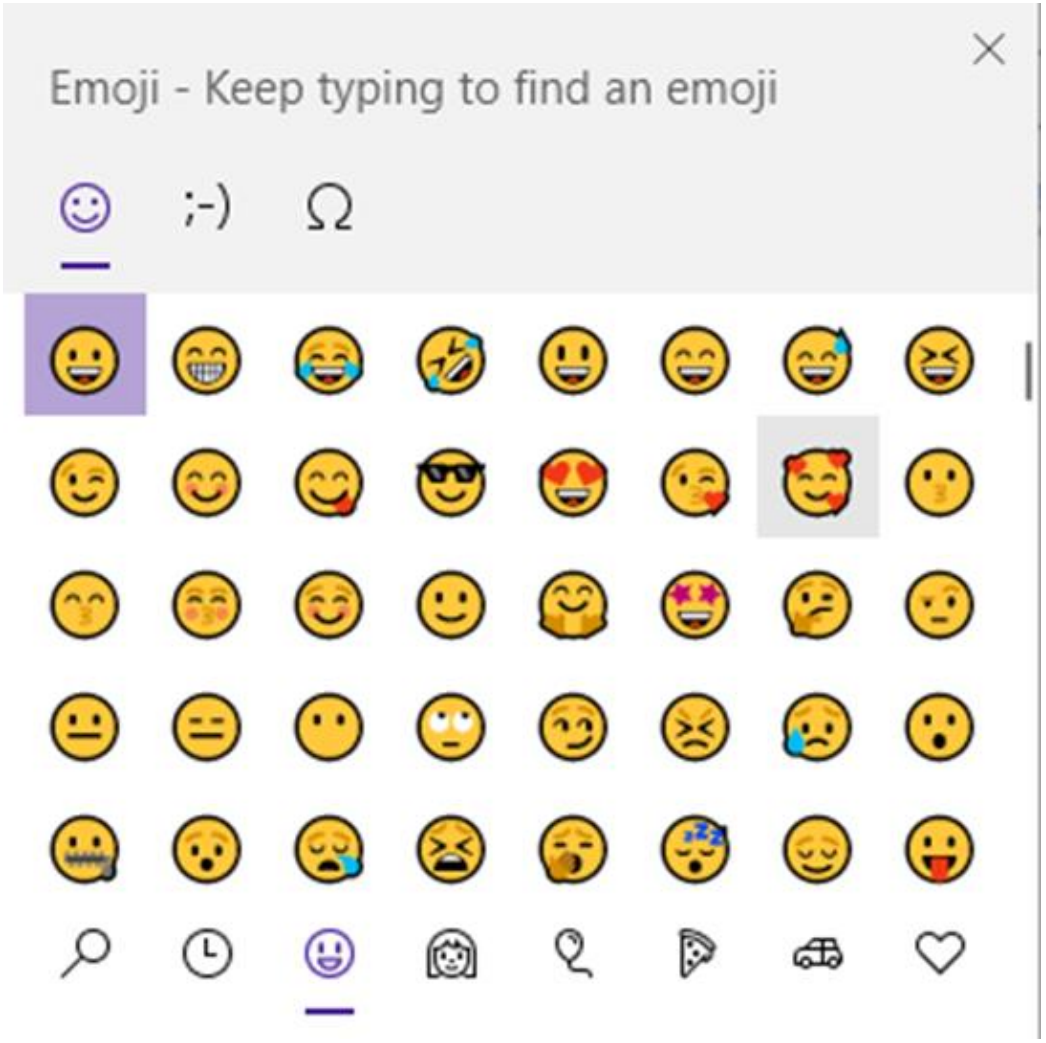
- Set your departure time

  -or-

- Set your arrival time

Emojis in Windows!

- Windows Key + .
- Make your coworkers jealous - use them in email, word docs, chat and more

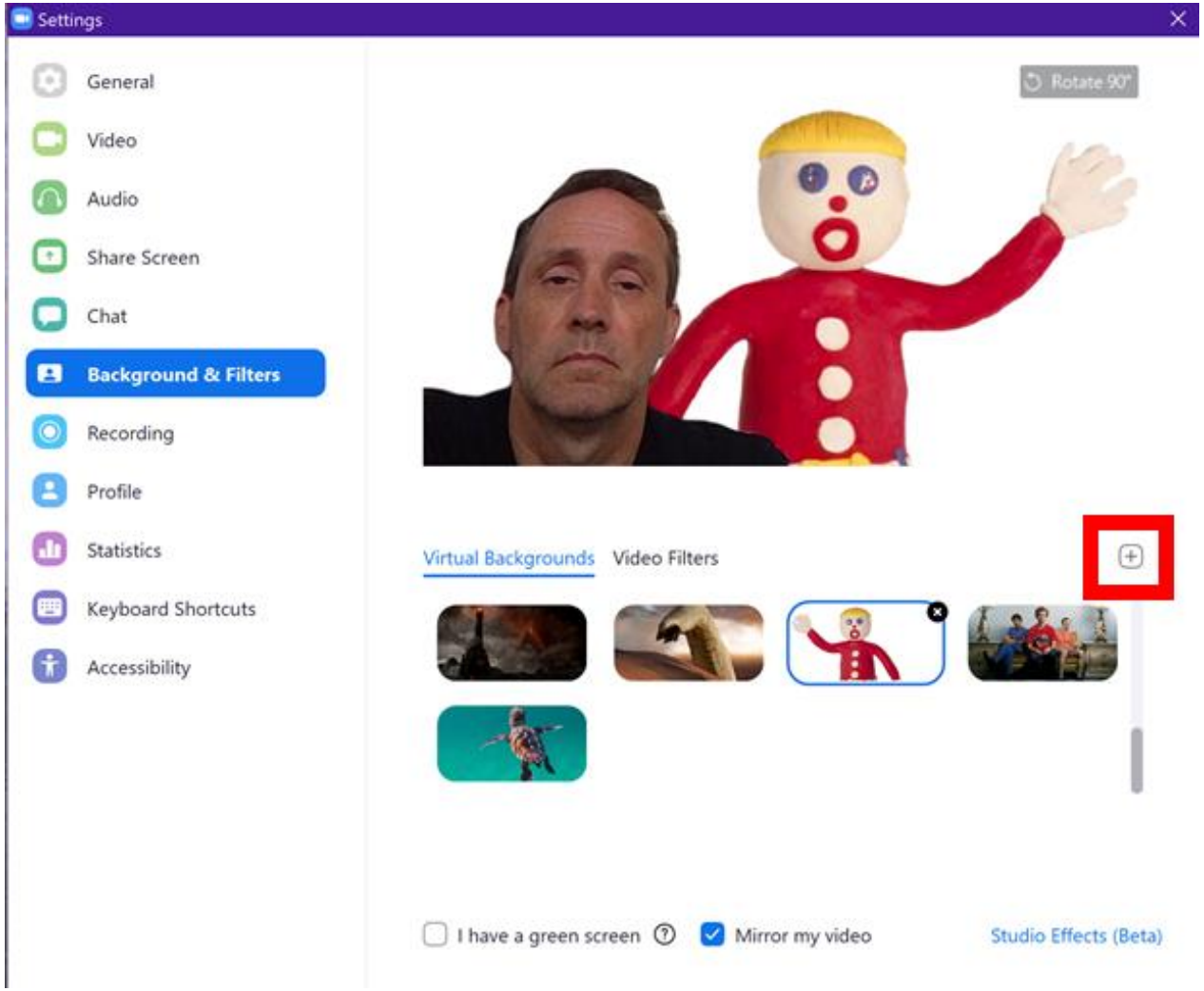


Remove that malware!

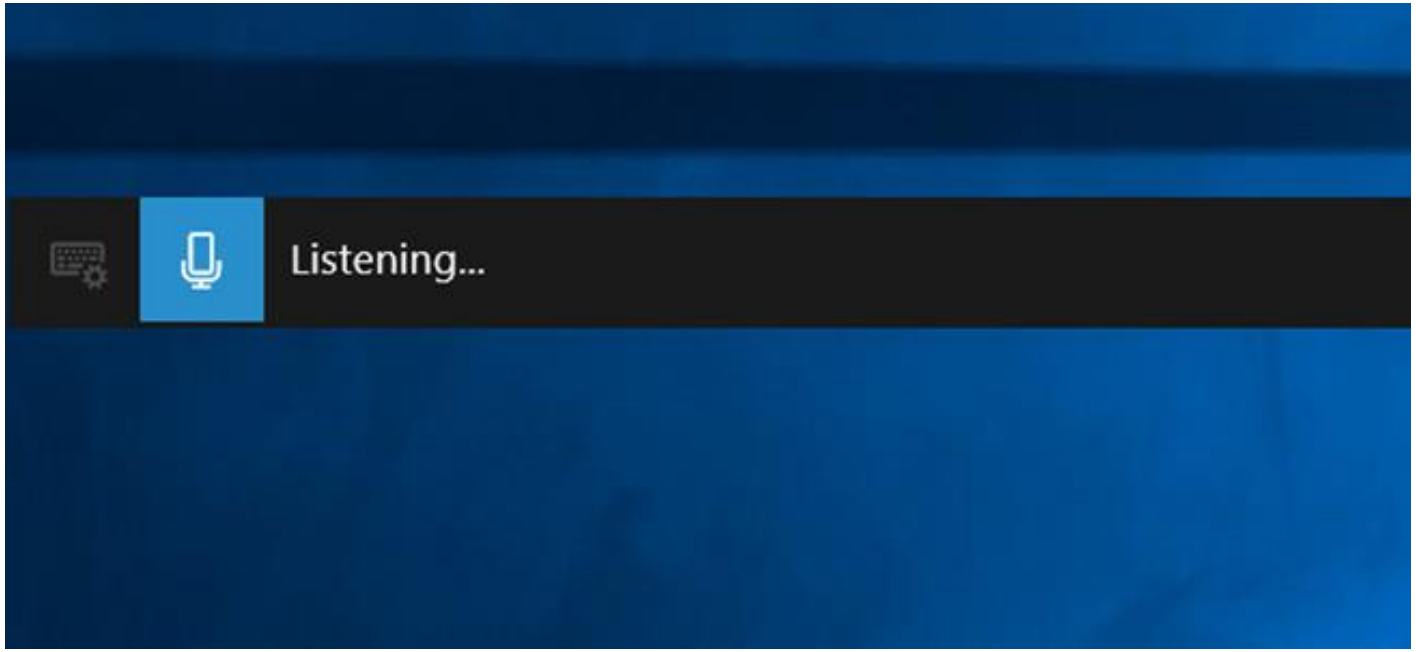
- www.malwarebytes.com
- Free version is great!
- PC, Mac and Phones
- Can upgrade for premium features (no, I don't work for them 😉)

Custom Meeting Backgrounds

- Spice up your meetings with a custom background
- Great conversation starter when you're waiting for the meeting to start
- Show off your kids, favorite sports team or best yoga pose



Talk to Windows



- Windows Key + H to toggle on and off
- Dictate emails & documents
- Multi-lingual
- I’m using it right now!

Chad Cornelius

- Chief Information Officer, Colorado Judicial Department.
- Serving Colorado's Supreme Court, Court of Appeals, trial courts, and probation.
- My passion is learning the ever-evolving changes in technology and information security.

Mio

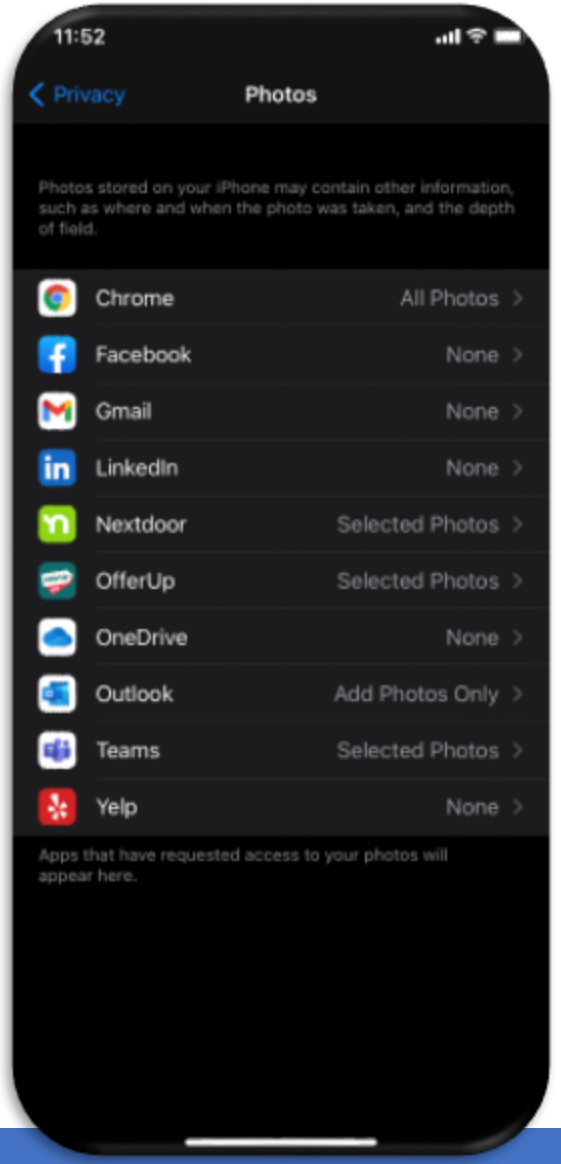
- Allows you to chat in one place, not all over the place.
- Integrates Microsoft Teams, Cisco Webex Teams, and Slack into one platform.
- Hmm... Doesn't this remind you of the old ICQ chat client?
- Check it out at https://m.io/

Cable C.A.B.L.E (Computer-Audio Biamp Link Enhancement)

- This heat-shrink-lacking adapter can connect a courtroom's Biamp to the Judge's laptop and Webex, eliminating the need for dialing in, and sounds 10x better.
- It costs about $20 to make.

Scanning Documents on your iPhone or iPad

- This is very handy if you do not have access to a scanner.
- Open Notes App and select a note or create a new one.
- Tap the Camera button , then tap Scan Documents.
- Tap Save or add additional scans to the document.
- https://support.apple.com/en-us/HT210336



Removing EXIF (Geolocation) from your Photos

- GPS and other photo metadata can be a convenience when organizing photos but also a significant privacy issue—especially when sharing photos on social media sites.
- Many EXIF data viewers exist which will allow others to determine your location and other personal info.
- Select photo -> Share -> Options

Encrypting External Flash and/or Thumb Drives using Windows BitLocker

- Insert external USB flash or thumb drive.
- Select the USB drive using Windows Explorer.
- Right-click on the USB drive, and then select **Turn on BitLocker**.
- Ensure "Use a password to unlock the drive" is checked.
- Enter your password and store it securely (not on a sticky note 😉).

Blur Your Property on Google Maps

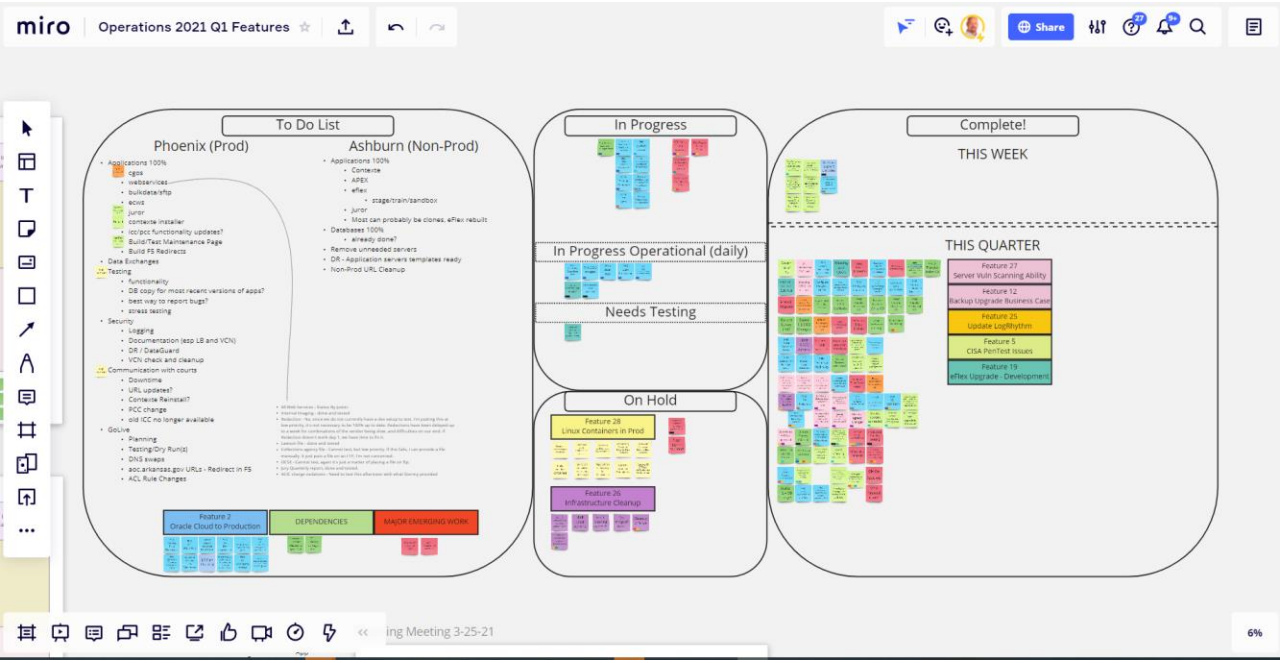
Google Maps

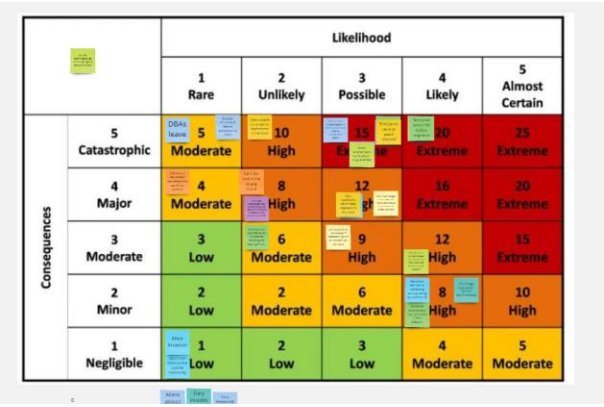
- Enter your address in Google Maps.
- Select the street view of your property.
- Select "Report a Problem" at the very bottom right-hand corner of page.
- This will take you to "Report Inappropriate Street View."
- Adjust the image so your home is inside the red box and select "My Home" for blurring.
- Complete remainder of form and check in a few days, Google must approve first.
- ***Warning: I believe this is very difficult to reverse.***

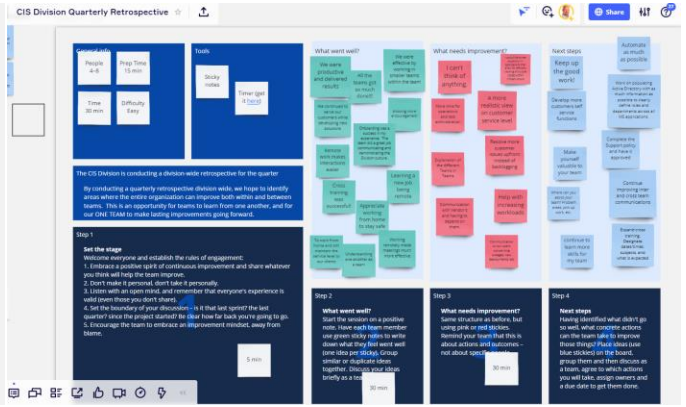
Tim Holthoff

CIS Division Director,
Arkansas Administrative
Office of the Courts

- Tim has trouble keeping a job. He's served as the Library Assistant, Assistant Librarian, Library Director, Court Automation Project Director, and CIS Division Director in his 31 years in the Justice Building. His love for computer science, library and information science, project management, and the law keep him busy, but he always has time for our courts. You can always reach him at 501-410-1919 which rings to his cell phone at 501-240-8113. Tim.Holthoff@arcourts.gov





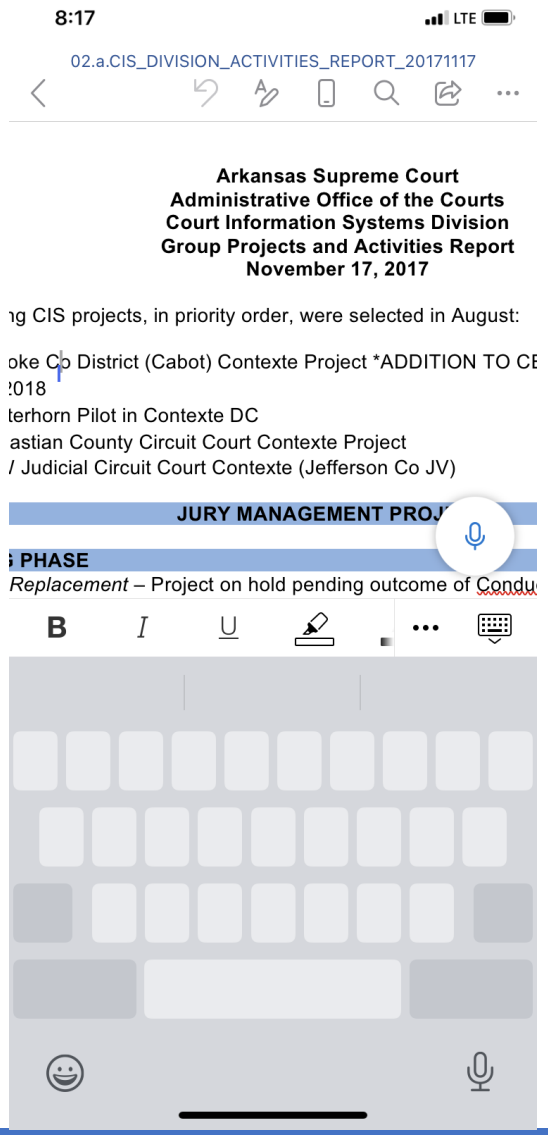


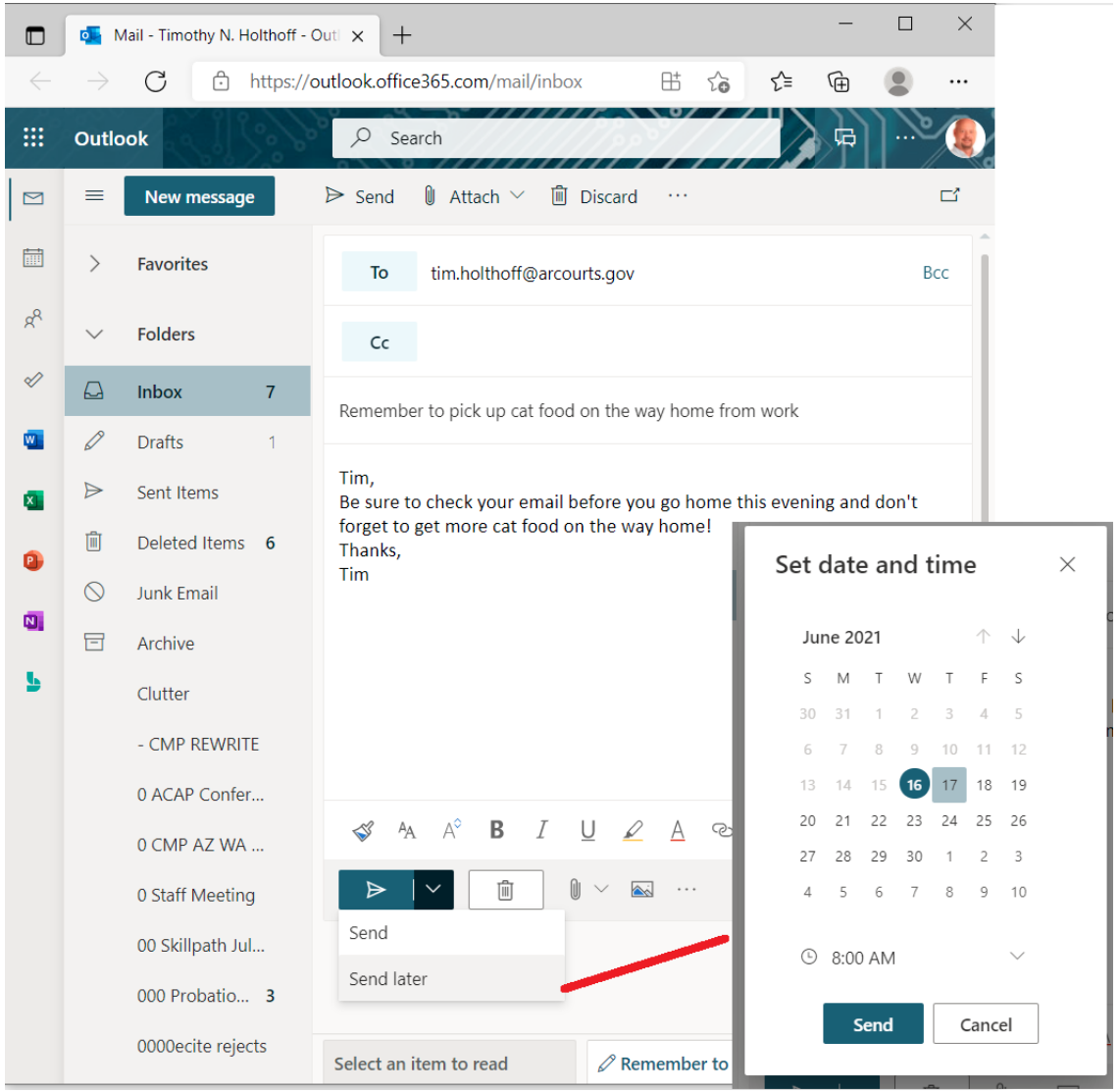
Miro.com – An Infinite Whiteboard

- Our agile consultants introduced us to Miro last year.
- Miro is a free (up to three boards) whiteboard space for sharing and collaborating.
- If you're planning, brainstorming, problem solving, or collaborating for committee work, Miro.com can help capture your ideas.

Touchpad Mode on iPhone

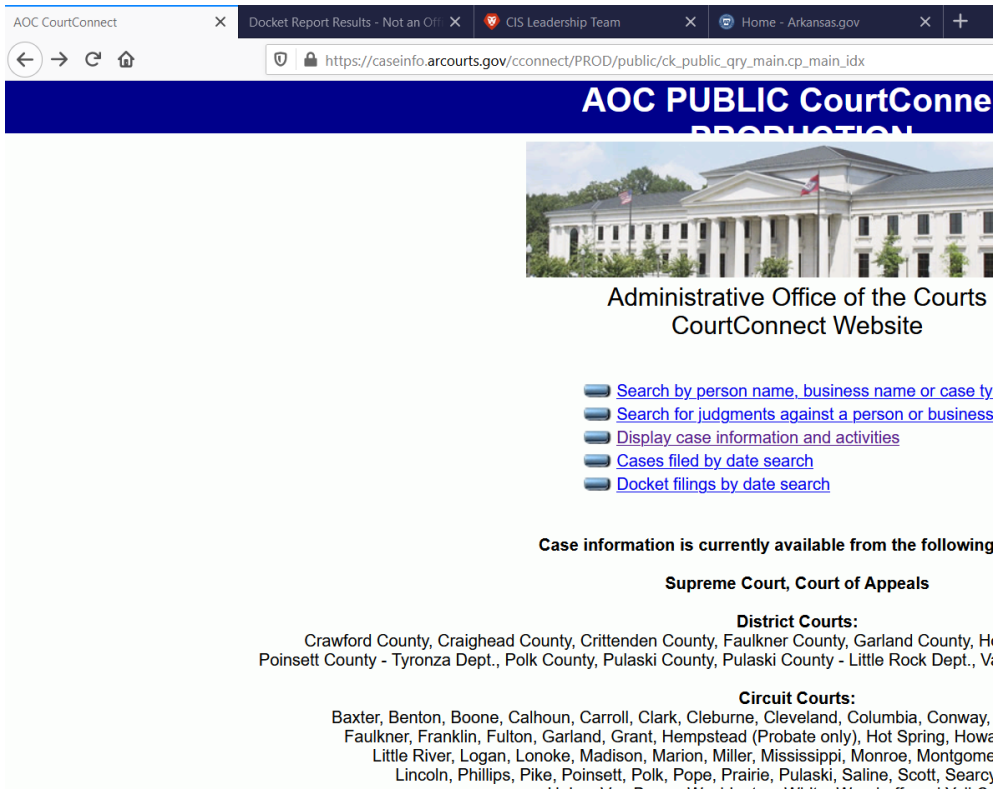
- You see a typo on your iPhone or iPad and struggle to get the cursor where you want it
- Hold down the space bar on the keyboard and the keyboard becomes a track pad
- Move the cursor precisely where you want and edit away
- https://www.youtube.com/watch?v=PNyZAgT5tOw





Schedule an email

- If you use MS Outlook, you can schedule an email to be sent later
- In Outlook on the web, after you prepare the message, click on the down arrow near the bottom of the screen and select send later
- You can then schedule the date and time for the message to be sent
- In the Outlook app – choose Options/Delay Delivery

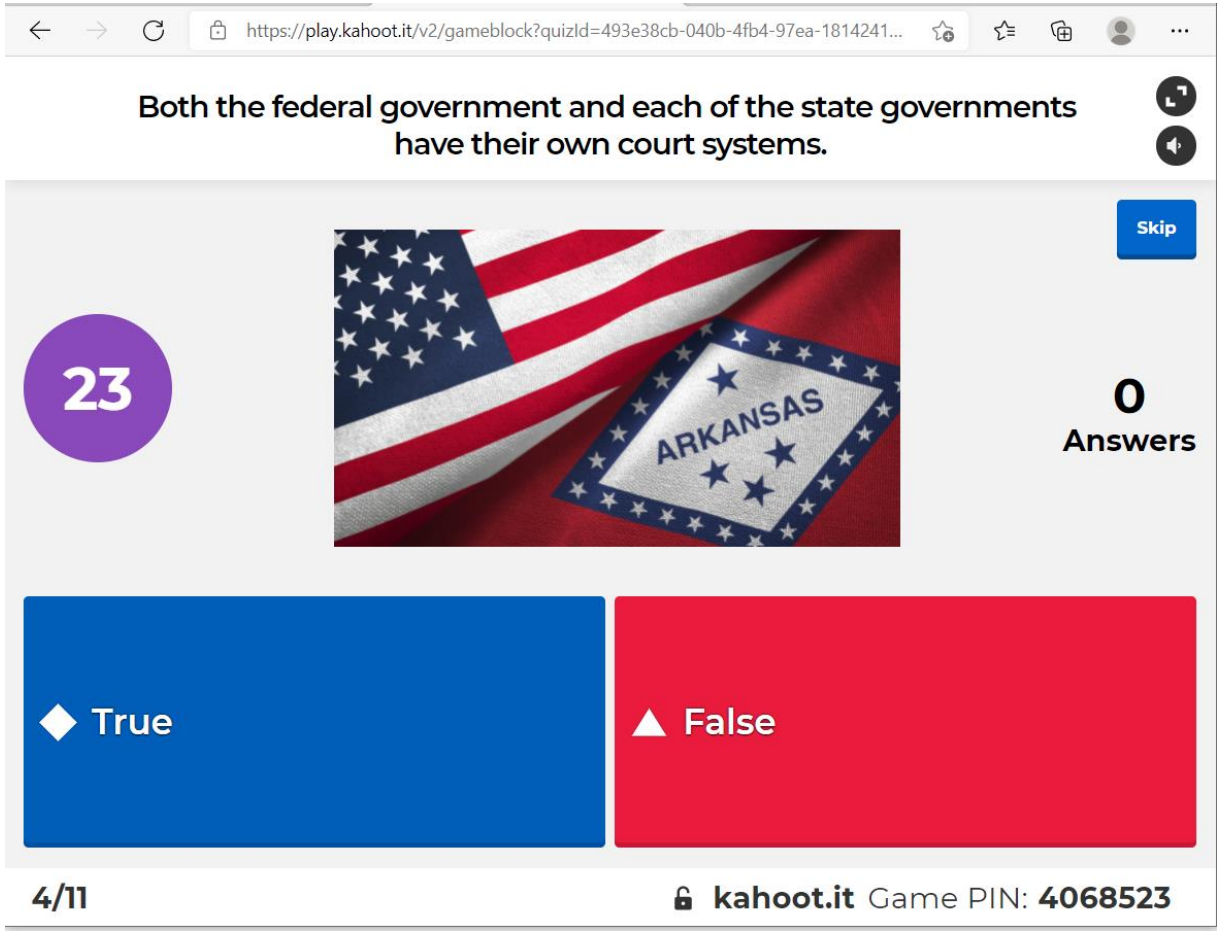


Easily switch between browser tabs

- Works in Chrome, Firefox, Edge
- Use Ctrl-Tab or Ctrl-Page Down to move to next tab on right.
- Use Ctrl-Shift-Tab or Ctrl-Page Up to move to next tab on left.
- If you use a macOS powered computer, press Command + Option + Right arrow
- Press Ctrl and click on a link to open in a new tab

Give a Kahoot!

- Shameless plug for Judicial Education
- Take a look at the online learning games to teach kids about the judiciary
- https://www.arcourts.gov/content/arkansas-supreme-court-launches-online-learning-games-students



Ooops! Undo Send!

- When using Gmail, you can stop a message before it goes out
- Use the settings to determine the send delay
- Click Undo in the bottom left of the screen to cancel sending the message

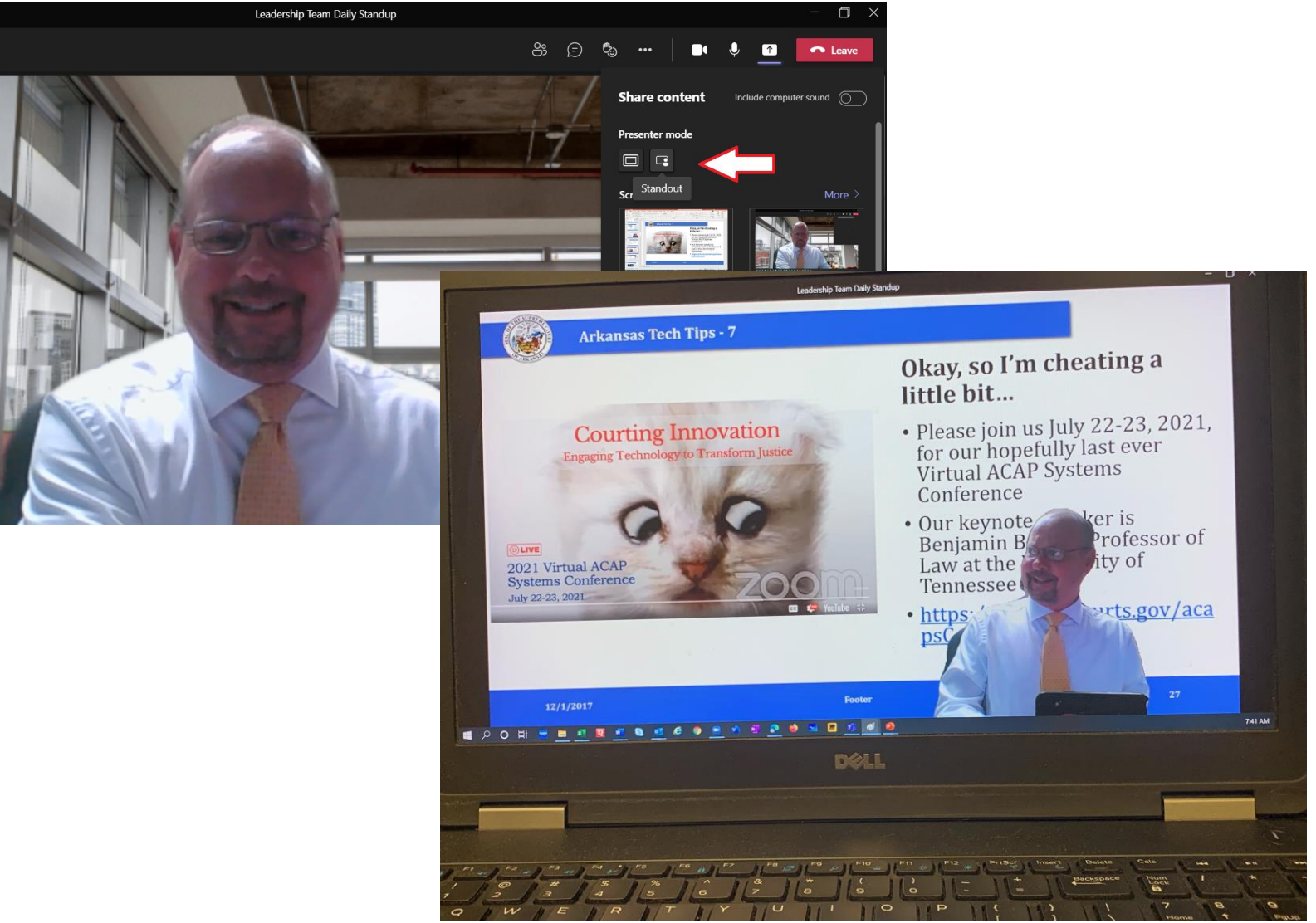
Recall an email with Undo Send

If you decide you don't want to send an email, you have a short time after to cancel it. Right after you send a message, you can retract it:

1. In the bottom left, you'll see "Message sent" and the option to "Undo" or "View message".
2. Click **Undo**.

Choose an amount of time to recall a message

1. On your computer, go to Gmail .
2. In the top right, click Settings > **See all settings**.
3. Next to "Undo Send," select a Send cancellation period of 5, 10, 20, or 30 seconds.



New Feature in Teams

- If you are presenting a slide show, you can use it as a virtual background in a Teams meeting
- Choose share screen, then choose the Standout option in Presenter Mode and select the screen you wish to share

Okay, so I'm cheating a little bit…

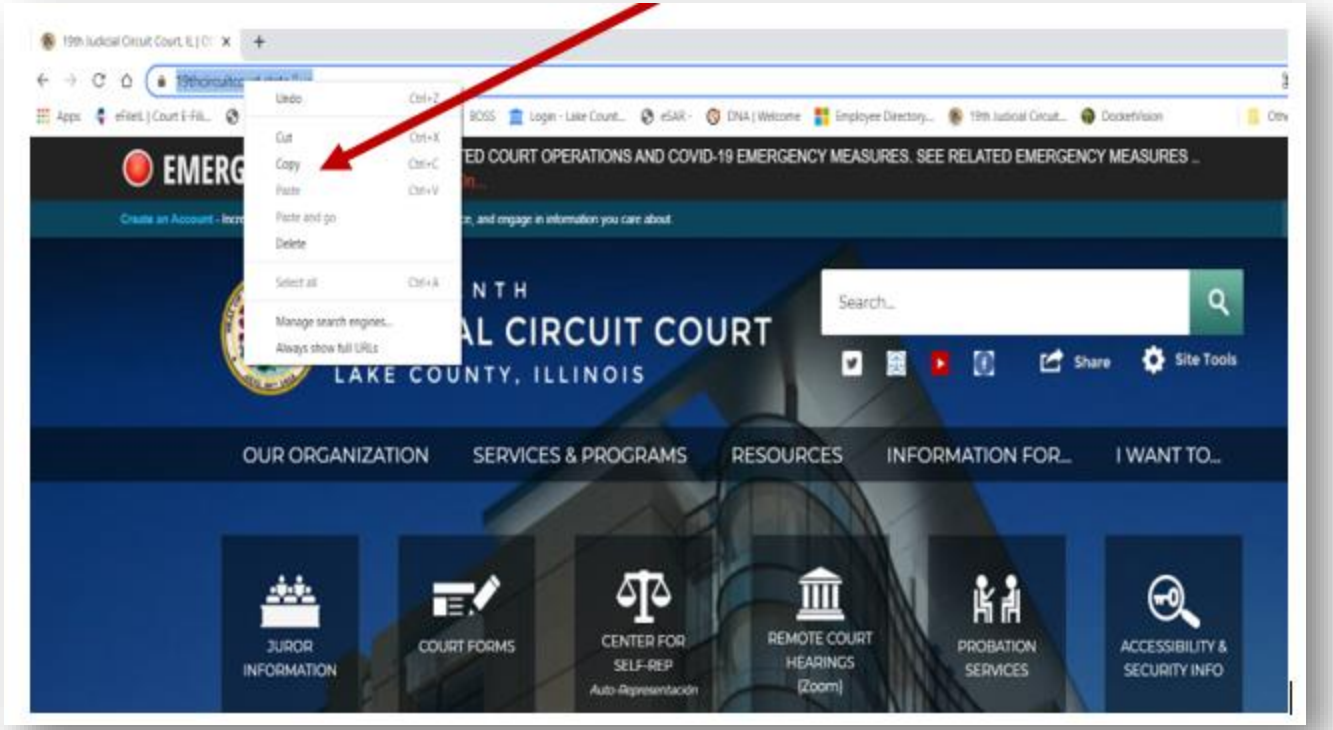
- Please join us July 22-23, 2021, for our hopefully last ever Virtual ACAP Systems Conference
- Our keynote speaker is Benjamin Barton, Professor of Law at the University of Tennessee
- https://www.arcourts.gov/acapsConference

Winnie Webber

Director, JIS

19th Judicial Circuit Court, IL

… over 27 years of Court experience from business operations and technology systems. Passionate about the work we do in the Courts - Local, State and National levels. A CITOC Executive Board member, an ICM ***Fellow,*** and a member of NACM, IACA and various local and state committees… we are here to serve and support the mission and goals of the Court organization.

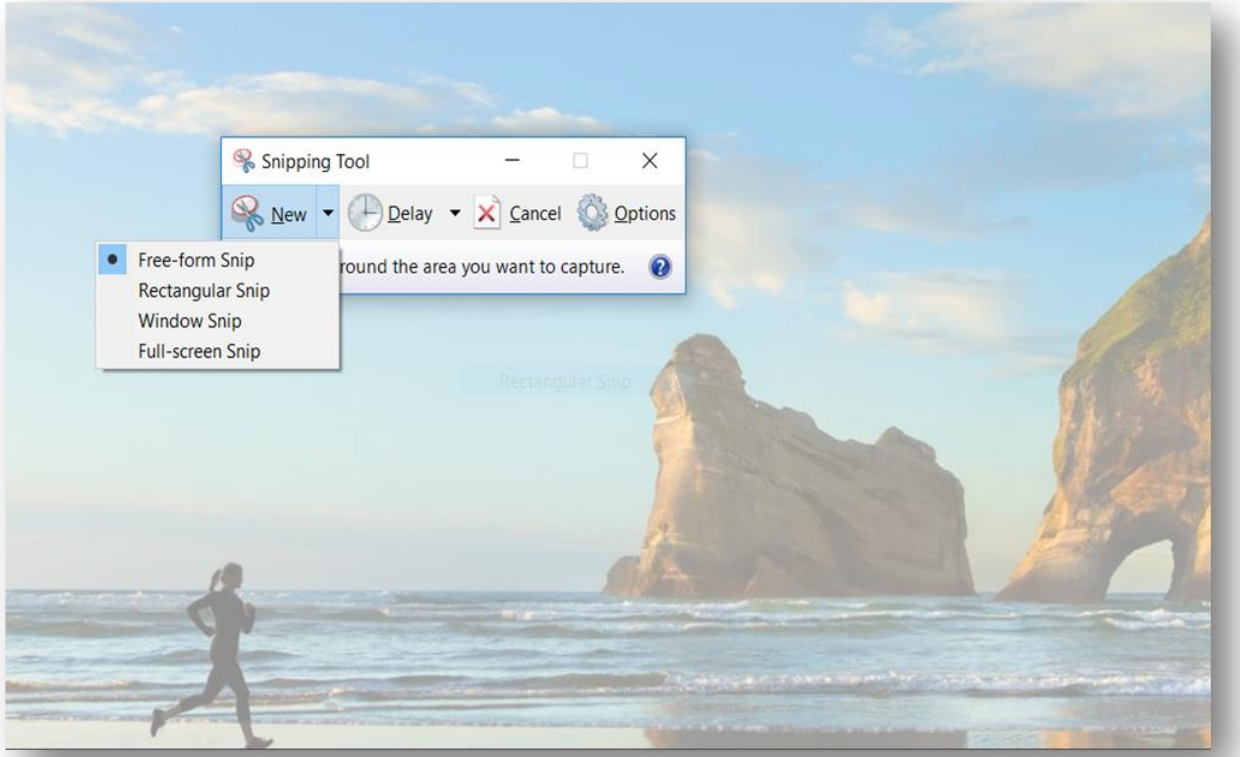


Copy and Paste Techniques

- Using your computer mouse, right-clicking is your best friend
- *Select or highlight* the information you want to copy; Right-click, then paste
- You can use it in any MS Word, Excel, PowerPoint or any image, etc.
- You can also use keyboard shortcuts **Copy**: Ctrl + C. **Cut**: Ctrl + X. **Paste**: Ctrl + V.
- Don't forget to select your content

Snipping Tool, a handy app in Windows 10

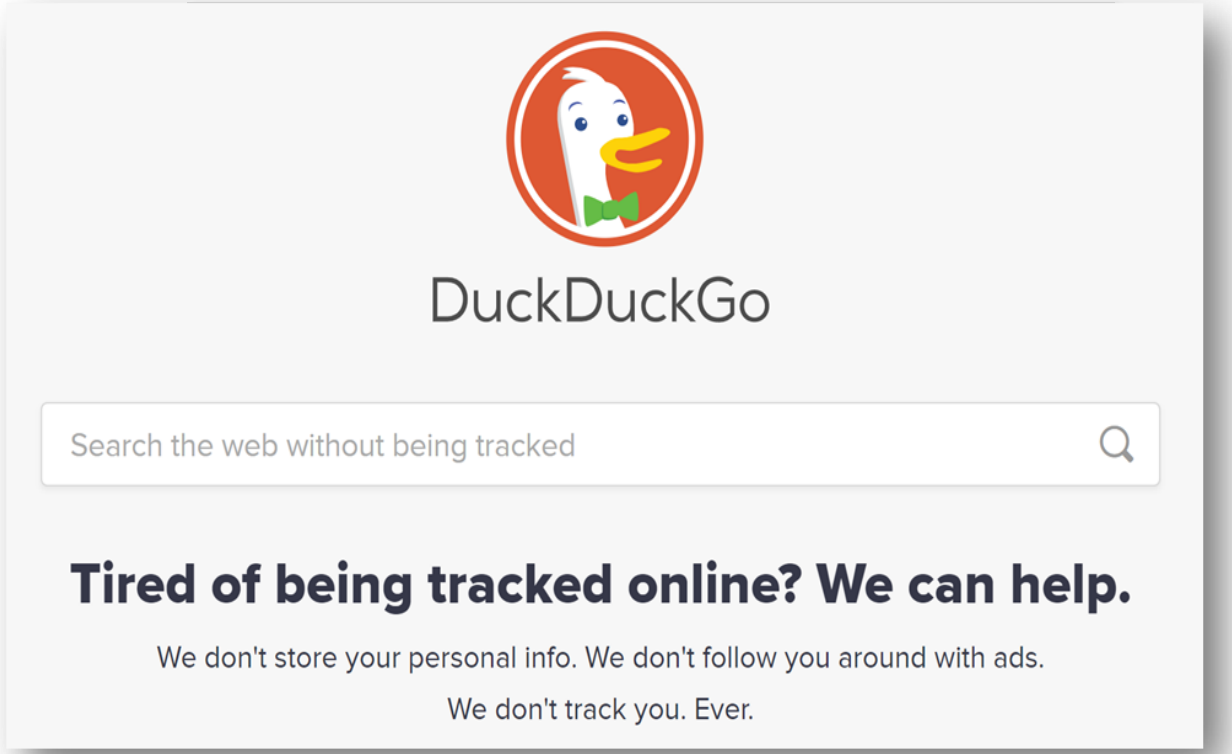
- Use this tool to capture a portion of anything on your desktop
- Snipping mode – Free Form, Rectangle, Window, Full-screen
- Save or Copy and paste it to a document



DuckDuckGo Browser

- The **Internet** privacy company that empowers you to seamlessly take control of your personal information online, without any tradeoffs.
- The **Internet** privacy company that empowers you to seamlessly take control of your personal information online, without any tradeoffs.

- DuckDuckGo — Privacy, simplified.



www.speechtexter.com

Speech to Text App

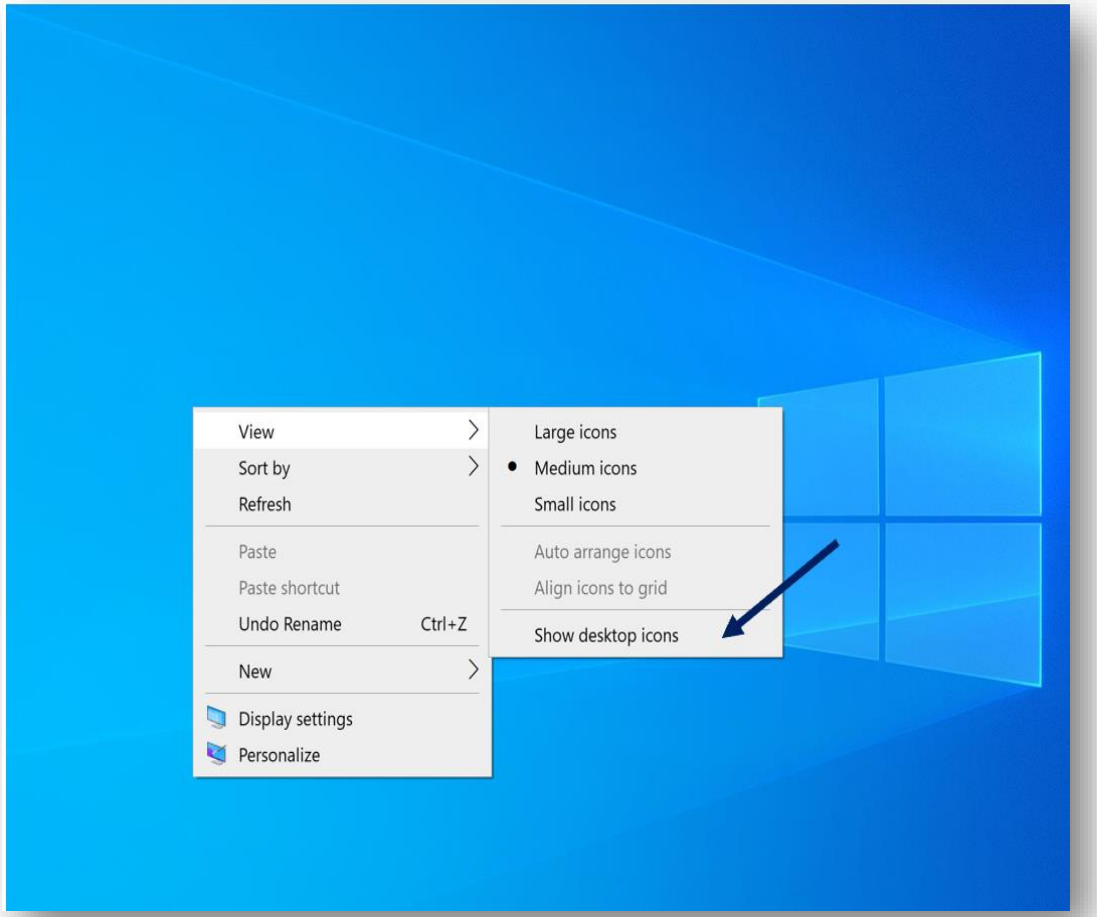
- Voice-to-text software is exceptionally valuable for people who have difficulty using their hands due to trauma, people with dyslexia or disabilities that limit the use of conventional input devices.
- SpeechTexter is a free professional multilingual speech-to-text application aimed at assisting you with transcription of any type of documents, books, reports, blog posts, etc by using your voice.
- **Available in 60 different languages**
- In Windows 10, Dictate is also available

Protect Your Privacy

- Disable Cortana to keep voice data private.
- Using Cortana, the voice-controlled assistant, sends commands back to Microsoft as well as data about your files for local search. Disabling Cortana is more private, but you lose voice-control functionality.

Preparing a Clean Desktop

- Making a presentation and you do not want to show your Desktop apps, or you just want to hide all icons
- To hide all Apps or Shortcuts from Desktop,
- Right-click using mouse and turn on/off "***Show desktop Icons***"



"It only takes One-Click, think before you click"

CyberSecurity Alert: Be Vigilant!

As always, if you receive a suspicious email:

- ✓Do NOT click on any links within the email
- ✓If it's not related to work or any Court related business, delete it!
- ✓If you were not expecting it, delete it!
- ✓If you do not recognize the sender, delete it!

Josh Lazar

- Chief Information Officer for the 18th Judicial Circuit Courts of Florida

- Serving Brevard and Seminole County, home to NASA and Nature, respectively.

Reboot!

- This is what you expect an IT professional to tell you do first, right?
- Seriously. Sometimes your computer just needs to start over.

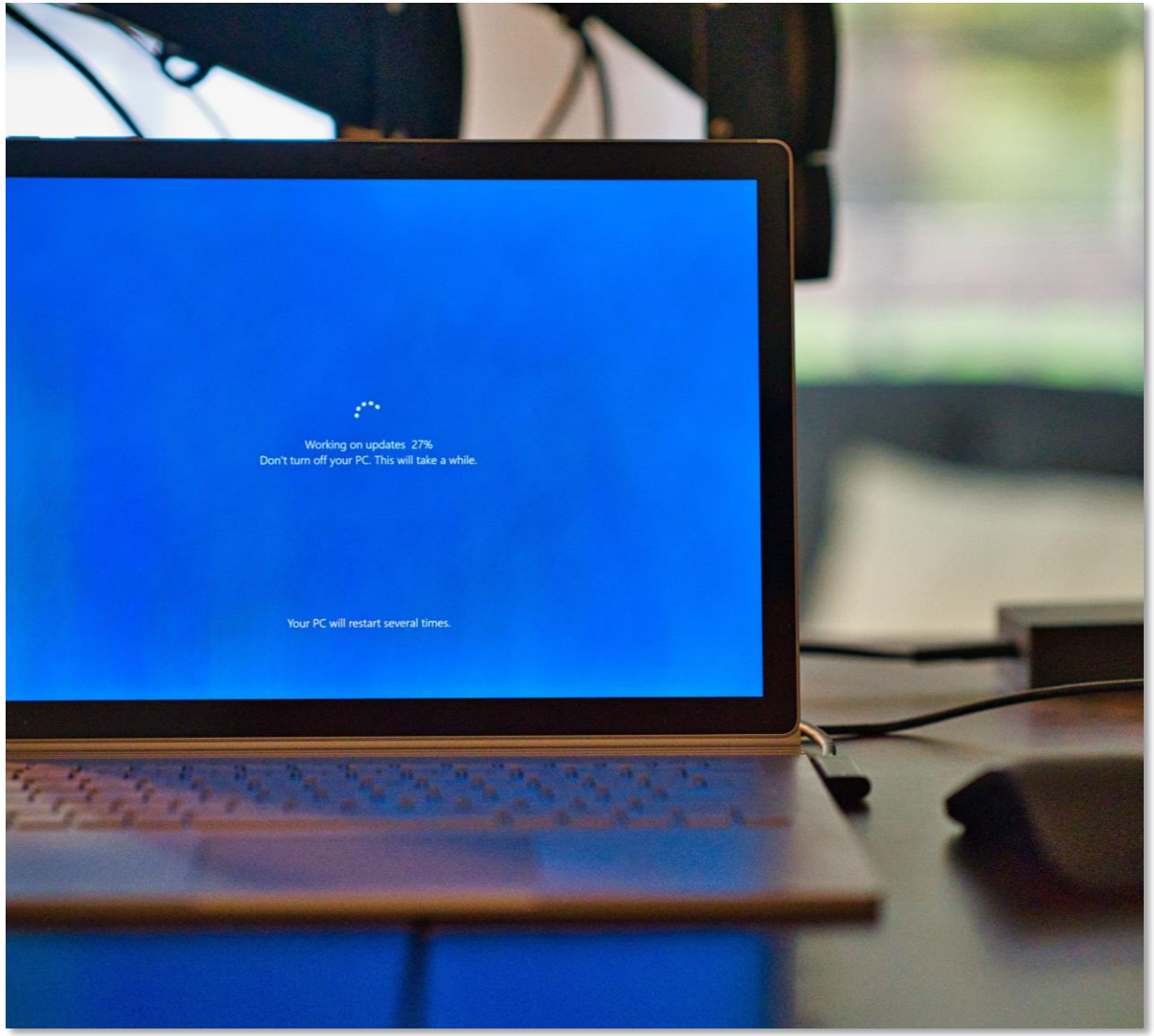


Photo by Clint Patterson on Unsplash

Comic Sans

- Never use this font.
- Ever.

- Photo by Yulia Matvienko on Unsplash

Read technology communications!

- They are there to help you.
- Provide feedback if they do not hit the right mark.

- Photo by Solen Feyissa on Unsplash

Should I click that?

- Test yourself quickly using a Phishing Quiz from Google's Jigsaw unit Jigsaw | Phishing Quiz
- Check your questionable emails from your smartphone.

- Photo by Bermix Studio on Unsplash

Password Managers and 2FA/MFA

- Do not reuse passwords across personal and professional settings.
- Use password managers to help you at home, and if allowed, at work.
- What is 2FA/MFA?
- Why should you use it?

- Photo by Yura Fresh on Unsplash

Vidi – PDF Document Tracking

- Like package tracking, but for PDF documents.

- Photo by Agence_Olloweb on Unsplash

Unsplash.com

- Free stock photos for presentations... like this one!

Photo by James on Unsplash

Perma.cc

- Permanent website links via archived record of the content.
- Developed by the Harvard Law School Library.

Noel Chessman

- Chief Information Officer
  Fifteenth Judicial Circuit Court of Florida
  Palm Beach County

- Serving Court Technology since 2000

Is it Identity Theft When You Give it Away?

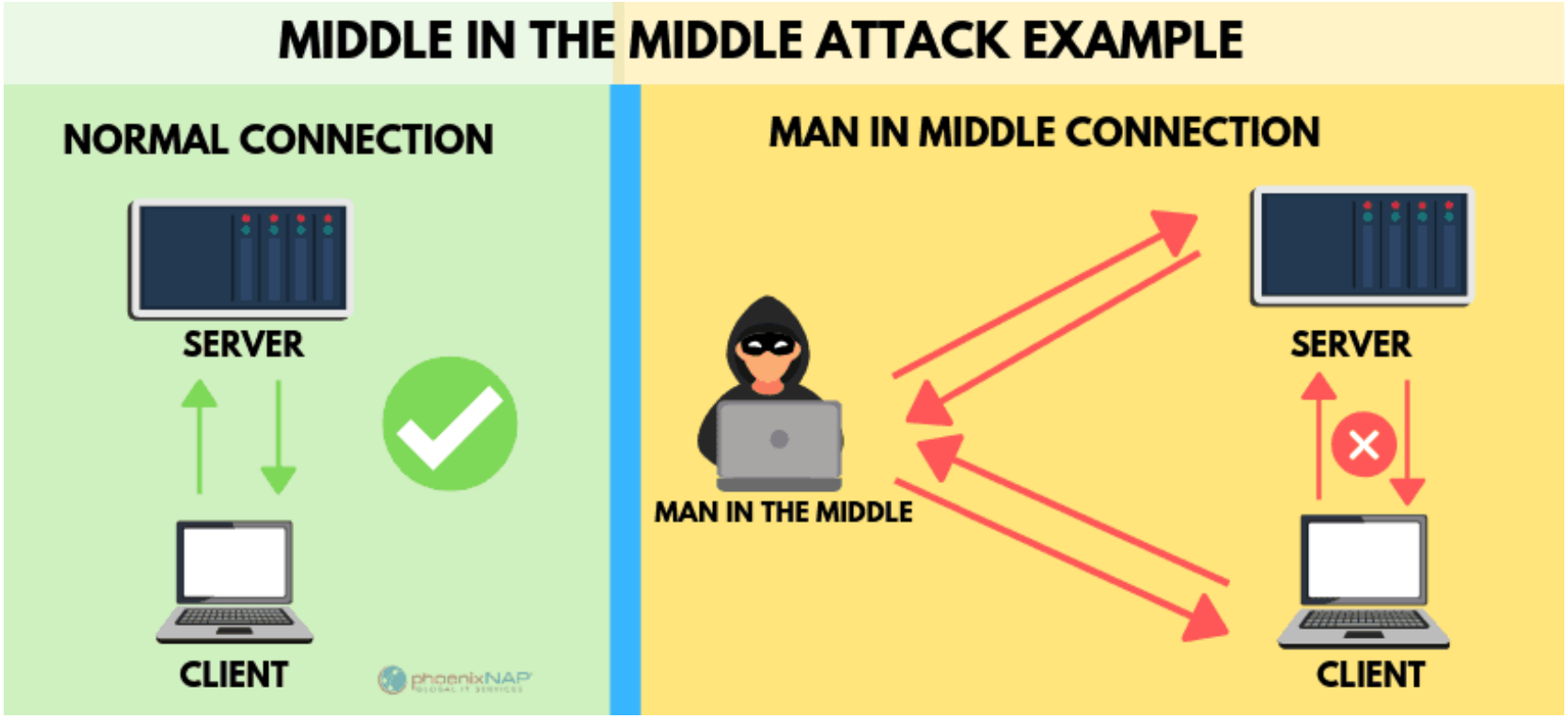
ANTI Social Media

clario.

The companies that know most about you

#	Company	% of personal data collected	Email	Name	Age	Gender/Sex	Sexual Orientation	Marital Status	Race	Religious Belief	Live Location	Home Address	Employment Status	Job Title	Pet/Animal Ownership	Mobile Number	Landline Number	Type of Phone/Device	Hobbies	Interests	Height	Weight	Next of Kin	Mother's Maiden Name	Current Employers	Past Employers	Bank Account Details	Salary	Social Profile (Friends)	Social Profile (Hobies)	Social Profile (Interests)	Country of Birth	Allergies/Intolerances	Health & Lifestyle Info
1	Facebook	70.59%	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●			●		●	●			●	●	●			
2	Instagram	58.82%	●	●	●	●					●	●	●	●	●	●		●	●	●	●	●			●	●			●	●	●			
3	Tinder	55.88%	●	●	●	●	●	●			●		●	●	●	●		●	●	●	●						●		●	●	●			
4	Grindr	52.94%	●	●	●	●	●	●			●		●	●	●	●		●	●	●	●								●	●	●			
5	Uber	52.94%	●	●	●	●					●	●	●	●		●	●	●	●	●					●	●			●	●	●			
6	Strava	41.18%	●	●	●	●					●	●				●		●			●	●					●		●	●	●			
7	Tesco	38.24%	●	●	●	●		●				●				●	●	●									●		●	●	●			
8	Spotify	35.29%	●	●	●							●				●	●	●		●							●		●	●	●			
9	MyFitnessPal	35.29%	●	●	●							●				●	●	●			●	●					●						●	
10	Jet2	35.29%	●	●	●	●		●	●			●				●	●	●									●					●		
11	Credit Karma	32.35%	●	●	●								●	●		●		●			●	●					●	●						
12	Lidl Plus	32.35%	●	●	●						●	●			●	●	●	●									●						●	
13	Netflix	26.47%	●	●	●							●				●	●	●		●							●							
14	Nike	26.47%	●	●	●	●						●						●			●	●					●							
15	Asos	26.47%	●	●	●							●				●		●			●	●					●							

Avoid Free Public Wi Fi when Possible



Turn off Bluetooth When Not in Use

ANDY GREENBERG SECURITY 11.23.2020 07:00 AM

This Bluetooth Attack Can Steal a Tesla Model X in Minutes

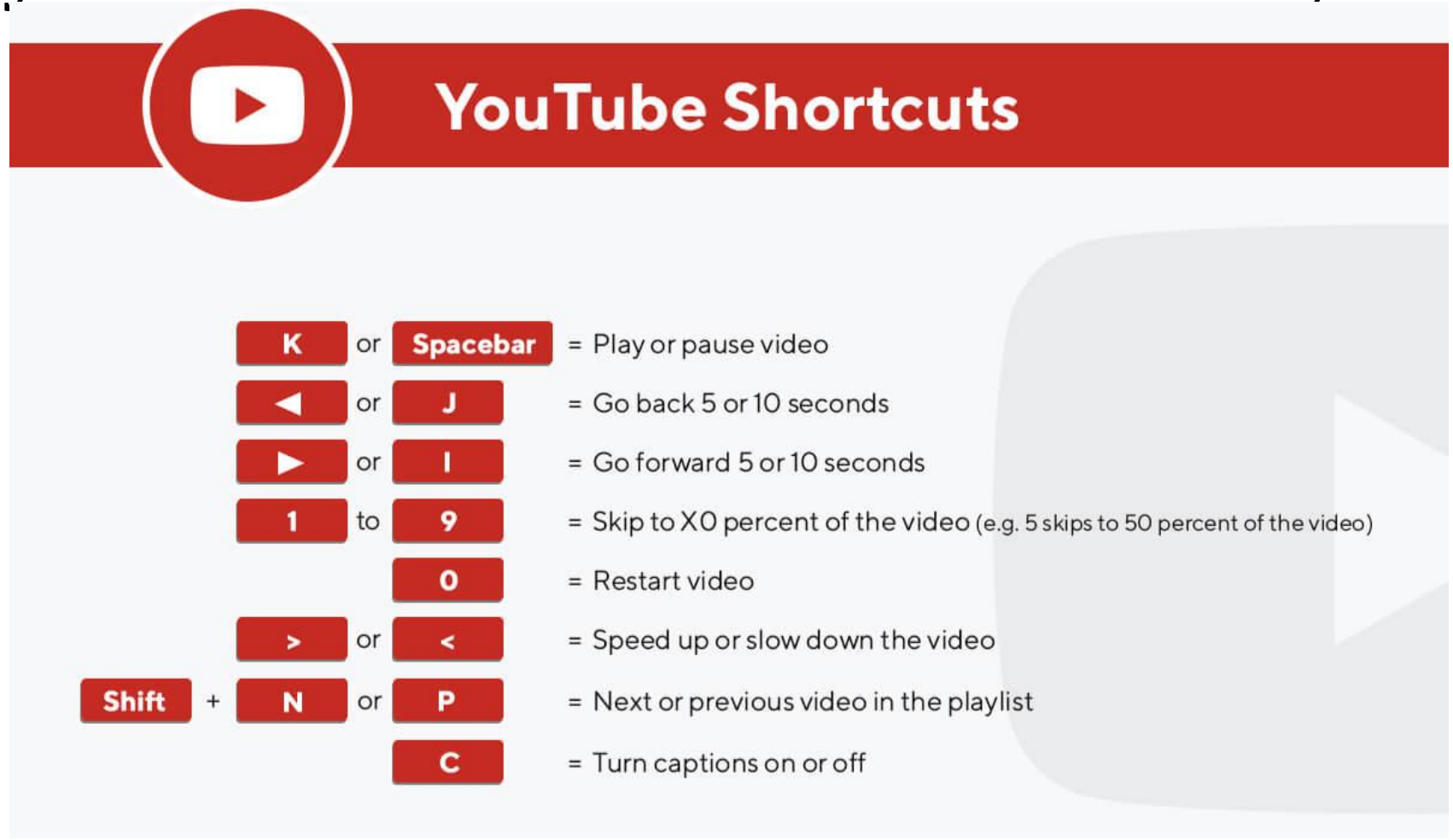
The company is rolling out a patch for the vulnerabilities, which allowed one researcher to break into a car in 90 seconds and drive away.

Bluetooth Flaw Could Let Hackers Attack You Wirelessly From 800 Feet Away

Turn off Bluetooth When Not in Use

- **Bluejacking:** Usually harmless, anonymous/unsolicited messages
- **Bluesnarfing:** Hacker within 300 feet can steal passwords, stored information
- **Bluebugging:** Hacker can listen to conversations, reroute communication (forward victims calls to attacker)
- **Blueborne:** Bad news! Spread over the air-doesn't need to connect to device. Cyberespionage, ransomware.

Use Keyboard Shortcuts for Better Video Playback Control



Use YouTube to Host External Training & Outreach

Remember: Technology = Change for the Court *as Well as* the Litigant

Florida Tech Tips - 6

Robert Adelardi

- Chief Information Officer for the Eleventh Judicial Circuit of Florida

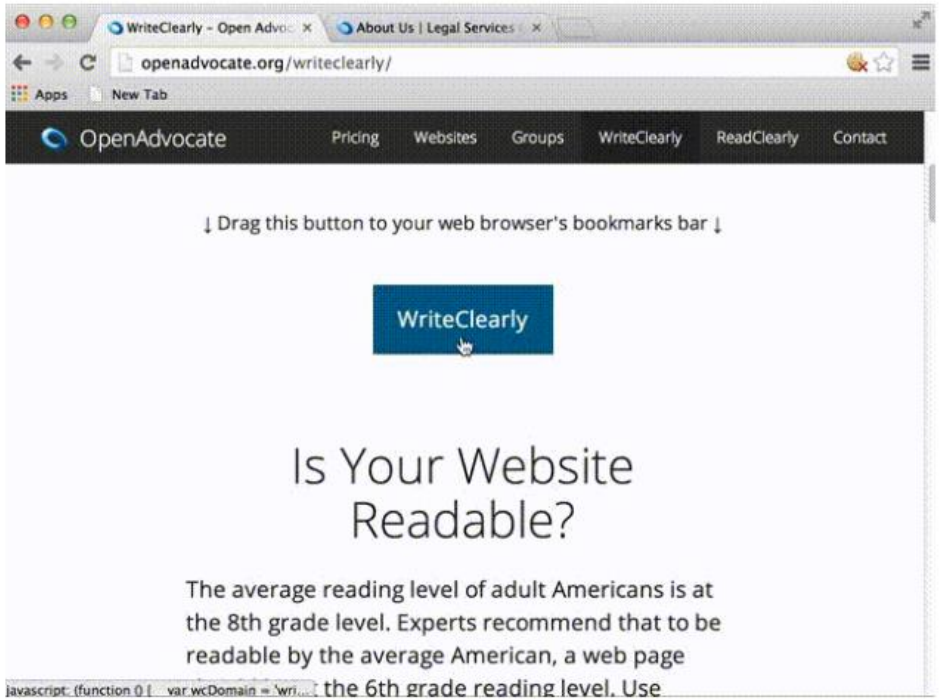
- Miami-Dade County

Youmail.com
Features on the Free Plan

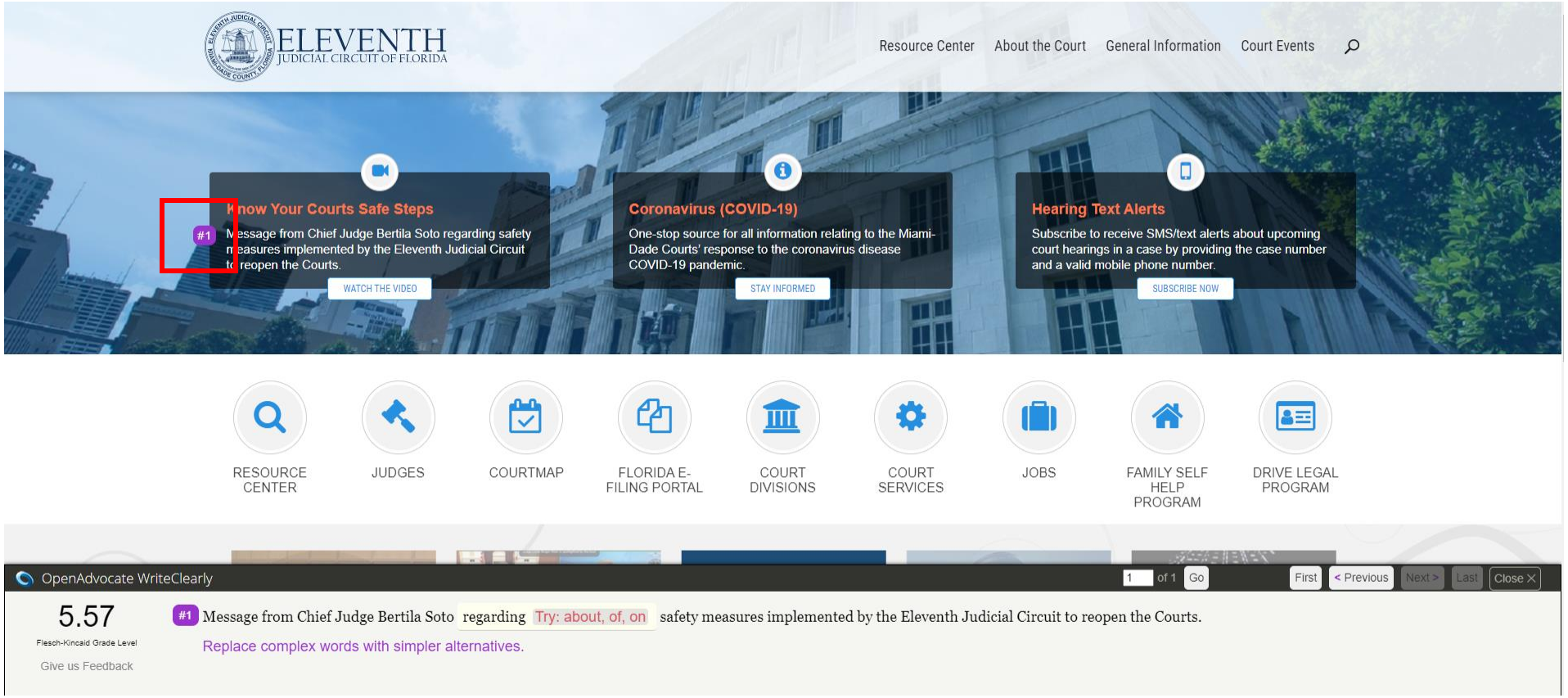
- Block robo-calls or create a blacklist.
- Caller ID using reverse lookup.
- Custom greetings.
- Cloud based voicemail. Excellent for international travel.
- Visual dashboard with relevant info. Calls received per month, blocked numbers, many more.
- 10 free voice to text conversions.
- Save/forward/email messages.

WriteClearly.org

- The average reading level of adult Americans is at the 8th grade level. Experts recommend that to be readable by the average American, a web page should be at the 6th grade reading level.
- Use WriteClearly to easily test the reading grade level of a web page with a single click.

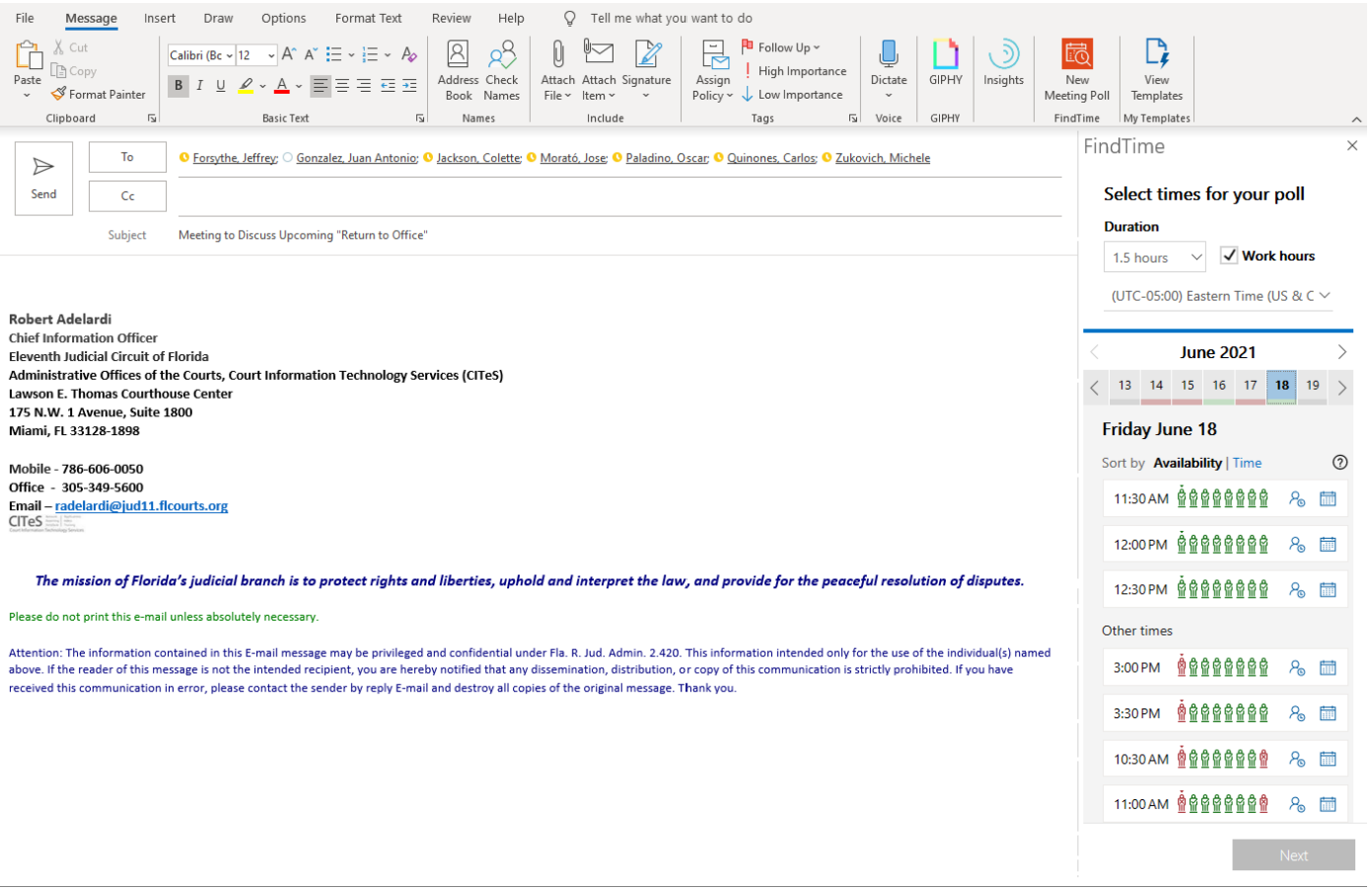


jud11.flcourts.org



TweetDeck

- Companion to Twitter
- Permits you to organize specific feeds in their own column.
- Add as many columns and feeds as you want.

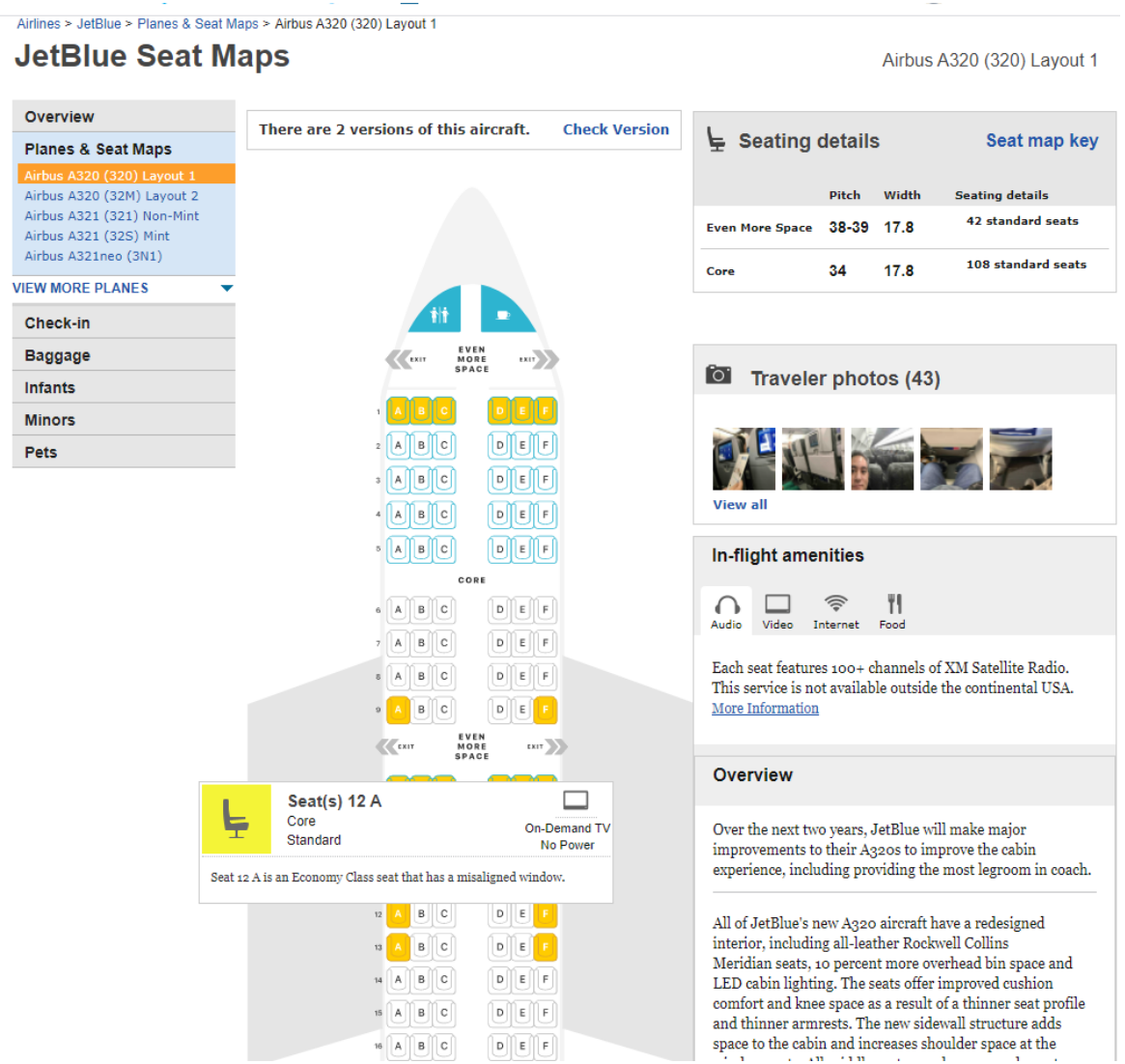


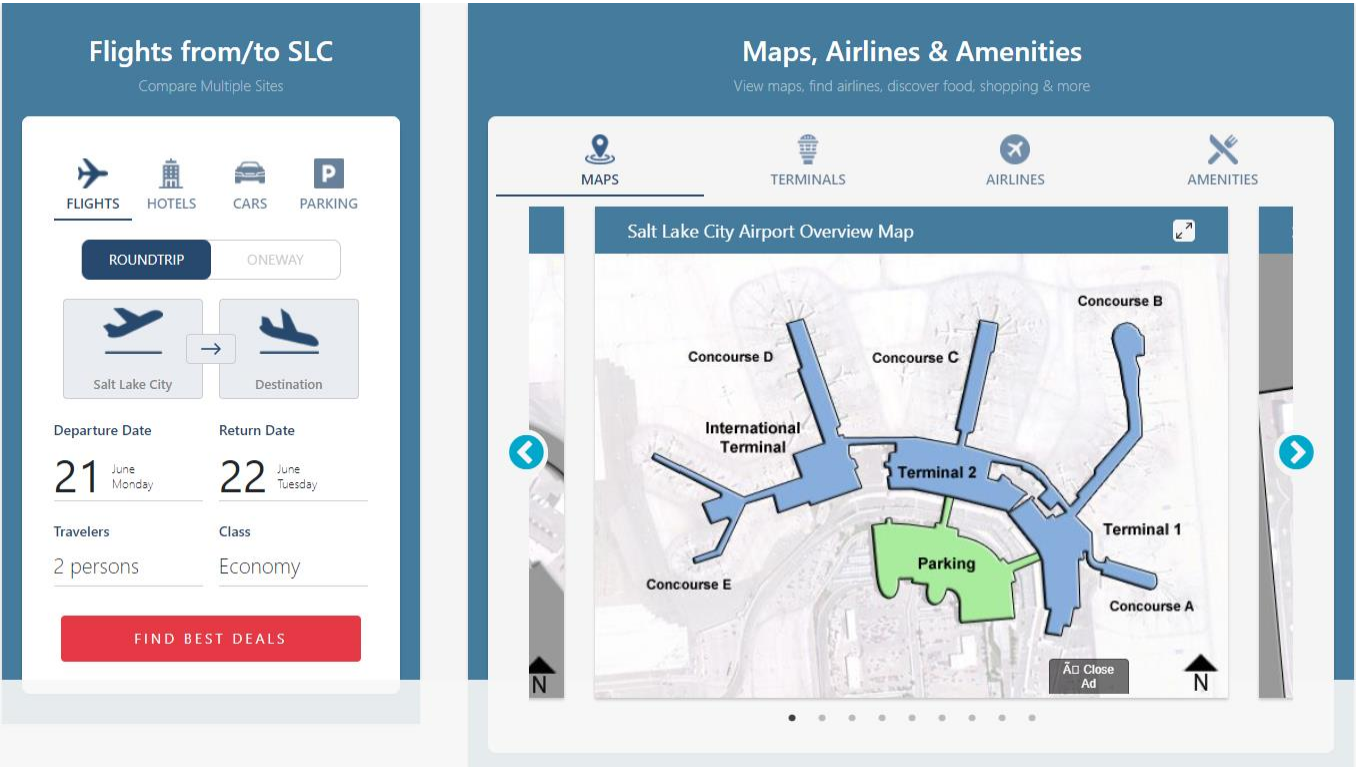
MS FindTime

- Easy polling to coordinate with every person's schedule.
- Blocks your calendar with "Hold" until final meeting is scheduled.
- Notifies you when someone has voted.
- Auto schedules when all parties have voted.

seatguru.com

- Provides a seat map based on your airline and flight number.
- Specific guidance of every seat onboard including which to stay away from and the reason.
- Includes information of limited recline seats.





ifly.com

- One stop shop for airport information.
- Terminal maps.
- Amenity finder (restaurants, ATM, restrooms, etc.)
- Walk times between terminals and gates.
- Parking and Transportation.

Mike Riggs

Director – Department of Judicial Information Technology

Office of the Executive Secretary

Supreme Court of Virginia

Public WiFi Use

- Use Legitimate HotSpots – verify SSID
- Use a VPN
- Run security software your smart devices
- Disable WiFi auto-connect

Passwords

Your password is like your toothbrush – it needs frequent changing

Enable Multi-Factor Authentication (MFA) where available, i.e. Bank, CC company

Use an application to secure your many passwords

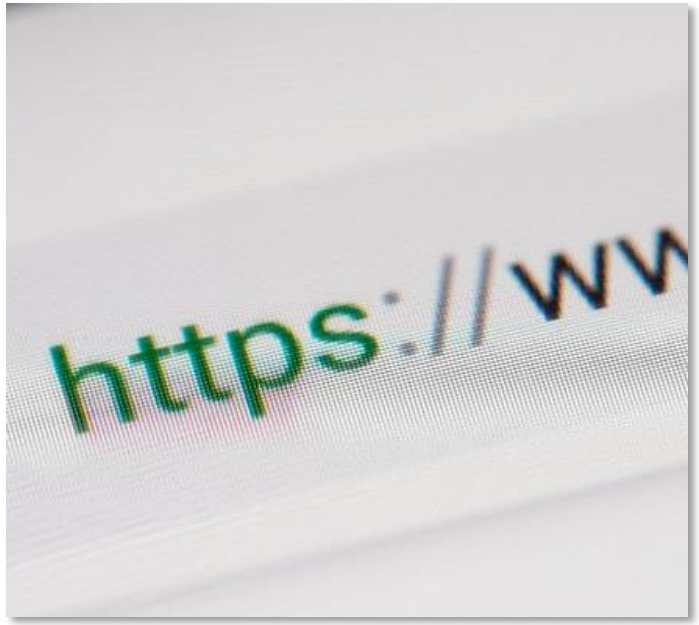
- Dashlane
- 1Password
- SplashId
- Many more

Don't get Phished

Obvious signs of an attempt

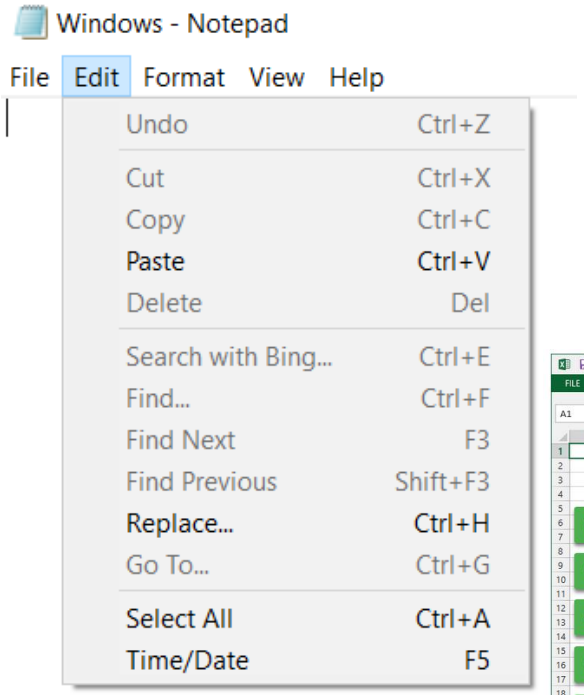
- Asks for private information
- Missing recipient address
- Generic or missing greeting
- Aliased sender address
- Emotional manipulation
- Typos and grammar errors
- Directed to do something
- Phishing Links

Identify a Malicious URL



Permissible copy: Security Mentor, inc.

Keyboard Shortcuts

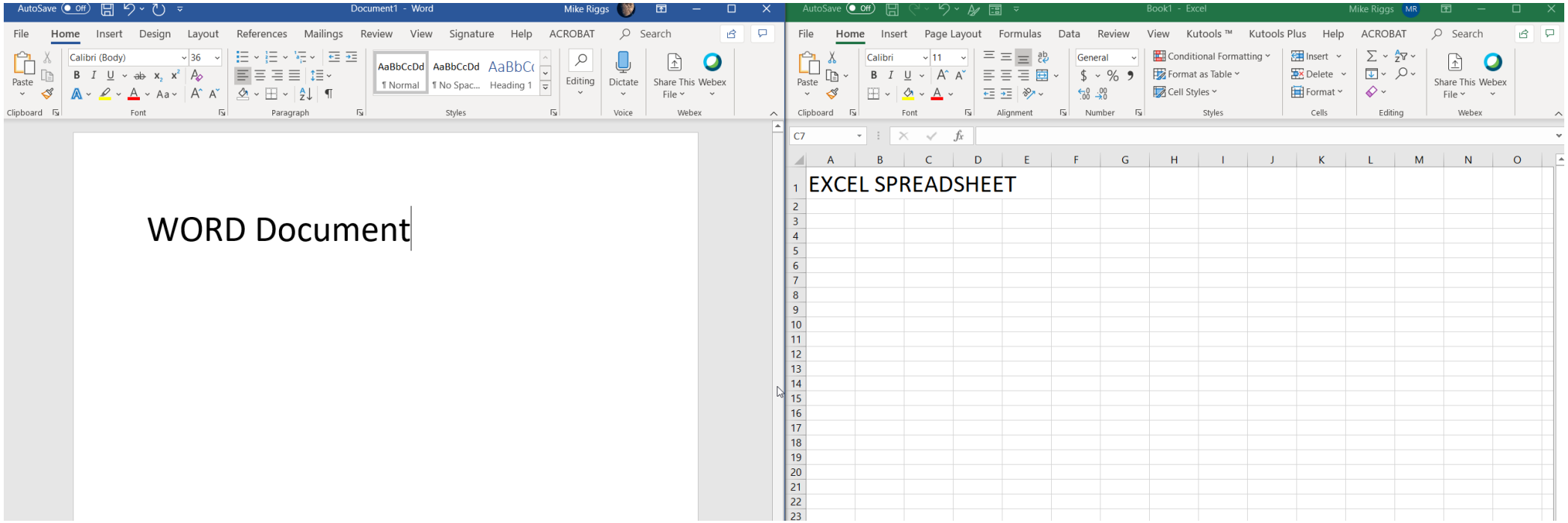


howtoexcel.org

helpdeskgeek

Split your screen

Hold the Windows key down and press the Right or Left arrow key



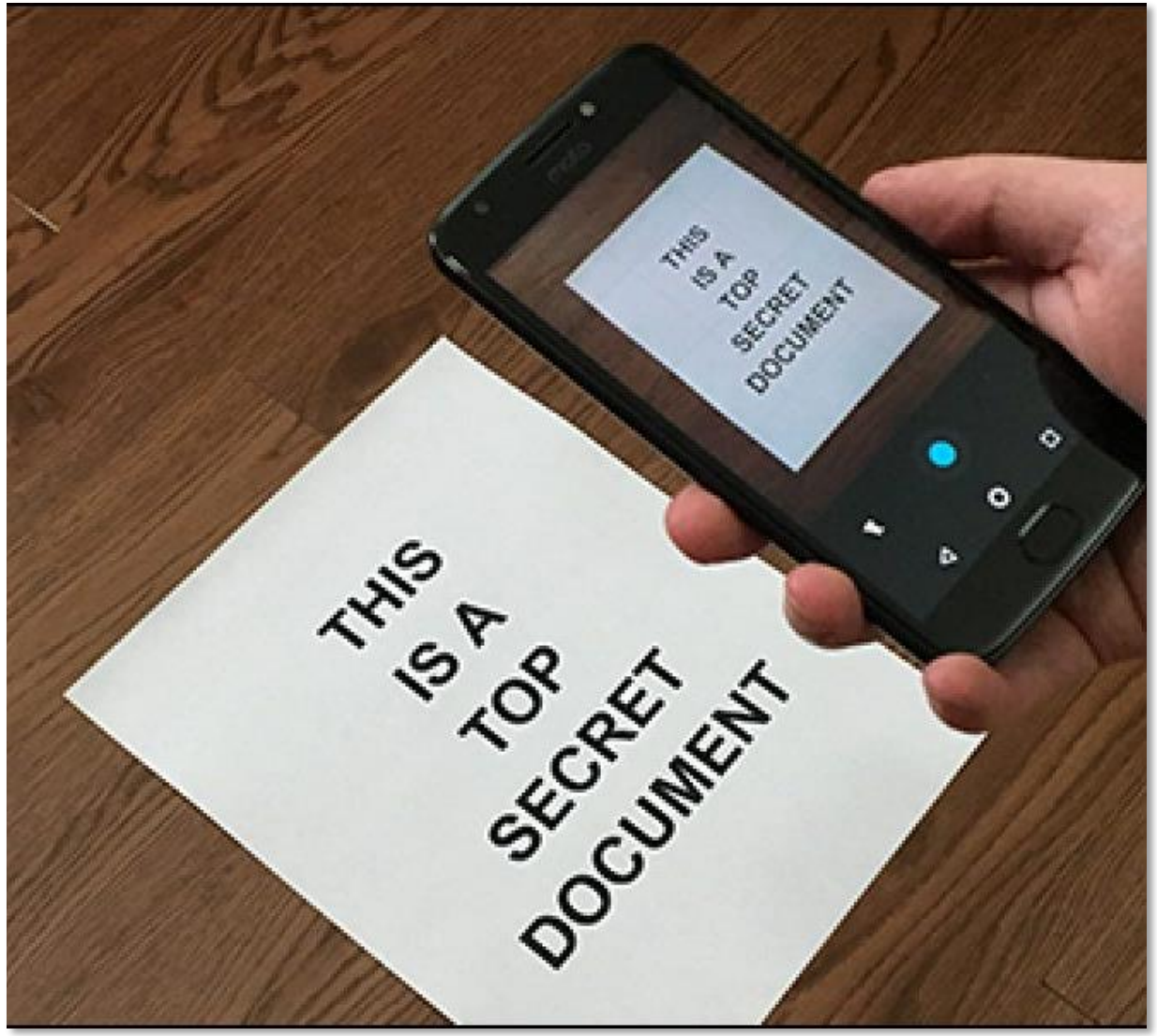
Current Threat Data Overview

https://talosintelligence.com/reputation_center

Provides real-time threat detections across the globe

Jack McCarthy

- CIO – NJ Judiciary

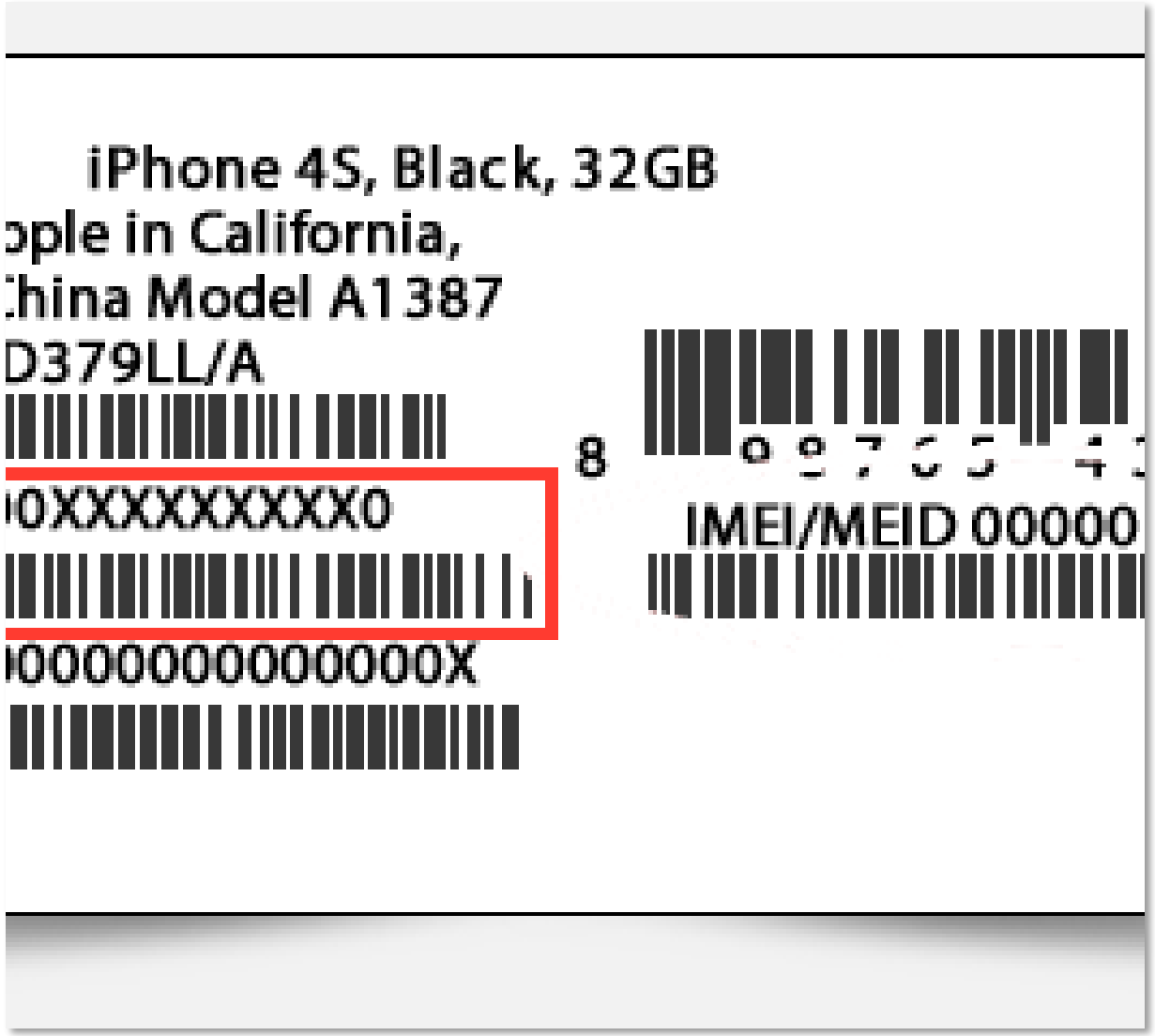


Need a scanner?

- Use the camera on your phone or tablet in a pinch to act like a scanner to send documents.

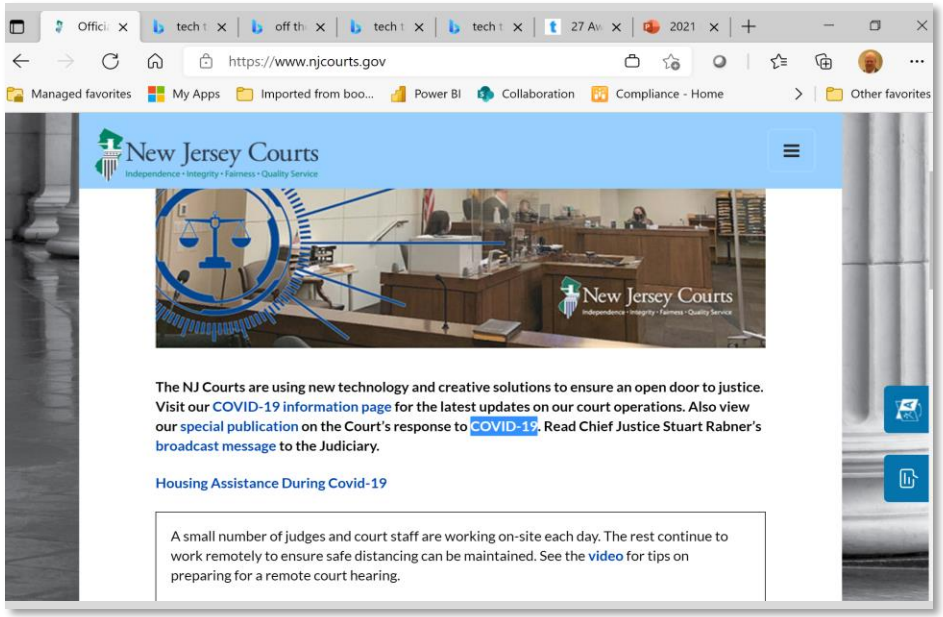
Need to read something that is just too small?

- Use the camera with a magnification feature to zoom in and out so you can read that small text.



Search Google with a right click

- Right-click on the term in your browser and choose the "Search Google" option in the menu.



Go to M.I.T. for free

- Take courses at M.I.T. and other colleges for free using their open courseware.
- M.I.T.'s can be found at https://ocw.mit.edu/index.htm

Coming to NJ for the pizza?

- https://njmonthly.com/articles/eat-drink/best-pizza-in-new-jersey/

- My favorite is DeLorenzo's in Robbinsville

ADMINISTRATIVE OFFICE OF THE COURTS

From the Redwood Forest to the Gulf Stream Waters 60 Tech Tips from Court CIOs Across the Continent

Arkansas Judicial Council

Presented By Judicial CIOS from Coast to Coast, June 17, 2021