

Social Media 'Dos & Don'ts' for clients

DO remove profiles. Consider taking down your Facebook or other social media pages and profiles entirely.

DO use the highest privacy settings. If you maintain your social media profiles, make sure that your privacy settings are set at the highest level. Ensure that only your "friends" can see any of your information (**not** "friends of friends" or the general public).

DO be careful who your "friends" are. Create friend lists to further narrow which friends can access your information. Create lists to ensure that only certain friends can see your photo albums and status updates. **Only accept friend requests from people you actually know.** Remove "friends" who are merely acquaintances or people you barely know.

DO make yourself invisible. Remove yourself from Facebook search results by selecting "only friends" under search visibility in your profile settings. Remove yourself from Google search results by going to Internet Privacy Settings and unchecking the box for Public Search Listing.

DO remove/untag photos. Consider removing all photographs of yourself from social media pages. Untag all photos of yourself and choose "only me" for who can view photos of you in which you are tagged.

DO be cautious. Assume anything you post online – including status updates, messages, wall posts and photographs – will be seen by defense lawyers, the judge and the jury. Consider how these could be perceived, especially presented out of context.

DO ask your friends to be cautious. What your friends post online may have negative repercussions on you.

DON'T assume you are safe. "Friends" may (intentionally or unintentionally) pass along information to others who may be working for defense lawyers or an insurance company. "Friends" may be upset with you or wish to settle a grudge by attempting to undermine your claim.

DON'T give information about your case. Do not send