

**Resources For Solo and Small Practices** (Updated as of May 8)

**New Additions in RED** (added to the bottom of each section)

1. South Carolina Bar - Resources for Lawyers (Virtual Work Policies and Guides, Virtual Client Service, Virtual Work Productivity, Videos, Virtual Office Security, Team Collaboration Tips, Virtual Meeting Tips, Scanning Documents, Sending Forms to Clients, Electronic Signatures, Mail, Backups)

<https://www.sctbar.org/lawyers/managing-your-law-practice/tips/>

2. 7 types of tech tools to help lawyers set up virtual offices

[https://www.abajournal.com/web/article/law-in-the-time-of-coronavirus-what-tools-do-lawyers-need-to-set-up-virtual-offices?utm\\_source=salesforce\\_185959&utm\\_medium=email&utm\\_campaign=weekly\\_email&utm\\_medium=email&utm\\_source=salesforce\\_185959&sc\\_sid=03313309&utm\\_campaign=&promo=&utm\\_content=&additional4=&additional5=&sfmc\\_j=185959&sfmc\\_s=50771744&sfmc\\_l=1527&sfmc\\_jb=249&sfmc\\_mid=100027443&sfmc\\_u=6209402](https://www.abajournal.com/web/article/law-in-the-time-of-coronavirus-what-tools-do-lawyers-need-to-set-up-virtual-offices?utm_source=salesforce_185959&utm_medium=email&utm_campaign=weekly_email&utm_medium=email&utm_source=salesforce_185959&sc_sid=03313309&utm_campaign=&promo=&utm_content=&additional4=&additional5=&sfmc_j=185959&sfmc_s=50771744&sfmc_l=1527&sfmc_jb=249&sfmc_mid=100027443&sfmc_u=6209402)

3. Attorney at Work- Website with many articles in many functional areas

<https://www.attorneyatwork.com/>

4. US Legal Support (one of our BCBA Sponsors) is offering some free services.

CONFERENCE CALL SERVICES • Secure and dedicated line • Unlimited participants

VIDEOCONFERENCE SERVICES • Secure and dedicated room • Unlimited participants • Ability to record event • Full service support • Remote or at available USLS offices

Contact Colleen McGinley for more details - 215-570-7333 - [cmcginley@uslegalsupport.com](mailto:cmcginley@uslegalsupport.com)

5. Remote Court Reporting Procedures – provided by Karasch and Associates

Each location will need:

- Laptop/Computer
- Webcam
- Microphone
- Speakers or Headphones
- Internet connection with 1Mbps upload/download speeds
- Zoom software (supplied by Karasch)

Single attendees at a location can use the webcam and microphone built into their laptop. For group settings, Karasch can send out a USB Speakerphone type microphone to ensure quality audio transmission. Zoom rooms also contain dial in numbers that can be used if the microphone at a location is not operational or delivers poor quality.

If any location has access to a standard video conferencing unit, Karasch can connect to that unit and forgo the need for a Webcam and Laptop.

If internet connections are not available at a specific location, Karasch can send out a MiFi hot spot to facilitate the connection.

Process:

1. Attorney schedules remote reporting
2. Attorney notifies all parties that remote reporting is going to occur
  - a. Adds language to their notice
  - b. Ensures that all parties agree to remote swearing in of witness
  - c. Ensures that all parties agree to have the deposition recorded through Zoom for the Court Reporter's workflow (audio and video)
  - d. Supplies contact details for all participants to Karasch for setup and testing
3. Attorney scans in exhibits and emails them to Karasch and required participants
4. Karasch ships equipment to deposition location if necessary, including return packaging
5. Karasch tests with all locations and supplies directions/setup documentation
6. Zoom room link is sent to all participants
7. Court Reporter logs into Zoom room as the Host and starts the meeting and the recording
8. Exhibit handling is discussed to determine who will take ownership of the originals
9. Deposition begins
10. Court Reporter obtains and places on the record agreements to hold the deposition remotely, to swear in the witness remotely and to have the dep recorded
11. Witness is sworn in
12. Exhibits are marked
13. Deposition is concluded
14. Exhibits and equipment are returned to Karasch
15. Court Reporter generates transcript as normal

Contact Fred Gasser with any questions or setup assistance 800-621-5689 x310 – [fgasser@karasch.com](mailto:fgasser@karasch.com)

6. Resource document that Lawyers Concerned for Lawyers developed:

[https://www.lclpa.org/wp-content/uploads/2020/03/LCLPA\\_RESOURCES-FOR-THE-LEGAL-PROFESSION-DURING-COVID-19.pdf](https://www.lclpa.org/wp-content/uploads/2020/03/LCLPA_RESOURCES-FOR-THE-LEGAL-PROFESSION-DURING-COVID-19.pdf)

7. The Australia-based company Legaler is offering its secure online video chat platform free to firms of 10 lawyers or fewer.

Legaler's platform allows lawyers to schedule, host and archive secure video meetings with multiple participants and screen sharing.

While Legaler's starter package is already free, the company is now offering its paid version for free to firms of 10 or fewer lawyers. It includes:

- Personal meeting room with link sharing.
- Automated booking tools.
- File sharing and real-time chat.
- In-browser audio and video.
- Screen sharing and cloud recording.

- Matter-centric archiving.
- Integration with matter management software.

Sign up for this special offer [here](#).

#### 8. Solo & Small Firm Practice In A Time of Corona Virus – The PlayBack & Show Notes

Article provides a link to the recorded video and the slide deck.

[https://myshingle.com/2020/03/articles/ideas-tips/solo-small-firm-practice-in-a-time-of-corona-virus-the-playback-show-notes/?utm\\_campaign=Above%20the%20Law%20Daily&utm\\_source=hs\\_email&utm\\_medium=email&utm\\_content=85701144&hsenc=p2ANqtz-9\\_5u-xBcsAwVFrsUHW1VYfOD0Rtrve79vFBDzjnBDzSKwESQ3KJFiXtz2k8UjeXr3-hJBowl-O\\_YQ7cWUPpg6aiYTz\\_w&hsmi=85701144](https://myshingle.com/2020/03/articles/ideas-tips/solo-small-firm-practice-in-a-time-of-corona-virus-the-playback-show-notes/?utm_campaign=Above%20the%20Law%20Daily&utm_source=hs_email&utm_medium=email&utm_content=85701144&hsenc=p2ANqtz-9_5u-xBcsAwVFrsUHW1VYfOD0Rtrve79vFBDzjnBDzSKwESQ3KJFiXtz2k8UjeXr3-hJBowl-O_YQ7cWUPpg6aiYTz_w&hsmi=85701144)

9 Rocket Aid, an online virtual conference to support (Info provided by Ellen Freedman, CLM, Law Practice Management Coordinator, Pennsylvania Bar Association)

LEARN AND HELP COVID-19

2-day virtual conference which costs **\$25**. All of the proceeds go to charity. The conference is being presented by Rocket Matter, and there will be some stellar information provided. Registration and information links are below.

Here is a bit of information:

**Learn how to thrive in a remote environment, network with other lawyers, and help those affected by COVID-19.**

*All registration fees will be donated directly to United Way's Covid-19 Fund as well as [Probono.net](#) and Feeding America, a charity network of more than 200 food banks.*

**From:** Larry Port <larry@rocketmatter.com>

**Subject:** Rocket Aid - Online Virtual Legal Conference and Fundraiser

Like many of us, I feel the urge to do what I can to help out, so I came up with something that 1) will allow people to connect with one another and see fellow humans and 2) will raise money for people in need due to COVID-19.

On **April 16 and 17**, we're putting on [Rocket Aid](#), an online virtual conference. We're working with some stellar partners on this like Above The Law and NetDocuments. The registration fees will be donated to United Way's COVID Fund, Feeding America, and Pro Bono Net. We will be covering topics on how to deal with and thrive in the current environment and the aftermath of Corona, but more importantly we'll have a place for people to congregate and be together.

## Resources for you:

Main Event Page: <http://www.rocketmatter.com/rocketaid>

Registration Page: <http://www.rocketmatter.com/rocketaid-registration>

Call for Speakers: <http://www.rocketmatter.com/rocketaid-speakers>

## 10. American Bar Association Coronavirus (COVID-19) Task Force

This webpage is intended as a national source of information about the coronavirus (COVID-19) and the delivery of legal services. It includes resources on remote service delivery, court access and rules changes, legal needs, public benefits programs, and pro bono mobilization. We appreciate receiving new information for inclusion on the site, preferably links to dynamic content that is updated regularly.

<https://www.americanbar.org/advocacy/the-aba-task-force-on-legal-needs-arising-out-of-the-2020-pandem/>

## 11. From the American Bar Association: More resources to explore on COVID-19

You may also be interested in some of these non-CLE webinar, podcast, roundtable and teleconference resources (live and recorded) that are available:

- [Coronavirus Looms - Can Technology Replace Travel?](#) (Law Practice Division members podcast on the Legal Talk Network) Coronavirus Looms - Can Technology Replace Travel?;
- [COVID-19: Force Majeure, Impossibility and Frustration of Purpose](#) (Section of Litigation's Real Estate, Condemnation & Trust Committee); and,
- The ABA Section of Civil Rights and Social Justice has developed [a multi-part webinar series](#) exploring how the COVID-19 pandemic highlights critical legal issues of criminal justice, civil rights, human rights, and economic concerns.

And, a wealth of resources to help the legal profession is available across the ABA's website:

- GPSolo is keeping solo and small-firm practitioners informed on how the COVID-19 virus is impacting their industry on their new [COVID-19 Resource Portal](#).
- A [page devoted to the access to justice community](#) has been created by the Standing Committee on Legal Aid and Indigent Defendants.
- Explore the [Business Law Section COVID-19 Resources](#) page.
- Review the ABA Committee on Disaster Response and Preparedness [Disaster Resources](#) page for information across a breadth of disasters, including the current pandemic.
- The Litigation Section has a wealth of resources on its new [Coronavirus \(COVID-19\) Articles and Resources](#) page.
- A [COVID-19 Tax News and Information](#) page has been provided by the Tax Section.
- [COVID-19 Resources for Bar Leaders](#) have been collected together to assist state, local and special-focus bars.

**12. Leading the Remote Team** - We are all at different points on the work-from-home curve. In some parts of the country it has become familiar, while in other places it is still a novel experience. *Harvard Business Review* has this terrific [recorded webinar](#) on effectively leading a remote team. Also, veteran Zoomers and newbies alike will benefit from [these tips](#) from law tech guru Bob Ambrogi.

13. ETHICAL OBLIGATIONS FOR LAWYERS WORKING REMOTELY - PBA COMMITTEE ON LEGAL ETHICS AND PROFESSIONAL RESPONSIBILITY - April 10, 2020 - FORMAL OPINION 2020-300

[http://www.pabar.org/members/catalogs/Ethics%20Opinions/formal/F2020-300.pdf?fbclid=IwAR1U9xaZNwEZtHYXnXVoK\\_4\\_JkEkbd8kG3cJsnBgbFKi\\_qFGQMWUXZHbpXo](http://www.pabar.org/members/catalogs/Ethics%20Opinions/formal/F2020-300.pdf?fbclid=IwAR1U9xaZNwEZtHYXnXVoK_4_JkEkbd8kG3cJsnBgbFKi_qFGQMWUXZHbpXo)

#### **14. Share with Your Members: How to Make Working From Home Work**

In [this article](#), Attorney at Work provides “a millennial lawyer's list of #WFH tactics.” In addition to sharing this with your members, you might want to consider sharing it with your team, too.

## **Return to in-office operations**

### **1. Hitting Restart: Resources for Back-to-Work**

#### **There is a Time and a (Physical) Place**

This [How-to Guide from Cushman & Wakefield](#) is a systematic look at both the physical surroundings and policy considerations to keep in mind when reopening the workplace. Sherry Cushman and Jon Owens, both from Cushman & Wakefield, will lead an in-depth discussion on the guide for NABE members on Thursday, May 7, at 3:00 PM Central. [Register for the call here](#).

#### **Safety First, Benefits, Work Hours**

The Society for Human Resources has a comprehensive [back-to-work checklist](#) for planning and phasing in our reopening. It covers everything from physical distance compliance, cleaning procedures, and human resources policies that deserve another look.

#### **Risk and Reward**

Sullivan & Cromwell has guidance on preparing for a return to work and assessing risk based on Department of Labor and OSHA guidelines. It is located [here](#).

#### **I Have Something to Tell You**

While we turned off the switch quickly, we will be coming back to work to varying degrees of a new normal in a deliberate way. This requires a communications strategy. You'll need strategies for different audiences: your team, your leaders, your members, and the general public. Hennes Crisis Communications has [some advice](#).

### **2. Article from Gail Ruopp to help us get our offices open.**

<https://zolasuite.com/returning-to-the-office-the-new-normal/>

### **3. When Are We Going Back to the Office?**

Joe Andrew serves as the global chairman of Dentons, the world's largest law firm. He recently wrote an op-ed sharing insight on reopening law firms, saying, in part, "For the foreseeable future, the world is going to be even more divided between those who go into their place of work and those who have the luxury of continuing to work from home. The literal distance between the haves and have-nots is likely going to grow even wider." Read more of his thoughts in the full op-ed [here](#).

## **Small Business**

1. Marketing in the Time of Covid-19

[https://myshingle.com/2020/03/articles/marketing/make-money-mondays-or-not-marketing-in-the-time-of-covid-19/?utm\\_campaign=Above%20the%20Law%20Small%20Law&utm\\_source=hs\\_email&utm\\_medium=email&utm\\_content=85031513&hsenc=p2ANqtz-94s1YAQIRdGJgGNMzoHqfpHCNx80JOfbZc\\_33UEYnygQv6qWLS6pjuP2TWo-B3ZDF\\_ws-x1-SfvuLg03AZ7FzbMPm0w&hsmi=85031513](https://myshingle.com/2020/03/articles/marketing/make-money-mondays-or-not-marketing-in-the-time-of-covid-19/?utm_campaign=Above%20the%20Law%20Small%20Law&utm_source=hs_email&utm_medium=email&utm_content=85031513&hsenc=p2ANqtz-94s1YAQIRdGJgGNMzoHqfpHCNx80JOfbZc_33UEYnygQv6qWLS6pjuP2TWo-B3ZDF_ws-x1-SfvuLg03AZ7FzbMPm0w&hsmi=85031513)

## **2. Optimizing Your Small Firm's Bookkeeping and Billing**

Free Download from PwC

To find how legal technologies, such as PwC's Insights Officer, can help you with your billing and bookkeeping essentials, download our "[Getting Your House in Order](#)" eBook now

**3. Business Repositioning During a Pandemic** - Bloomberg Law explores how lawyers can serve their clients and reposition themselves during the COVID-19 crisis. The materials include an operational checklist and a checklist for boards of directors. The webinar and materials are available [here](#).

### **CLE**

1. From "Lawline" - [Free CLE Course: Creating A Coronavirus Response Plan: A How-To Guide for Employers](#)

[https://www.lawline.com/course/creating-a-coronavirus-response-plan-a-how-to-guide-for-employers?utm\\_source=abovethelaw&utm\\_medium=affiliate&utm\\_campaign=Content&hsenc=p2ANqtz--kwTFY\\_5GghQQMlf9p2U0w6H4hrcjxVQbj4enSAu-K4S1vVIZwGfWgw69z6Mx\\_Rse974opjzDwG6\\_sJKwdQvTx9A&hsmi=84899540](https://www.lawline.com/course/creating-a-coronavirus-response-plan-a-how-to-guide-for-employers?utm_source=abovethelaw&utm_medium=affiliate&utm_campaign=Content&hsenc=p2ANqtz--kwTFY_5GghQQMlf9p2U0w6H4hrcjxVQbj4enSAu-K4S1vVIZwGfWgw69z6Mx_Rse974opjzDwG6_sJKwdQvTx9A&hsmi=84899540)

### **General 'Work From Home' Articles**

1. Drafting a remote work policy: 5 legal pitfalls to watch for

<https://www.hrmorning.com/articles/drafting-remote-work-policy-5-legal-pitfalls/>

2. Here are some management tips from Harvard business review

<https://hbr.org/2020/03/a-guide-to-managing-your-newly-remote-workers>

3. Productivity Tips for Working From Home

<https://blog.hubspot.com/marketing/productivity-tips-working-from-home>

4. Managing Work and Kids During Covid – You Got This!

[https://myshingle.com/2020/03/articles/parents-who-practice/managing-work-and-kids-during-covid-you-got-this/?utm\\_campaign=Above%20the%20Law%20Small%20Law&utm\\_source=hs\\_email&utm\\_medium=email&utm\\_content=85031513&hsenc=p2ANqtz-](https://myshingle.com/2020/03/articles/parents-who-practice/managing-work-and-kids-during-covid-you-got-this/?utm_campaign=Above%20the%20Law%20Small%20Law&utm_source=hs_email&utm_medium=email&utm_content=85031513&hsenc=p2ANqtz-)

[94s1YAQIRdGJgGNMzoHqfpHCN80JOfbZc\\_33UEYnygQv6qWLS6pjlup2TWo-B3ZDF\\_ws-x1-SfvuLg03AZ7FzbMPm0w&\\_hsmi=85031513](https://www.pabar.org/site/For-Lawyers/Sections/Join-a-Section)

5. To help you, the following is from Jennifer Ellis, Chair Elect of the PBA Solo and Small Firm Section. By the way, if you are a solo or in a smaller firm (say 15 lawyers or fewer) there is tremendous value in joining that Section (see <https://www.pabar.org/site/For-Lawyers/Sections/Join-a-Section>):

Many documents can be signed electronically and there are electronic notary services that make it possible to have documents notarized without going anywhere. They require that people show their ID to their camera (phone or computer). I have used these services myself.

As far as working from home and communicating with staff and clients I suggest you look into Microsoft Teams, which is free for 6 months due to the coronavirus. <https://www.onmsft.com/news/microsoft-offers-6-month-free-trial-of-paid-teams-tier-in-light-of-coronavirus>

I also suggest that you investigate Zoom, which is free for two streams, unlimited, and up to 40 minutes for 3 or more. You can restart a stream. It is possible Zoom won't interrupt the stream anyway. <https://zoom.us/pricing>

You also can look into Skype, which is free. <https://www.skype.com/en/>

If you are concerned about providing your personal phone number to clients, I suggest you look into signing up for a Google Voice Number. These numbers are free and can be forwarded to your phone, put on do-not-disturb, and more. <https://voice.google.com/u/0/calls>

If you need to get your files online quickly, I suggest you look into office 365 which includes various packages that all include storage. Office 365 provides email which includes syncing for email, contacts, and calendar. Email only with the storage is \$5 a month, I think. If you need the software it is about \$100 per year.

<https://tinyurl.com/rdppseq> This is a shortened link which will take you to Microsoft's website.

Another option is Dropbox, which is free for a limited amount of space and not very expensive for a greater amount.

I prefer Spideroak for its security, but people who are not tech savvy may find it challenging to use.

If you are worried about getting mail, you can look into having it sent to your home address or you can even sign up for a service that will open, scan, and send it to you, or forward it to you unopened for confidential materials.

If you need to receive faxes, you can change your current fax number to some form of e-fax which will email your faxes to you as PDFs. There are many, many services that do this.

## 6. Zoom Videoconferencing Tips and Tricks

[https://abovethelaw.com/2020/04/zoom-videoconferencing-tips-and-tricks/?utm\\_campaign=Above%20the%20Law%20Daily&utm\\_source=hs\\_email&utm\\_medium=email&utm\\_content=85701144&hsenc=p2ANqtz-9\\_5u-xBcsAwVFrsUHW1VYfOD0Rtrve79vFBDzjnBDzSKwESQ3KJFiXtz2k8ujeXr3-hJBowl-O\\_YQ7cWUPpq6aiYTZ\\_w&hsmi=85701144](https://abovethelaw.com/2020/04/zoom-videoconferencing-tips-and-tricks/?utm_campaign=Above%20the%20Law%20Daily&utm_source=hs_email&utm_medium=email&utm_content=85701144&hsenc=p2ANqtz-9_5u-xBcsAwVFrsUHW1VYfOD0Rtrve79vFBDzjnBDzSKwESQ3KJFiXtz2k8ujeXr3-hJBowl-O_YQ7cWUPpq6aiYTZ_w&hsmi=85701144)

### **Mindfulness / Wellness**

1. Working from home? ABA Free Legal Answers offers pro bono opportunities

[https://www.abajournal.com/news/article/working-from-home-aba-free-legal-answers-offers-pro-bono-opportunities?utm\\_source=salesforce\\_185959&utm\\_medium=email&utm\\_campaign=weekly\\_email&utm\\_medium=email&utm\\_source=salesforce\\_185959&sc\\_sid=03313309&utm\\_campaign=&promo=&utm\\_content=&additional4=&additional5=&sfmc\\_j=185959&sfmc\\_s=50771744&sfmc\\_l=1527&sfmc\\_jb=249&sfmc\\_mid=100027443&sfmc\\_u=6209433](https://www.abajournal.com/news/article/working-from-home-aba-free-legal-answers-offers-pro-bono-opportunities?utm_source=salesforce_185959&utm_medium=email&utm_campaign=weekly_email&utm_medium=email&utm_source=salesforce_185959&sc_sid=03313309&utm_campaign=&promo=&utm_content=&additional4=&additional5=&sfmc_j=185959&sfmc_s=50771744&sfmc_l=1527&sfmc_jb=249&sfmc_mid=100027443&sfmc_u=6209433)

2. Resources for Coping with COVID-19 from the Florida State Bar Association

<https://www.floridabar.org/member/healthandwellnesscenter/resources-for-coping-with-covid-19/>

**3. Wellness Resource Page** - Amid the economic and emotional stress, it is more important than ever to support our members' health and well-being. The Massachusetts Bar Association put together this very helpful wellness resource page for its members. It includes resources and tips for staying mentally healthy.

<https://www.massbar.org/membership/mba-health-well-being>

**4. Fitness** - All of the advice for staying mentally agile and healthy while under stress advises us to move. Check out these great suggestions from [Fast Company](#) for free online fitness classes and resources. If you are a yoga enthusiast, resources are available [here](#). And, as long as you keep within your locality's social distancing recommendations, a nice long walk on a sunny spring day can do us a world of good...and you won't need a device to do it.

### **Other Corona Virus Resources**

1. Central Bucks Chamber and Bucks Alive Updates

<https://buckscountyalive.com/articles/corona-virus.cfm>

2. Lockton

<https://www.lockton.com/coronavirus>

3. United Way supports 211, a free and confidential service that helps people across North America find the local resources they need 24 hours a day, 7 days a week.

<https://www.unitedway.org/our-impact/featured-programs/2-1-1#>