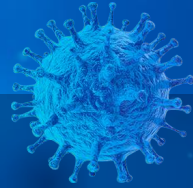




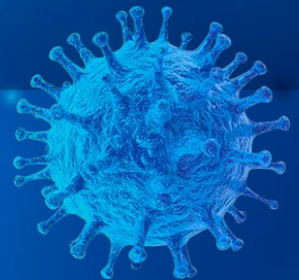
CORONAVIRUS

LESSONS FROM THE PANDEMIC



APRL

ASSOCIATION OF
PROFESSIONAL
RESPONSIBILITY
LAWYERS



Panelists



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LEWIS THOMASON



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From: [Shawn M. Riley](#) >

SR

To: [Christopher Hopkins](#) >

[Hide](#)

Re: Request

Today at 8:12 AM

Can you help me with a quick task please?

McDonald Hopkins elects Shawn M. Riley as its next president

CRAIN'S CLEVELAND BUSINESS

TWEET

f SHARE

in SHARE

✉ EMAIL

PRINT



Cleveland law firm [McDonald Hopkins LLC](#) will have a new president this fall.

The business advisory and advocacy firm said it has elected Shawn M. Riley as president, effective Oct. 1. Carl J. Grassi, the firm's current president, will become chairman and will remain on the Executive Committee, according to a [news release](#). The firm said in the release that when Riley becomes president, Grassi will have served for more than nine years as president, a position that is term-limited. "This is a carefully crafted transition that has been in the planning stages for quite some time," Grassi said in a statement. "Shawn has been an essential part of our leadership team during my tenure as president. He is dedicated to the success of our clients, our firm and our communities. We strongly believe in collaboration and the transition will be a smooth one." Riley joined McDonald Hopkins in 1995. Since 2007, he has served as managing member of the Cleveland office and has been a

From: [Shawn M. Riley](#) >

SR

To: [Christopher Hopkins](#) >

[Hide](#)

Re: Request

Today at 8:12 AM

Can you help me with a quick task please?



Shawn M. Riley



message



call



video



mail

other

leonardx8@triad.rr.com

Cancel

Re: Request

Send

To: Shawn M. Riley



Cc/Bcc, From: chopkins@mcdonaldhopkins.com

Subject: Re: Request

May 27, 2019, at 8:12 AM, Shawn M.
Riley <leonardx8@triad.rr.com> wrote:

Can you help me with a quick task please?

1. Questions for the Panel

Lessons from the Pandemic

What technology and ethics-related
policy has your firm initiated since
COVID?

How well has it worked?

What real-life challenges exist in
supervising associates and staff
remotely and how have you ethically
addressed?

Model Rule 1.1 requires that lawyers know the
“benefits and risks associated with relevant
technology.”

How?

Where are lawyers supposed to go to get hands-
on knowledge over all of their mobile devices,
computers, social media platforms, and the
dozens of apps and software we use?

SBM - State Bar of Michigan
https://www.michbar.org/opinions/ethics/numbered_opinions/RI-381
RI-381

February 21, 2020

SYLLABUS

Lawyers have ethical obligations to understand technology, including cybersecurity, take reasonable steps to implement cybersecurity measures, supervise lawyer and other firm personnel to ensure compliance with duties relating to cybersecurity, and timely notify clients in the event of a material data breach.

What are the ethics issues regarding video platforms such as Zoom, Meet, Teams, and WebEx?

How do you handle?

Should law firms include disclaimers
in engagement letters about what
technologies they use, what cloud
providers they use, and the fact that
they use regular email?

Is that ethical?

What should be included?

Sample Clause for Attorney Engagement Letter – Improvements?

Electronic Communications & Storage: Like most businesses, the Firm communicates with the Client primarily via unencrypted e-mail, phone, and, secondarily, by U.S. Mail or overnight service. We also use IM/text, internet portal, FTP, WiFi, Zoom, video conferencing, cloud storage, and other physical and/or Internet-based third party vendors and services for communications and storage (unless you request otherwise). There is always some risk of disclosure, hacking, intrusion, and loss of attorney-client privilege when using these forms of communication and storage because of issues inherent to the internet communications, storage, and third party vendors; no guarantee can be made regarding the interception of data sent or stored on the internet or with third parties. The Client agrees that, in advance, the Client will advise the Firm in writing if the nature of any communication or storage require a higher degree of security.

Does Alexa present a security (and therefore ethics) issue?

Do you use VPN while traveling and connecting to hotel and other public WiFi?

Is this an ethics issue?

3. Steps You Can Use Now

Work Remotely Like a Pro

Pointers for Zoom Legal Proceedings

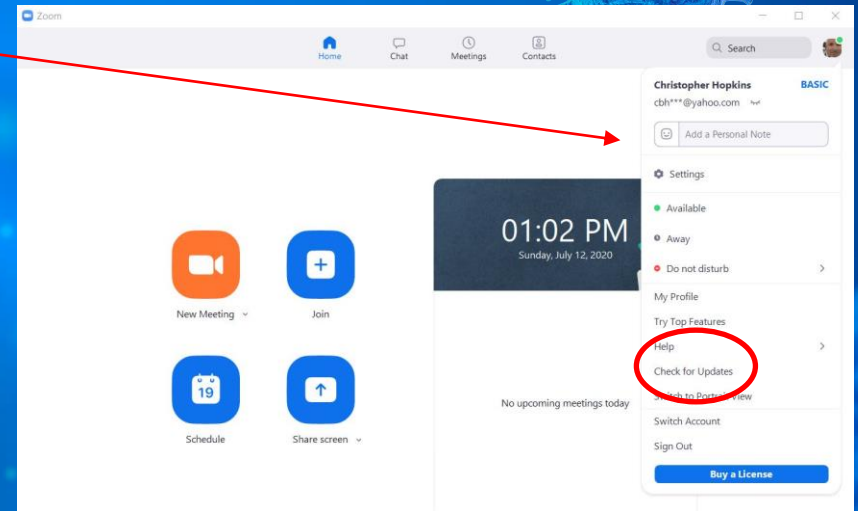
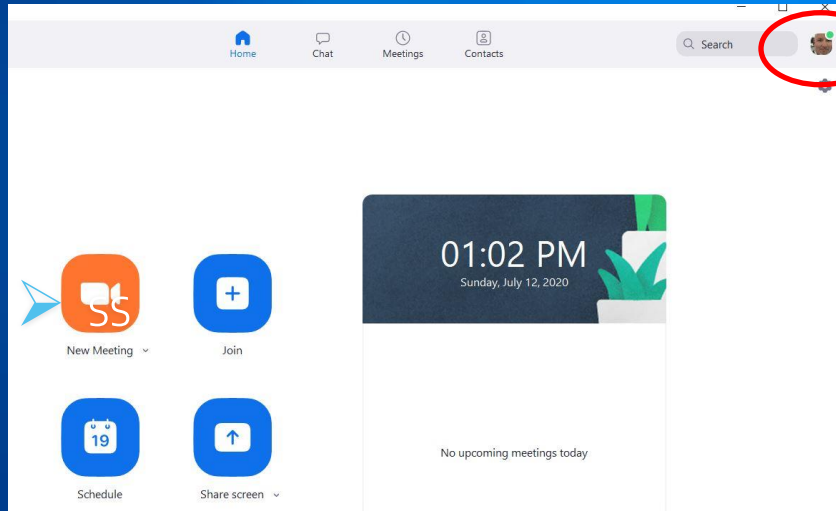
- Test microphone / camera 30 minutes before hearing (make sure Zoom is up to date)
- Neutral, professional background
- Phone a friend: get comfortable w screensharing and pinning ahead of time
- Pre-Mark exhibits (PDF w tabs)
- Do not succumb to temptation of informality

Jury Selection Underway in Landmark Remote Trial Against Florida Strip Club, Watch Free via CVN

Jacksonville, FL — Jury selection began over video conference Thursday in a damages-only battery case against a Florida strip club, moving one step closer to what's believed will be the nation's first fully remote jury trial with a binding verdict.



Use Current Version of Zoom



Securely **HOST** a Meeting on Zoom

- Require a Passcode (on invite; but people can circulate)
- Waiting Rooms (Security / Enable Waiting Room)
(best prevention; difficult w lots of attendees)
- Lock Meetings On Start (Security / Lock Meeting)
- Limit Screensharing:
(Share Screen / One Participant at a time &/or Only Host)
- Kick Out! (Participants / “More” next to person / Remove)

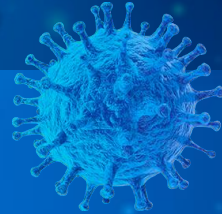


[Zoom's advice for party crashers](#)

[Tricks article](#) [Password Steps](#)

[Christopher's Article on Zoom Privacy](#)

Securely JOIN a Meeting on Zoom



➤ Auto-Mute Your Audio as you Enter Meeting

(Settings/Video/Meetings/Turn off my video when joining)

➤ Auto-Mute Your Video as you Enter Meeting

(Settings/Audio/My my microphone when joining)

➤ Use a Virtual Background

➤ Share Screen... carefully

(turn off notifications; close tabs; messy desktop)

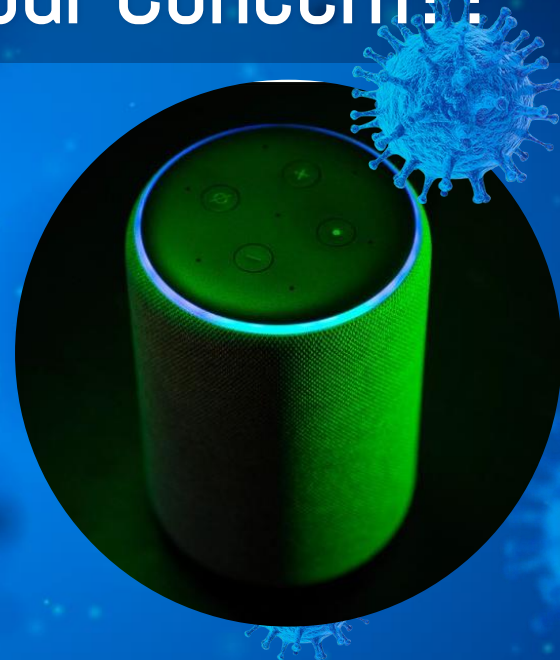
➤ *Are You Being Recorded?*



Of All Your Devices... Alexa is Your Concern??

- Set Up Delete By Voice (in App, 3 lines / Settings / Alexa Privacy / Review Voice History / Enable Deletion by Voice – tell her what to delete)
- What Did She Hear? (“Alexa , tell me what you heard?” “Alexa, why did you do that?”)
- Delete Old Recordings (in App, 3 lines / Settings / Alexa Privacy / Manage Your Alexa Data / Auto Delete 3 or 18 months)
- Unplug or Cover it
- Where’s your phone, PC mic, tablet, etc?

Love Zoom but fear Alexa? Up until March 27, 2020, Zoom was sending your data to Facebook!



[CNET article & image credit](#)

[Christopher's Article on Alexa Privacy](#)

Finally... Stay Healthy!

Free workouts from Peloton, Nike and others to help you stay active during your quarantine

Published: March 28, 2020 at 12:57 p.m. ET

By [Nicole Lyn Pesce](#)

2

14 fitness apps and streaming services that you can try at home for free



Q& A with the Panelists



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Credits / Sources

Special thanks to all the people who made and released these awesome resources for free:

- ▶ Presentation template by [SlidesCarnival](#)
- ▶ Fonts & Emojis by [FontAwesome](#)
- ▶ This PPT is at [InternetLawCommentary.com](#)