

§ 6.8

Remote Working

REMOTE WORKING WITH EMPLOYERS

Tips for video sessions:

- Be available during agreed-upon hours.
- Dress in a similar fashion as you would at work. This helps your employer see you as taking your work seriously.
- Have your phone or tablet ready as a backup in case your computer connection fails.
- Use landscape mode if using a phone or tablet.
- Keep notepaper and pens available.
- Select a spot where you can have privacy. This will not only make the boss happy, but you will be able to focus better. If possible, a lighter color background works best.
- Headphones are a must, but the more discreet the better.
- Create task lists and review them with your attorney to make sure you are on the same page.
- Try to use a camera at eye-level. A camera that gazes up under your chin or down from above simply looks bad. Even an inexpensive external webcam is likely better than the one built into your computer.
- When a meeting with your attorney ends, review your assigned tasks, then follow that up with an email.
- Never record without your employer's permission.

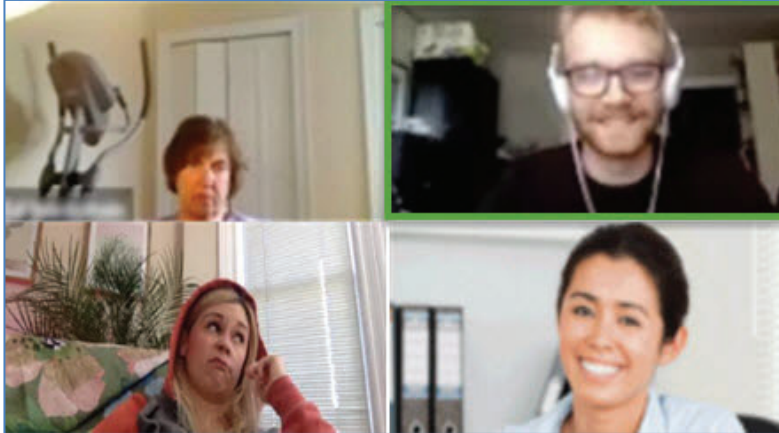
REMOTE WORKING WITH CLIENTS

Tips for video sessions:

- Show up online on time.
- Dress professionally.
- Have your phone or tablet ready as a backup in case your computer connection fails.
- Use landscape mode if using a phone or tablet.
- Keep notepaper and pens available.
- Select a spot where you can have privacy. This is critical to ensure the communication with the client is privileged.
- Use headphones.
- Try to use a camera at eye-level.
- When the meeting is about to end, ask if the client has any questions.
- Recording is likely permissible if the attorney approves, and if you let the client know you are recording. If the client objects, stop recording.
- One red-flag regarding recording is that the recording itself must remain secure to keep its privileged communication status. Discuss procedures with your attorney or office manager. If there is any doubt about the security of the session and recording, do not record.

ZOOM MEETING IMAGES

BAD



GOOD

BAD

EXCELLENT

CHAPTER 6

Wrap-Up

WHAT YOU SHOULD KNOW

After reading this chapter you should know the following:

- Who the *ABA Rules of Ethics* apply to, and how
- Tasks a paralegal is and is not able to ethically perform
- Skills, traits, and attitudes helpful to a beginning paralegal
- How to prepare for a video conference

ASSIGNMENTS

There are no assignments for this chapter.