

## § 12.5

## Remote Working

### *Electronic Filing Feels Made for Remote Working*

#### FILE MAINTENANCE AT A DISTANCE

If you are working from home, or from other “off-campus” environments, there are a few things to keep in mind.

##### **How do I maintain a client file from a distance?**

The good news is that law firms, corporations, and courts have been moving to digital, online file maintenance and eFiling systems for quite some time. You will likely be given access to your firm’s file directory for those cases in which you are involved. Instead of maintaining a physical folder, you will need to keep copies of those items in a computer file. You will also likely be given access to the firm’s digital eFiling account in case you are instructed to file documents with the court.

##### **What is the biggest danger of working at a distance for a paralegal?**

For both paralegals and attorneys, the number one concern working from a distance is client confidentiality. It is easy to get lazy when talking on the phone at home or conducting a Zoom conference call. Such communications must be conducted in a setting that is private. No family, friends, or anyone else should be able to see or hear those sessions. Video sessions (such as using Skype, Zoom, or Google Meet) should never be recorded (unless your supervising attorney requires it) because such recordings are not very secure.

## CHAPTER 12

## Wrap-Up

#### WHAT YOU SHOULD KNOW

After reading this chapter you should know the following:

- How technology is affecting the judicial system
- The concepts surrounding E-Filing
- The structure and basic functions of PACER & CM/ECR

#### ASSIGNMENTS

*There are no assignments for this chapter.*