

# TeleMediating During Social Distancing

STAY SAFE, STAY PRODUCTIVE

RODNEY ROMANO AND RICHARD B LORD

## IN A NUTSHELL . . .

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When you call your Mediator and or Mediation Firm to schedule, just tell them you want a TeleMediation. Provide the names and emails for each participant who will appear remotely.



Your Mediator will send an email invitation with a link to each remote participant, who can attend from down the hall or across the globe.



A few minutes before the mediation begins, just click on your link to join the meeting.



Once the case is settled, the agreement will be circulated for digital signatures, scanning or emailing to parties.



## Q. WHAT IS THE COST OF TELEMEDIATING?

- A. There is no cost to the participants. Your Mediator/Host has an account. Most Mediators are only appearing by video or teleconferencing.

## Q. WHAT EQUIPMENT DO I NEED?

- A. Computer/Laptop equipped with a camera and a microphone, or an iPad, or your smartphone are strongly recommended. You are not required to have a webcam to join a TeleMediation, but you will not be able to transmit video of yourself. You will continue to be able to listen and speak during the meeting, share your screen, and view the webcam video of other participants.





**How DO I ATTEND A  
TELEMEDIATION?**



**HOW DOES THE ZOOM  
TELECONFERENCING PLATFORM  
WORK WITH MY COMPUTER/IPAD/  
PHONE?**



**I DON'T GET EMAIL ON MY CELL PHONE;  
HOW CAN I JOIN USING MY PHONE?**





**ZOOM MEETING INVITE**

Topic: Rodney Romano's Zoom Meeting  
Time: April 3, 2020 11:00 AM Eastern Time  
(US and Canada)

**Join Zoom Meeting**

<https://zoom.us/j/264102170>

Meeting ID: 264 102 170

One tap mobile

+13126266799,,264102170# US (Chicago)  
+16465588656,,264102170# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)  
+1 646 558 8656 US (New York)  
+1 346 248 7799 US (Houston)  
+1 669 900 9128 US (San Jose)  
+1 253 215 8782 US  
+1 301 715 8592 US

Meeting ID: 264 102 170

Find your local number:

<https://zoom.us/u/aCw4Lnque>



**Q. My company laptop firewall won't allow Zoom to download its interface, what now?**

**A. Just use your cell phone or iPad. Last resort, call in using the number provided in your invitation**



# SHARING A POWERPOINT PRESENTATION

How to use the share screen feature



# WHAT ABOUT PRIVATE CAUCUSES?

Breakout Rooms - In Progress

- Plaintiff [Join](#)
  - Jeremiah
- Defense [Join](#)
  - LYNNETTE Romano
- Mediator [Join](#)

Broadcast a message to all

[Close All Rooms](#)

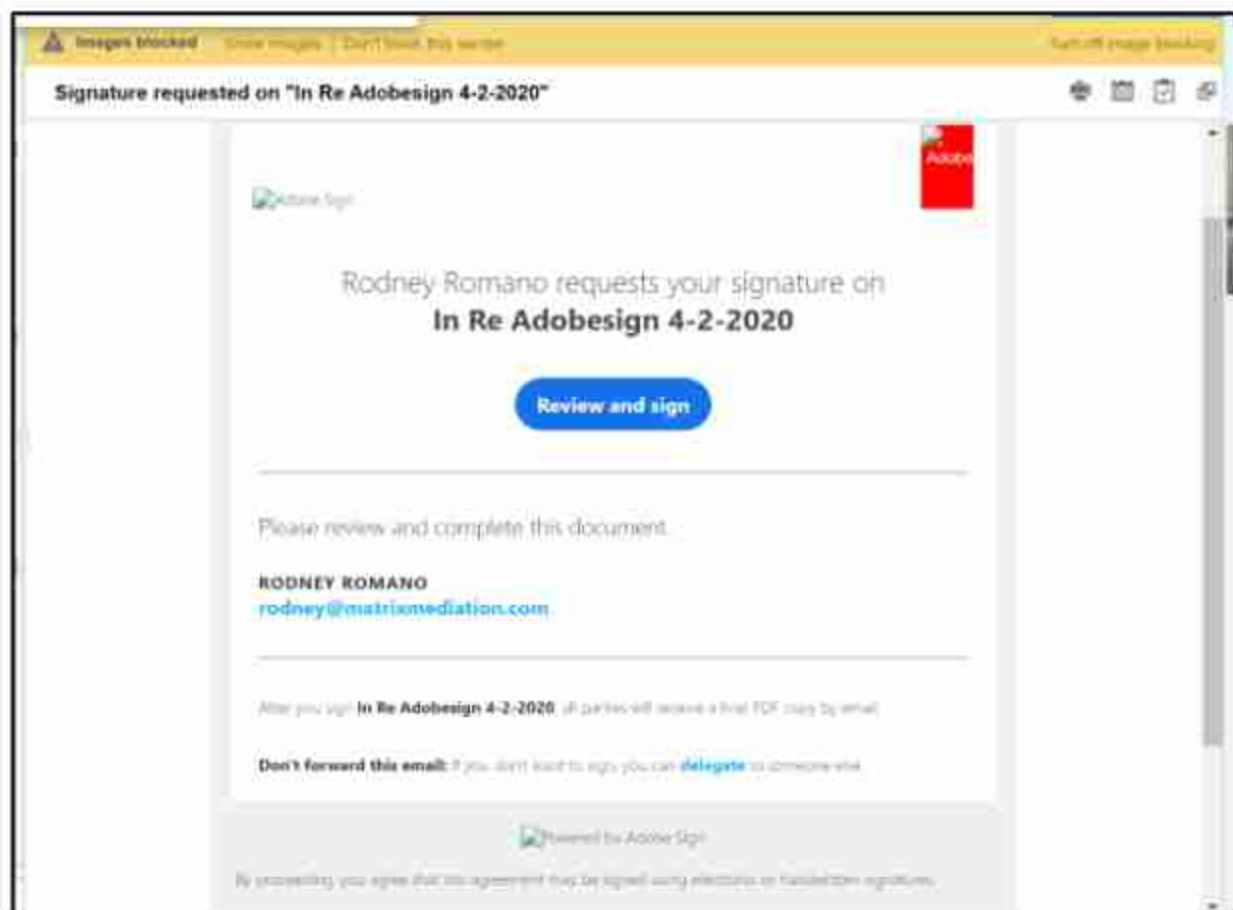
Once the plenary session concludes, your mediator will create separate “break-out” rooms for each party and one for him/herself. The mediator can visit each room the same way he/she would visit a caucus room. When the parties want to confer alone, the mediator will go to his/her own room.



The mediator can either check back with the parties after a agreed amount of time or counsel can send the mediator a text when ready for the mediator to return.



# HOW DO WE GET THE AGREEMENT SIGNED?



The mediator/host can circulate the proposed settlement agreement for digital signatures. There are many available. Upchurch Watson mediators use various platforms. Matrix uses SignRequest. All of these platforms keep a detailed audit trail that authenticates the esignatures and everyone receives an email copy of the fully executed settlement agreement.

**Florida Statute §668.004 Force and effect of electronic signature.**—Unless otherwise provided by law, an electronic signature may be used to sign a writing and shall have the same force and effect as a written signature. History.—s. 5, ch. 96-224.

**Note.**—Former s. 282.73.

*\*Settlement agreement can also have a clause that says parties agree that electronic signatures are valid and enforceable to the same extent as original physical signatures.*

*\*NOTE: Your presenters are unaware of any challenges to the validity of electronic or digital signatures regarding settlement agreements, and do not offer a legal opinion as to enforceability.*

# THE AGREEMENT



1. Return everyone to the same room to review the settlement agreement.
2. Share the proposed agreement on screen and make requested revisions.
3. Your mediator/host will save the agreement (usually as a PDF) and then send it to your email address through whatever digital signature platform he/she uses. The parties don't need anything other than email.

*Here's an example using  
**AdobeSign**:*



Please review and complete this document.

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24

1. Smith will pay \$100.00, payable to plaintiff counsel's trust, in full satisfaction of the claim and as a general release of all claims.
2. The release will be provided by defense within five business days.
3. Settlement funds will be tendered within 20 days of receipt of the executed release and W-9 form.
4. Plaintiff's counsel shall resolve all related and valid liens from the settlement proceeds.
5. Plaintiff counsel shall file a Dismissal with Prejudice within five business days of clearance of settlement funds.
6. Parties shall otherwise bear their own fees and costs. Electronic signatures shall have the same force and effect as original signatures.

\_\_\_\_\_  
Plaintiff

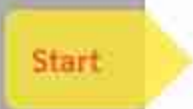
\_\_\_\_\_  
Plaintiff's Counsel

\* Click here to sign

\_\_\_\_\_  
For Defense

\_\_\_\_\_  
Plaintiff

\_\_\_\_\_  
Defense Counsel



Create your signature on a mobile device



Sign Here

Enter your name

Close

Apply

Next

- 16
- 17
- 18
- 19
- 20
- 21
- 22
- 23
- 24

Plaintiff

Plaintiff's Counsel

Click here to sign

For Defense

Plaintiff

Defense Counsel

7 The parties mediated this case before Rodney Romano on 4-2-2020 and voluntarily  
8 reached agreement under the following terms which the parties have carefully read and agree  
9 are binding and enforceable:

- 10 1. Smith will pay \$100.00, payable to plaintiff counsel's trust account, in exchange for a  
11 general release of all claims.
- 12 2. The release will be provided by defense within five business days.
- 13 3. Settlement funds will be tendered within 20 days of receipt of the executed release and  
14 W-9 form.
- 15 4. Plaintiff's counsel shall resolve all related and valid liens from the settlement  
16 proceeds.
- 17 5. Plaintiff counsel shall file a Dismissal with Prejudice within five business days of  
18 clearance of settlement funds.
- 19 6. Parties shall otherwise bear their own fees and costs. Electronic signatures shall have  
20 the same force and effect as original signatures.

18 Plaintiff

Click to change

19 Plaintiff's counsel

20 x

21 For Defense

18 Plaintiff

21 Defense Counsel

23

24 Click to Sign

25 I agree to the [Terms of Use](#) and [Consumer Disclosure](#) of this document





Adobe Sign

## ✓ You're all set

You finished signing "In Re Adobesign 4-2-2020".

We will email the final agreement to all parties. You can also [download a copy](#) of what you just signed.

**Easy to sign. Easy to send.**

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Send documents to others to fill and sign
- Keep work moving**  
View, track and manage sent agreements

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Rodney Romano, Matrix Mediation, LLC