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Zoom Instructions for Consultations, Meetings, and Mediations

During social distancing due to COVID-19, we are scheduling consultations, meetings, and mediations either over the telephone or via Zoom. Zoom features include private or group chat during the meeting, simultaneous screen share, breakout rooms, and use of Secure Socket Layer (SSL) encryption.

Please follow the instructions below to use Zoom for your consultation, meeting, or mediation.

1. We will need all participant's email addresses to invite the necessary parties to the Zoom meeting.

For consultations, you will receive two emails from our office. The first email will be a consultation confirmation email from one of our staff members, with the date and time of your appointment, and a copy of these instructions. The second email will be from Ms. Boling, inviting you to the Zoom meeting for your consultation.

For meetings with existing clients, Ms. Boling will send an invitation email to you prior to the meeting, as we will already have your email on file.

For mediations, we will need all attorney's and party's emails at least 24-hours prior to the start of mediation. If your client does not have the ability to participate in the video conference via mobile device, tablet, or computer, Zoom also allows for parties to participate via telephone. The number to call in to join the meeting is included in the invitation email that the participants will receive prior to the start of the meeting. I will try to start the meeting for mediations at least 15 minutes prior to the start time to get the breakout rooms set up.

2. All prospective clients, current clients, attorneys, and parties will need to download the Zoom app if you plan to be on the video conference instead of a phone call. This app is available free of charge and you do not have to have to subscribe to Zoom or create a Zoom account. Please download this app at least 1 hour prior to the start time of your consultation/meeting/mediation. The app may be found through the Google Play Store, the Apple store, or through Zoom directly. You will have to allow Zoom permission to

access your camera on your mobile device in order to participate in the video conference.

If you will be participating in the video conference from a computer, click on the link in the invitation email. You will be prompted to download the Zoom app on your computer if you have not already done so. In the alternative, you can join the video conference from your browser if you are unable to run the application on your computer. However, we do not recommend joining the video conference through your browser, as the meeting experience will be limited.

3. When the meeting is created by Ms. Boling, you will receive invitation via email from annaboling@bolinglawfirm.com. You will receive a Meeting ID and a password, as well as a telephone number in the invitation email to connect to the meeting (telephone number available for those who cannot connect via mobile device, whether that be a computer, tablet, or smart phone). Zoom has a “hands free” option through the app, so participants can still be included in the consultation/meeting/mediation if they have to operate a motor vehicle during the video conference for whatever reason.
4. We ask that participants be respectful towards the speaker and please do not speak out of turn – this will be conducted much like an in-person mediation and Ms. Boling will utilize the breakout rooms feature during the mediation to caucus the parties. However, there may be a period where all parties are in the main conference room together. Please be advised that Ms. Boling, as the host of the meetings, has the ability to mute participants, should any participant become disrespectful or speak out of turn.
5. If multiple parties participate in the video conference physically in the same room, there will be feedback from the microphone, so please keep that in mind. To try to cut back on microphone feedback, if multiple parties will physically be in the same room during mediation (such as the CPS Supervisor and Caseworker and the DA’s Office), we’ll most likely send the invitation to one individual for that room and not to every participant. Please let us know ahead of time whether multiple parties will need to conference in together or whether each participant will need to individually be invited to the video conference.
6. All documents that need to be submitted to the mediator during the mediation can be emailed to annaboling@bolinglawfirm.com, where Ms. Boling can view them on her device. Documents may also be sent to Ms. Boling’s staff members: janell@bolinglawfirm.com and gen@bolinglawfirm.com. By sending documents via email, as opposed to sharing those documents through Zoom, there will be no accidental sharing of information. Ms. Boling will discuss your options to share documents and files with the entire meeting, should you wish to do so, during the

meeting.

7. When Ms. Boling wishes to circulate a draft of the mediated settlement agreement, Ms. Boling will email the draft to the attorneys, who may then email the draft to their clients to review, unless all parties are amenable to sharing the MSA via Zoom. Any changes to the draft mediated settlement agreement will need to be discussed during your respective caucus session with Ms. Boling.
8. Once the attorneys and the parties are ready to execute the mediated settlement agreement, Ms. Boling will email a pdf to everyone to collect signatures. The pdf document will allow everyone to sign the document. Please promptly email back your signature page to Ms. Boling.
9. At the conclusion of mediation, Ms. Boling will take payment via credit card by video or audio from each party to the case. In the alternative, payments can also be made through the LawPay link on our website under "Make Payment."
10. Following the conclusion of mediation, Ms. Boling will e-file the signed mediated settlement agreement and e-serve the attorneys with a copy, unless instructed otherwise.