

EPISODE NOTES**Not remotely working? Practical tips for solicitors working remotely during COVID-19****Practical checklists for remote working**Home office

Have you checked that your...

- data is regularly updated to the cloud or to an offsite location?
- back up device is ready to go so if your primary device has an issue you can keep working?
- software updates are under control?
- home office has the capability to video conference, keeping in mind that many smart phones / tablets / laptops have a built in camera?
- headphones / headset is available to keep freedom of movement while you are on a telephone or video conference?
- home office matches the flow of your normal office as much as possible?

Electronic briefs

Have you considered ...

- providing counsel with an electronic brief?
- discussing the most efficient way to provide the brief with counsel to save time?
- whether email is possible, or if the attachments are too cumbersome, using a file sharing service such as Dropbox, TA law, OneDrive, Google Docs or Sharepoint?
- how the brief can be most easily updated, such as by using a file sharing platform as a single central location for all brief documents?
- generating an index, such as one exported from your file management program, adapted from a court portal, or by the following file naming structure: *YYYY-MM-DD [Document Title – including reference to any annexures] [Index number]*?
- bookmarking the PDF file, if all documents are provided as a single PDF file?
- providing documents in a searchable PDF format or using OCR so they can be searched?

File based work

Have you considered whether ...

- clients would want to conduct a court event or ADR by video rather than facing delays?
- a video conference (such as by Zoom) with the client and counsel ahead of an electronic court event or ADR would assist with building trust in the process?
- in case of court events being unable to proceed by video, whether they would be suitable for mediation or arbitration?
- some work can be brought forward now to avoid delays when face to face events resume?

Some technology to consider

Videoconferencing / video calls

Zoom	https://zoom.us/ and most app stores
Microsoft Teams	https://products.office.com/en-au/microsoft-teams/group-chat-software and most app stores
Google Hangouts	https://hangouts.google.com/ and most app stores
WhatsApp	https://www.whatsapp.com/ and most app stores
Facetime	https://support.apple.com/en-au/HT208176 and most app stores

Productivity

Scanning documents	CamScanner (most app stores)
Team communication	Slack (most app stores)
Workflows	Trello (most app stores)
Checklists	Wunderlist (most app stores)
Limiting time on non-work websites	StayFocusd https://chrome.google.com/webstore/detail/stayfocusd/laankejkbhbdhmiplfmgcngdelahlfoji?hl=en
Notetaking	GoodNotes (most app stores)
Annotating PDFs	LiquidText (most app stores)

Data backup / file sharing

iCloud	https://www.icloud.com/
Google Drive	www.google.com/drive
Dropbox	www.dropbox.com
Microsoft OneDrive	https://support.office.com/en-au/onedrive
Microsoft SharePoint	https://products.office.com/en-au/sharepoint/collaboration