

Chat Log Let_s Talk_ MAJ Live Information Exchange_ Adjusting Your Office to _Social Distancing_ 2020_03_19 15_25.rtf

Derek Lamparty (to Everyone): 2:12 PM: If you cannot read the documents stacy is putting up, you can click on the click on that portion of the screen and then can zoom in and move the document around.

Greg Malush (to Everyone): 2:13 PM: I have a depo question.

tee (to Everyone): 2:13 PM: thanks!

Keith Sjodin (to Everyone): 2:13 PM: Is it possible to get copies of these materials?

Greg Malush (to Everyone): 2:13 PM: Can the court reporter be remote from the deponent Client with me,

Veronica (to Everyone): 2:14 PM: Most VOIP systems have an app that you can use - we use RingCentral and folks are taking/making calls from their app (looks like they are using the main line for callers)

Greg Malush (to Everyone): 2:14 PM: Def on phone and court reporter on phone

Veronica (to Everyone): 2:15 PM: We love Slack but are exploring Teams as they have very simple to use screen sharing

Veronica (to Everyone): 2:15 PM: (great to continue training our new assistant)

rich (to Everyone): 2:15 PM: we use slack also

Chuck (to Everyone): 2:16 PM: how are people handling dictation at home for the person that does the data entry

Jerry Sisk (to Everyone): 2:16 PM: We use winscribe dictation

Jerry Sisk (to Everyone): 2:17 PM: The person transcribing just needs a foot pedal.

Keith Sjodin (to Everyone): 2:18 PM: Thanks, Carla.

Veronica (to Everyone): 2:18 PM: If you are using Office 365/MS exchange, you do not need to purchase another user license for a group email - you can set up a 'group' that is just a distribution list

Greg Malush (to Everyone): 2:22 PM: Our typist is at home now we provided a Lap top and a foot pedal she e mails us when our stuff is done with a list of what she did then we have to go in eview and print and send

here

MAJ Presenter (to Everyone): 2:23 PM: I use an app scanner at the capitol when I need to send amendments to members etc.

Carrie Valverde (to Everyone): 2:23 PM: Which App Scanner do you use?

Veronica (to Everyone): 2:24 PM: CamScanner is solid. For clients with android phones, google docs has a decent scanner that they don't need to download something

MAJ Presenter (to Everyone): 2:24 PM: scanner pro

Carrie Valverde (to Everyone): 2:25 PM: Thank you!

James Kirshbaum (to Everyone): 2:25 PM: For those that need dictation to be transcribed by an assistant working remotely you may want to take a look at the Philips Recorder App which links to [Speechlive.com](https://www.speechlive.com). Once set up your phone is used as a dictation device and the file is then sent place on the Speechlive website so the person designated as the transcriptionist can pull it off the site and type it.

Keith Sjodin (to Everyone): 2:28 PM: Can the Chat messages be printed and shared?

Jaycox, Kate E. (to Everyone): 2:30 PM: I think it would helpful for us all to send any orders or proposed order to Carla on remote depos, deadlines, etc. I have a few to share and will forward to Carla.

MAJ Presenter (to Everyone): 2:32 PM: Agreed Kate and Keith. I will try to figure out how to print and share.

Veronica (to Everyone): 2:34 PM: We're paying everyone full, whether they're sick, have kids at home, etc.

Jaycox, Kate E. (to Everyone): 2:38 PM: Right now, we are not making anyone take PTO or vacation time if they aren't able to get their hours in.

Jaycox, Kate E. (to Everyone): 2:41 PM: What Carla just said reminded me: we are also using our parking passes that partners have and pooling them to give to any staff who are still coming into the office. We worked it out with the building so we didn't have to use the actual parking cards.

Greg Malush (to Everyone): 2:41 PM: We have an hourly person working at home has to check in to have their card swiped for in and out times

MAJ Presenter (to Everyone): 2:41 PM: We are doing the exact same thing

Kate. But really, everyone has been working.

Veronica (to Everyone): 2:44 PM: WE use ontheclock for clocking in and out for hourly employees and we are using it for salaried employees who have to have alternate schedules right now. Folks can log on remotely but you can limit it by GPS location, device, etc.

MAJ Presenter (to Everyone): 2:44 PM: All, and I will say this at the end, but we started recording this. Not sure if it will record from the beginning, but we will have most of it.

Jerry Sisk (to Everyone): 2:50 PM: Thanks everyone! Good luck. I have to go.

Chuck (to Everyone): 2:55 PM: I am doing a mediation via zoom tmrw with Paul McElestrom

Stacy Deery Stennes (to Everyone): 2:56 PM: That's great, Chuck! Would love to know how it goes.

Carol Moss (to Everyone): 3:05 PM: Is anyone authorized as e-notary?

Carol Moss (to Everyone): 3:06 PM:

<https://www.sos.state.mn.us/notary-apostille/notary-help/e-notarization-authorization/>

Stacy Deery Stennes (to Everyone): 3:06 PM: Thanks, Carol. I didn't know about e-notary.

Veronica Walther (to Everyone): 3:06 PM: I go kicked off a couple of times and needed to come back on a different computer, maybe that happened to Mark

Carol Moss (to Everyone): 3:07 PM: The problem is that the statute states: Physical presence of a person whose signature is being notarized is still required by law (359.01, subd. 5). I wonder if the governor will make changes via emergency powers.

Stacy Deery Stennes (to Everyone): 3:13 PM: Rich, is that Sure Sign? Or Assure Sign?

Veronica Walther (to Everyone): 3:16 PM: COVID list serv for MAJ?

Stacy Deery Stennes (to Everyone): 3:17 PM: Veronica, that is a great idea we discussed earlier this week. I think Derek is working on it.

Carol Moss (to Everyone): 3:21 PM: Struggling extrovert here!