



TTLA Live Info Sharing: Adapting Your Law Office to COVID-19 and Social Distancing

Live Panel Discussion and Q&A
Thursday, March 19 at 2:00 PM

JIM MITCHELL
TTLA President

TIFFANY MCGEE, CAE
TTLA CEO

JULIAN C. GOMEZ
Vice President of CLE

JIM M. PERDUE, JR.
TTLA President-Elect

NELSON ROACH
Past TTLA President & Strategic Planning Chair

JIM PECORA
TTLA General Counsel

Welcome & Introductions – Jim Mitchell

- Panelists

- Tiffany McGee, CAE, TTLA CEO
- Julian C. Gomez, Vice President of CLE
- Jim Perdue, Jr., TTLA President-Elect
- Nelson Roach, TTLA Past President, Chair of Strategic Planning Committee

- Why We're Here

- Rapid (hourly) changes
- Monitoring courts and respective orders
- Connecting members and helping find solutions to challenges we all face
- Anticipating the needs of our members and how TTLA can help
- Provide support for our TTLA Family

TTLA is Fully Operational – Tiffany McGee, CAE

- TTLA has systems and procedures in place to handle a crisis like this and remain operational
- CEO and staff began preparing weeks ago by monitoring developments and implementing contingency plans
- Working virtually, operations implemented to accommodate changes
- Working with Texas Associations, AAJ and other TLAs to help them navigate the crisis
- Rescheduling necessary programs and pivoting to distance learning
- Using listservs and discussion groups to utilize and establish best practices
- Monitoring legislative and political developments

#TTLAConnect

Making the Jump to a Virtual Office, Julian C. Gomez

- Backup
 - BackBlaze
 - Time Machine
 - Good Sync
- Remote Desktop
 - Chrome Remote Desktop
 - LogMe In

Making the Jump to a Virtual Office, Julian C. Gomez

- Cloud Sever
 - OneDrive
 - Dropbox
 - Box
 - Google Drive
 - LogMe In
 - Hamachi
 - NAS—Synology, Qnap, Western Digital, Buffalo

Making the Jump to a Virtual Office, Julian C. Gomez

- Task Management
 - Asana
 - Flow
 - Trello
 - Lawyer Apps
- Communication
 - Slack
 - Asana
 - Email
 - Heymarket or the like

Making the Jump to a Virtual Office, Julian C. Gomez

- Video Conferencing
 - FaceTime
 - Google Hangouts
 - Skype
 - Zoom
 - GoToMeeting

Making the Jump to a Virtual Office, Julian C. Gomez

- Remote Sign
 - AdobeSign
 - HelloSign
 - DocuSign
- Telephone
 - RingCentral
 - Jive
 - Vontage
 - Cell Phones

Making the Jump to a Virtual Office, Julian C. Gomez

- Fax
 - RingCentral
 - MyFax
 - eFax
- Answering Service
 - Lex
 - Alert
 - Ruby Receptionist

Making the Jump to a Virtual Office, Julian C. Gomez

- Document Production
 - Word - Adobe Acrobat
- Hardware
 - Scanner

Panel Discussion

- Mental Health
- Use the TTLA Listserv #TTLAConnect
- Create text community for rapid response
- TLAP – www.tlaphelps.org
 - 800-343-TLAP (8527)
 - Or text TLAP to 555888

#TTLAConnect

Questions & Answers, Group Discussion

To join the questions queue, please press *# on your telephone keypad. You will automatically be placed in line to ask your question.

Hitting *# a second time will remove you from the queue.

Contact Us

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Continue the Discussion

- This conversation will continue on the TTLA List Server
- If not already signed up, go to TTLA.com/ListServerInfo to enroll
- Use #TTLAConnect

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