



### **Remote Protocols: Settlement Conferences or Mediation**

We have the capability to run mediations and settlement conferences remotely using separate, confidential break-out rooms on the Platform Zoom Pro.

#### **Generally:**

- Contact client, opposing counsel and mediator to evaluate videoconference options.
- Call mediator and determine videoconferencing capabilities, particularly the ability to create break-out rooms.
- Confirm in writing people who will attend by video.
- Obtain and distribute link to distribute to all parties attending mediation.
- Test link on your own device.
- Do NOT run the Zoom application on the network. Copy the link, minimize remote, open a browser (preferably Chrome), paste the link and test your video and computer audio.
- Participants may hear you better if you choose phone audio vs. computer audio.
- Note – you will need a Zoom Pro account to actually run the mediation or settlement conference using separate rooms.

#### **Security Protocols:**

- Confirm in writing that everyone agrees the Zoom mediation is Chapter 44 privileged.
- Confirm in writing that nobody is permitted to record or screen shot any portion of the mediation.
- Confirm with the host (mediator) that they have disabled recording functions-
  - ZOOM: **Settings, Host / Participant Video:** Turn it off
  - ZOOM: **Account Management, Settings, Chat.** Enable “prevent participants from saving chat”
- Confirm verbally at the start of the mediation these rules – nobody is permitted to record any portion of the mediation in any manner.

#### **Break-Out Rooms:**

- Zoom Pro platform allows for setting up Plaintiff and Defense breakout rooms.
- You must have a Pro account.
- You must go to your settings and enable break-out rooms.
- Confirm if your mediator has the Zoom Pro platform or some other platform.
- Resolute Systems is a mediation company that uses Zoom Pro and has break-out room capability.
- MAGNA Legal Vision has break-out room capability with on-site tech support (\$150/hour – get approval).
- Make sure you mediator has this capability and understands the security options.

#### **Break-Out Room Providers:**

##### **Magna Legal Vision:**

- Scheduling by email to [Scheduling@MagnaLS.com](mailto:Scheduling@MagnaLS.com) or by phone with (866) 624-6221

- Good for mediations where mediator doesn't already have break-out room capabilities
- Platform: Magna Legal Vision – \$150/hour for this service. Provides onsite tech support.
- Contact information for all attendees at time of scheduling

### Resolute Systems

- Informed on remote mediations, security protocols and has a list of national mediators.
- <https://resolutesystems.com>

### Security Options:

It is best to establish the below default settings on your account from your desktop or laptop (not your cell phone or Ipad applications). ZOOM always starts with **Account Management, Account Settings.**

### Recording Meeting/Deposition audio or video

- **ZOOM: Settings, Host / Participant Video:** Turn it off. If you are not the host, as the host to confirm it is turned off if there is no agreement on recording. Confirm these discussions on the record.

### Passwords for Attendees

- **ZOOM: Settings, Require a Password:** If you are the host, always require a password. You can customize it or allow Zoom to generate it. In settings, you must select two boxes; require a password for *meetings* and require a password for *phone attendees*.

### Waiting Room

- **ZOOM: Setting, Waiting Room.** Enable it if you want to have your attendees wait until you start the meeting and allow them in the room. You will need to pay attention to late arrivals in the top of your screen because they will wait until you click admit. If you enable the waiting room, it is recommended you enable **Settings, Play Sound when Participant Joins or Leaves.**

### Break-out Rooms

- **Settings, Breakout Room** if you are the host and want to create plaintiff and defense break-out rooms.

### Unauthorized Attendees

- **ZOOM:** In the event of a breach, go to **Participants List**, scroll down and **Mute all Controls.** To remove them, go to **Participants List, Lock Meeting** and then remove them.

### Screen Sharing

- **ZOOM:** You can disable screen sharing for everyone by default. **Settings, Screen Sharing.** You can control who can share too: **Account Management, Settings, Disable Screen Shares.**

### Chats

- **ZOOM: Account Management, Settings, Chat.** Enable "prevent participants from saving chat" if you don't want meeting chats saved by anyone.

## **Mediators w/ Break-Out Room Capabilities:**

### **Florida Mediation Group:**

- Break-out-Room Capabilities
- Scheduling by email to [mediate@floridamediation.com](mailto:mediate@floridamediation.com) or by phone with Julissa (786) 343-2136 or Dean (786) 389-3870
- Platform: Zoom Pro or Phone conference call – Must advise which at time of scheduling
- Must advise which platform at time of scheduling and all parties must agree on the platform

### **Resolute Systems**

- Informed on remote mediations, security protocols and has a list of national mediators.
- <https://resolutesystems.com>

### **Mediation Inc.:**

- Break-out-Room Capabilities
- Scheduling by email to [nicole@mediationfirminc.com](mailto:nicole@mediationfirminc.com) or by phone with Nicole (954) 765-8000
- Platform: Zoom Pro or conference call – Must advise which at time of scheduling
- Must advise which platform at time of scheduling and all parties must agree
- Contact information needs to be provided for all attendees at time of scheduling

### **Mediate First:**

- Break-out-Room Capabilities
- Scheduling by email to [admin@mediatefirstinc.com](mailto:admin@mediatefirstinc.com) or by phone (407) 649-9495
- Platform: Zoom Pro
- Contact information needs to be provided for all attendees at time of scheduling
- Mediator used Tom Brown

### **Stanford Blake Mediation:**

- Break-out-Room Capabilities
- Scheduling by email to [lisa@stanfordblakemediation.com](mailto:lisa@stanfordblakemediation.com) or by phone with Lisa (305) 890-6331
- Platform: Zoom Pro
- Contact information needs to be provided for all attendees at time of scheduling
- Former Judge Stanford Blake only mediator

### **Matrix Mediation:**

- Break-out-Room Capabilities
- Scheduling online at <https://www.matrixmediation.com/>
- Platform: Zoom Pro
- Contact information needs to be provided for all attendees at time of scheduling
- Can accommodate up to 100 participants

**H. Randal Brennan:**

- Break-out-Room Capabilities
- Scheduling online at [www.veromediations.com](http://www.veromediations.com)
- Platform: Zoom Pro
- Contact information needs to be provided for all attendees at time of scheduling

**Salmon & Dulberg Dispute Resolution:**

- Break-out-Room Capabilities
- Scheduling online at [www.sd-adr.com/schedule](http://www.sd-adr.com/schedule)
- Platform: Zoom Pro
- Contact information needs to be provided for all attendees at time of scheduling
- Mediator used John Salmon

**Albrecht Mediations:**

- Break-out-Room Capabilities
- Scheduling by phone (813) 930-2223
- Platform: Zoom Pro
- Contact information needs to be provided for all attendees at time of scheduling
- Mediator used Gerald Albrecht

**P. Scott Mitchell:**

- Break-out-Room Capabilities
- Scheduling by phone (850) 222-0770
- Platform: Zoom Pro
- Contact information needs to be provided for all attendees at time of scheduling
- Solo mediator

**Leon & Berg:**

- Break-out-Room Capabilities
- Scheduling by phone (813) 282-9110
- Platform: Zoom Pro
- Contact information needs to be provided for all attendees at time of scheduling
- Mediator used Victor Berg

**Hillary High:**

- Break-out-Room Capabilities
- Scheduling by phone (813) 310-1742
- Platform: Zoom Pro
- Contact information needs to be provided for all attendees at time of scheduling
- Mediator used Hillary High

**Stuart & Strickland:**

- Scheduling by email at [reception@stuart-strickland.com](mailto:reception@stuart-strickland.com)
- Platform: GoToMeeting
- Contact information needs to be provided for all attendees at time of scheduling

- Mediator used Steven Strickland

#### **Mediation Solutions:**

- Break-out-Room Capabilities
- Scheduling by phone at (305) 371-9120 or email at [jfreud@msolinc.net](mailto:jfreud@msolinc.net)
- Platform: Zoom Pro or phone conference
- Contact information needs to be provided for all attendees at time of scheduling including preferred format for mediation (ie. phone only or video)
- Mediator used John Freud

#### **Brescher Mediation:**

- Break-out-Room Capabilities
- Scheduling by email at [david@brechermediation.com](mailto:david@brechermediation.com) or [leesa@brechermediation.com](mailto:leesa@brechermediation.com)
- Platform: Zoom Pro
- Contact information needs to be provided for all attendees at time of scheduling
- Mediator used David Brescher

#### **Denise Kennedy:**

- Scheduling online at <https://www.floridamediators.org/denise-kennedy> or by email at [dkennedy58@comcast.net](mailto:dkennedy58@comcast.net)
- Contact information needs to be provided for all attendees at time of scheduling
- Zoom Pro – Break-out-Room Capabilities

#### **Santos Mediation:**

- Break-out-Room Capabilities
- Scheduling by phone (813) 229-1111
- Platform: Zoom Pro
- Contact information needs to be provided for all attendees at time of scheduling
- Mediator used Bobby Santos

#### **Malloy Mediation:**

- Break-out-Room Capabilities
- Scheduling by phone (813) 431-6653
- Platform: Zoom Pro
- Contact information needs to be provided for all attendees at time of scheduling
- Mediator used Tim Mallory

#### **Lancaster Mediations:**

- Break-out-Room Capabilities
- Scheduling by phone (727) 328-9000
- Platform: Zoom Pro
- Contact information needs to be provided for all attendees at time of scheduling
- Mediator used Bob Lancaster

#### **Michael Maida:**

- Break-out-Room Capabilities
- Scheduling online at [www.floridamediators.org/michael-maida](http://www.floridamediators.org/michael-maida)

- Platform: Zoom Pro
- Contact information needs to be provided for all attendees at time of scheduling

**O'Steen & O'Steen:**

- Break-out-Room Capabilities
- Scheduling by phone (850) 877-1028
- Platform: Zoom Pro
- Contact information needs to be provided for all attendees at time of scheduling
- Mediator used JC O'Steen, Hon. James O. Shelfer (Retired Judge), Hon. Frank E. Sheffield (Retired Judge)

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For additional questions about the remote settlement conferences or mediation protocols, please contact:



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