



## **Remote Practice Tips**

If the pandemic has taught us anything, it's that the practice of law is fluid. We are constantly adapting and changing with the age of technology. Attorneys were forced to meet clients' needs without meeting in person or attending in person hearings. Let me just say I think our profession rose to the occasion and delivered excellent legal representation.

The world is moving towards our "new normal." As part of our "new normal," attorneys should be prepared for remote practice. Whether its necessary due to a global health crisis or just our new state of affairs, remote practice knowledge is important for the effective practice of law. Some attorneys may even be considering transitioning to a partial or solely remote practice.

Here are some tips for practicing remotely, whether it's required, or a strategic decision your firm has made.

- Ensure you have enough internet speed to effectively run your home or virtual office.
- Make sure you have the right software for remote practice. Check out our member benefit providers and the discounts they offer our members. *See* <https://www.alabar.org/members/benefits/>
- If you intend to maintain staff that are working remotely, have a weekly staff meeting. Checking in on projects, time management, and the wellbeing of your staff will set the tone for the coming week.
- Marketing is important so be sure you have an online presence since you will not have a brick and mortar and will not be physically seen as often.
- Working remotely is certainly possible as we've all proven this last year. Having a dedicated workspace allows you to set boundaries and stay focused while working.
- Consider additional equipment for video conferencing, phone conferences, cloud computing, and VPN services. Check out our Technology Guide. *See* <https://www.alabar.org/assets/2021/08/PMAP-Technology-for-Small-and-Solos.pdf>

- All lawyers should consider cyber security but remote practice makes this of utmost importance. Check out our Cyber Security Tips. *See* <https://www.alabar.org/assets/2021/09/Law-Firm-Cyber-Security-Tips.pdf>
- Be sure to dress for success. If you will be having video conference meetings, be sure to dress professionally. Although Zoom feels less formal, it is not. You should dress as if you were meeting in person or attending the hearing in person.
- Consider potential meeting spaces if you are transitioning to a solely remote practice. I would encourage you not to bring clients to your home.
- Be sure to unplug and separate work and home life. Working remotely gives us unfettered access to work and it can affect our mental health. Even though working remotely can have wide ranging benefits, it's important to maintain a healthy work-life balance.
- If you need additional assistance, please give us a call at 334-517-2120 or send us an email at [autumn.caudell@alabar.org](mailto:autumn.caudell@alabar.org).