

# Collaborative Family Practice In A Virtual World



MyCollaborativeTeam.com

Redesigning the World Around Collaborative Divorce

[www.MyCollaborativeTeam.com](http://www.MyCollaborativeTeam.com)

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Florida  
Supreme Court  
Administrative  
Order

(as of 3/18/2020)

- Authorizing Notaries and other persons qualified to administer an oath to **swear a witness remotely by audio-video communication technology** from a location within the state of Florida provided they can positively identify the witness.
- Out of state witnesses must consent to have the Notary administer the oath.

## What Documents Must Still be Notarized? (as of 4/6/2020)

- Order 20-23 dated April 6, 2020 reaffirms the previous order and expands with the following:
- Florida Family Law Forms be notarized or signed in the presence of a deputy clerk remains suspended, if the filer includes the following statement before the filer's signature: Under penalties of perjury, I declare that I have read this document and the facts stated in it are true.
- This exception does not apply to the following forms:
  - 12.902(f)(1), *Marital Settlement Agreement for Dissolution of Marriage with Dependent or Minor Child(ren)*
  - 12.902(f)(2), *Marital Settlement Agreement for Dissolution of Marriage with Property but No Dependent or Minor Child(ren)*
  - 12.902(f)(3), *Marital Settlement Agreement for Simplified Dissolution of Marriage*
  - Any other family law form that transfers the ownership of property, which must continue to be notarized or signed in the presence of a deputy clerk prior to filing.

## Video Conferencing Rules

**01**

Be in a fixed location that is private

**02**

Be alone and not likely to be interrupted

**03**

Have good internet available

**04**

Pay attention!

**“Suggested”  
Addendum to  
Participation  
Agreement**

- No one will audio or video record any meeting.
- If a video link is lost, we will all wait, without speaking, until it is restored.
- We may terminate online video meetings if there is inadequate quality of connection.
- We may suspend the meeting if there is any remote interruption.
- Only the people who have signed the Participation Agreement may be present in the.



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COLLABORATIVE PROFESSIONALS

**“Suggested”  
Addendum to  
Participation  
Agreement**

- **We agree to do all we can to ensure that we are not interrupted during online video meeting by anyone. If someone is interrupted, we will pause.**
- **We agree to turn off or put to silent any phones, tablets or computers.**
- **We all agree to turn off any music or radio or background noise.**
- **We all agree to there being no live or deferred video or audio relay of the online meeting to third participants.**



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**“Suggested”  
Addendum to  
Participation  
Agreement**

- **We all agree not to video or audio record any online session.**
- **If you create any video or audio recording of the online meeting, inadvertently or otherwise, you undertake to destroy any such recording as soon as you become aware of its existence.**
- **Online video collaborative joint meetings are a without prejudice process to seek a negotiated settlement.**
- **All the other aspects of the Collaborative process as set out in the Participation Agreement and the Terms of Business of each practitioner applies to video.**

## Video Conferencing Platforms

### Zoom

- Basic (free) – 100 participants, 40-minute limit
- Pro (\$14.99) – 100 participants, unlimited time, breakout rooms

### Go To Meeting/Webinar (14-day trial)

- Pro (\$12) – 150 participants, no co-organizing
- Business (\$16) – 250 participants, co-organizers, unlimited storage

### Google Hangout Meets (14-day trial)

- Basic (\$6) – 100 participants, limited storage
- Business (\$12) – 150 participants, unlimited storage



## Why My Collaborative Team Prefers Zoom for Collaborative Practice

Breakout Rooms

Convenient and user friendly mobile app

Polling feature

Cloud recording

Automatic Email Reminders

Waiting Rooms

Password Protected Meetings



## PERSONAL

[Profile](#)[Meetings](#)[Webinars](#)[Recordings](#)[Settings](#)

## ADMIN

[User Management](#)[Room Management](#)[Account Management](#)[Advanced](#)[Attend Live Training](#)[Video Tutorials](#)[Knowledge Base](#)**Meeting**

## Recording

## Telephone

[Schedule Meeting](#)[In Meeting \(Basic\)](#)[In Meeting \(Advanced\)](#)[Email Notification](#)[Other](#)**Schedule Meeting****Host video**

Start meetings with host video on

**Participants video**

Start meetings with participant video on. Participants can change this during the meeting.

**Audio Type**

Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.

 Telephone and Computer Audio Telephone Computer Audio**Join before host**

Allow participants to join the meeting before the host arrives

**Use Personal Meeting ID (PMI) when scheduling a meeting**[Help](#)

## Important Meeting Settings and Safety

### Meeting Password

Require meeting password

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### Meeting Options

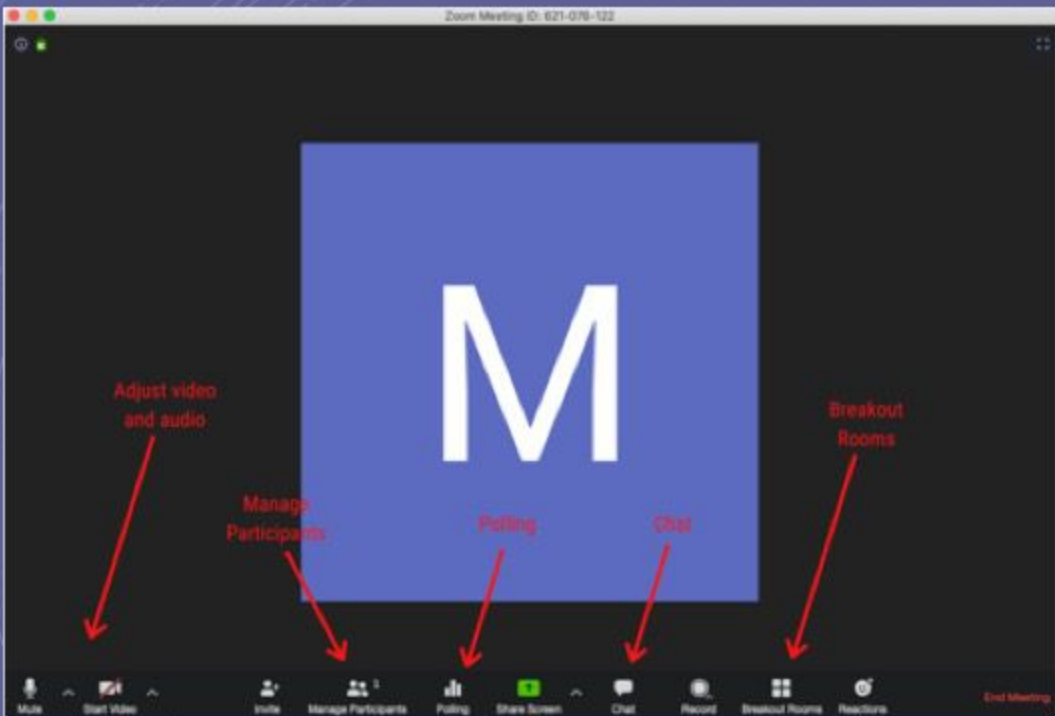
Enable join before host

Mute participants upon entry 

Enable waiting room

Only authenticated users can join

Record the meeting automatically



# Managing Zoom Participants

## Group

Mute All

Unmute All

More ▾

- Mute Participants on Entry
- ✓ Allow Participants to Unmute Themselves
- Play Enter/Exit Chime
- ✓ Allow Participants to Rename Themselves
- Lock Meeting
- Lower All Hands

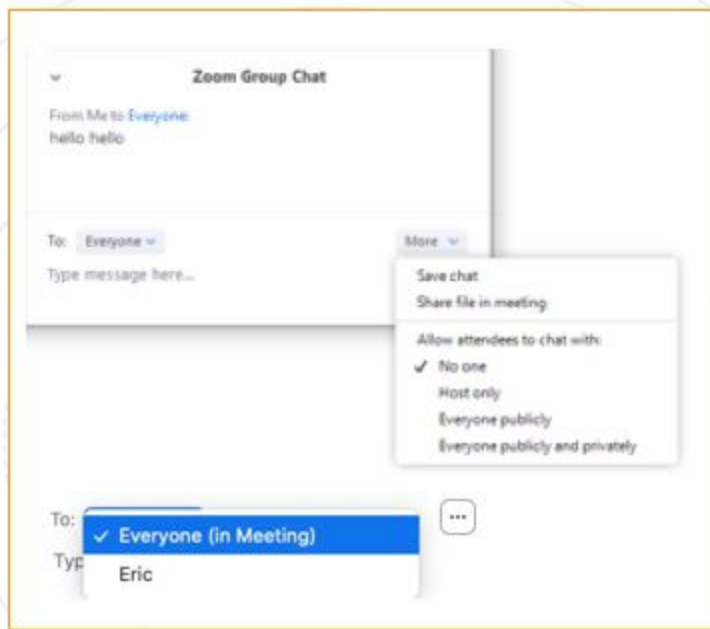
## Individuals

Participants (2)

M Eric Sachs (Host, me) [Mute] [More ▾]

M MCT Webmaster [Mute] [More ▾]

- Chat
- Stop Video
- Make Host
- Make Co-Host
- Rename
- Put on hold
- Remove



Zoom Chat

# Creating Zoom Polls

The image displays the Zoom web interface for creating a poll. At the top, there are four buttons: "Delete this Meeting", "Save as a Meeting Template", "Edit this Meeting", and "Start this Meeting". Below these is a message box that says "You have not created any poll yet." with an "Add" button.

The main part of the image is a screenshot of the "Add a Poll" modal window. It includes a "Title" field, a "Description" field, and a "Poll question text" field. There are two radio buttons for "Single choice" and "Multiple choice". Below these are ten "Answer" fields, each with a "Delete" button. At the bottom of the modal, there is a "Poll question" section with a "Add a Question" button and "Save" and "Cancel" buttons.

To the right of the modal, a "Poll 1" card is visible, featuring a "View a Response" button and a "Launch Poll" button.

Breakout Rooms

Assign 1 participants into  Rooms:

Automatically  Manually

1 participants per room

Create Breakout Rooms

Breakout Rooms - Not Started

- Breakout Room 1 [Assign](#)
- Breakout Room 2 [Assign](#)
- Breakout Room 3 [Assign](#)
- Breakout Room 4 [Assign](#)
- Breakout Room 5 [Assign](#)
- Breakout Room 6 [Assign](#)
- Breakout Room 7 [Assign](#)

Options Recreate Add a Room [Open All Rooms](#)

John  
 NCT Webmaster

Breakout Rooms - Not Started

- Breakout Room 1 [Assign](#)
- Breakout Room 2 [Assign](#)
- Breakout Room 3 [Assign](#)
- Breakout Room 4 [Assign](#)
- Breakout Room 5 [Assign](#)
- Breakout Room 6 [Assign](#)
- Breakout Room 7 [Assign](#)

Move all participants into breakout rooms automatically

Allow participants to return to the main session at any time

Breakout rooms close automatically after  minutes

Notify me when the time is up

Countdown after closing breakout room

Set countdown timer:  seconds

Options Recreate Add a Room [Open All Rooms](#)

# Breakout Rooms



## Get More Info



**MyCollaborativeTeam.com**<sup>®</sup>

Enlightening the World About Collaborative Divorce

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