

AHERN Insurance - We do have a Resource Center on our website that contains information regarding potential insurance coverage implications and additional resources for law firms.

The exact website is: <https://www.aherninsurance.com/coronavirus-covid-19-information-and-resources-for-employers/>

Melodie Mesiano – (858) 514-7139 | mmesiano@aherninsurance.com

CBE Solutions

MFP Cleaning Best Practices

In light of the recent concerns with the COVID-19 Corona Virus, please adhere to these best practices for cleaning MFP screens and operation panels.

For general information regarding COVID-19, visit

<https://www.cdc.gov/coronavirus/2019-ncov/about/index.html>



WHAT TO AVOID

Any cleaning products that contain:

- Bleach
- Ammonia
- other harsh cleaning solvents

These products may cause the screen to become clouded, requiring replacement.



RECOMMENDED

Lightly moisten a cloth and gently wipe down the screen and panels with a lint-free microfiber cloth. Avoid using paper towels, as they may scratch.

Most disinfecting wipes or sprays can be used:

Tip: Do not spray directly on surfaces or components, as liquid can get inside device and damage your machine.



CBE Office Solutions

Steve Jackson sjackson@CBESolutions.com

310-419-0019



Corodata - Corodata has started to provide at home no touch deliveries for record storage and shredding to accommodate people working from home. We also have a sister company, Corovan that provides moving and furniture services to help companies who have to reconfigure office space to accommodate social distancing.

Jack Appleton – (510) 307-7800 Ext 1727 | jappleton@corodata.com

First Legal - Our hearts go out to our clients who face unprecedented times. Difficult times reveal the importance of people and relationships above all else. First Legal is first and foremost a team of people who care about the people we serve. We are here for you. Whether that is brainstorming ways to be of service to your own clients, uncovering legal strategies to advance cases while courts are closed, operationalizing remote services, or simply talking through your questions about what life is going to look like when we return to offices and reunite with colleagues, we want to help. We believe that together we are strong. Together we will find the solutions to the safety of our people and the future of our businesses. Please reach out to your First Legal Coordinator, Sales Rep or Local Office and let us advocate for your needs.

First Legal remains in full operation 24/7 across all five divisions and offers expanded virtual services:

- [Messenger Services](#): Move documents and materials easily between attorney and staff home offices
- [24/7 Online Entry Portal](#): Continue to place orders and check status for all outstanding litigation support jobs
- [Court Updates and Notices](#): Stay informed with the industry's go-to news source for court closures and re-openings
- [eFiling](#): Send critical documents to eFiling Specialists who will file on your behalf in all courts where eFiling is accepted
- [Records Retrieval Services](#): Stay on top of subpoena preparation and records retrieval
- [Remote Depositions](#): Stay ahead of the backlog by executing depositions through our securely managed virtual platform

Nia Troup – (310) 922-1556 | ntroup@firstlegal.com

LawDocsXpress –

Even if firms begin to allow employees to return on a limited basis (with social distancing being one of the critical factors), there still likely will be a need for remote, on-demand legal secretarial and word processing support. Law firms have discovered that their employees working remotely often are distracted by children or other family members sheltering at home. This distracts from productivity and requires firms to shift around work that needs to be performed to ensure deadlines are met. Law firms also are finding that they lack a mechanism to evaluate the productivity of their staff when working remotely. LawDocsXpress is uniquely positioned to help with both these challenges. Not only can we manage overflow work when firms need additional help because their staff cannot handle it, we also have productivity tools which that easily could be adapted for use in law firms. Since LawDocsXpress has been using remote workers for nearly 20 years we have a great deal of data on performance of jobs as well as a tested process to ensure all jobs get completed on time.

I'm happy to speak with anyone about how we could help with overflow work or managing in a remote environment.

Cathey Massey – (404) 367-8062 | cemassey@lawdocsxpress.com

NITA - The National Institute for Trial Advocacy (NITA) has several solutions to help in today's COVID-19 environment:

- Free Webinars related to remote trials and depositions [NITA webcast page](#)
- One-on-One Coaching on conducting remote depositions and trials [One-on-One Coaching Home Page](#)
- NITA learning-by-doing Trial and Deposition Skills training available online [NITA Online Programs](#)

Our webinars, podcasts and whitepapers are a great resource that is available for free.

Pam Morton – pmorton@nita.org

Pride of Los Angeles - currently offering "Specialized Surface Cleaning". This process involves the application of an EPA-registered virucide product (germicidal cleaner) to disinfect and sanitize hard and soft surfaces. This is not the electrostatic method.

Surfaces may include:

- Desk tops and sides
- Desk drawer fronts
- Fabric chair seats
- Hard chair backs & arm rests
- Metal trim on cubicles
- Baseboards
- Computers, keyboards, & phones
- Metal door frames & handles
- Carpet or carpet tiles
- Tile/marble/stone
- Conference tables tops & side boards

We anticipate a brisk demand for this need in the coming weeks. Please let us know of your interest - a phone estimate can be provided. Re: masks, I can get the washable reusable type for \$6 each when purchasing 200 or more. Also available are surgical disposable masks @ \$75 for a case of 50. Must be ordered in minimum quantity or more and shipped to one location. Tax and shipping is extra. Cannot guarantee availability or price at time of order. Best to all,

Marsha Cohen – (818) 343- 8659 | info@prideofla.com

RICOH-USA - During these challenging times, we're all reassessing how business gets done with a primary focus on the health and safety of our employees, customers, partners, and communities. At Ricoh, we have strength and scalability built into our Business Continuity Plans (BCPs). We continue to monitor today's business environment and adjust as needed. We can do the same for you. **We are working with several customers to help support their business operations and are here and available to support your business needs too. Some of the areas in which we can help you to stay connected and productive include:**

- Digital mail and file conversion services to support remote workforce with access to critical documents and mail.
- eDiscovery OnDemand for legal, compliance, and IT departments.
- Secure Document archival and eForms solutions that connect users to processes.

- IT support services to keep employees connected and ensure essential processes continue to operate safely and securely.
- Production Print Solutions to help support customers' business operations.
- Guidelines for interacting with customers whether by phone, video conference, or email during this sensitive time.

When working at home isn't a choice, staying productive, secure and focused is of critical importance. Let us help you protect, manage and connect your organization, employees and information. Combining over half a century of experience and our committed employees with expertise in the latest business technologies, we have the right solutions to safeguard your operations and keep your business moving forward. We understand these are uncertain and unsettling times. Rest assured that we are focused on providing the high-quality technology and service you expect in a safe manner.

Albert Fagins – (714) 269-6775 | albert.fagins@ricoh-usa.com

WAMS Inc - We are aware many of your firms are still transitioning to working remotely and may still be working remotely as the COVID-19 restrictions are lifted. We understand that you need a robust, scalable and secure system to provide your staff with work from home capabilities. Our focus at WAMS is for everyone we know and work with to be able to continue their business from anywhere with as much efficiency as possible. We will provide you with a turn key cloud based system you don't have to manage, are not installing local applications on, keeping your client's sensitive data protected and secure, provides unlimited remote help desk support, and gives you the ability to maintain best practices while securely working anywhere and from any device you prefer. We are offering up to 50% discount off our normal onboarding fee to get you started and help you provide your remote staff with the ability to have a secure cloud desktop to access all the business applications and data your firm uses on a daily basis.

We are also helping clients to organize their offices with Microsoft Teams. Teams not only provides you a safer option for video conferencing, but it is loaded with helpful features to keep projects and tasks managed seamlessly. Rather than being flooded with internal emails, Teams helps you to organize your communications for projects, closings, transactions, and investigations. Instant chats make it easier to respond quickly and manage your task flows effectively. Reach out to **Johnny Navarrette** at jnavarrette@wamsinc.com to learn more or get started. Visit our website to download Zoom and Teams security guides. Stay safe!