

LawToolBox Adds “Easy Button” for Custom Breakout Rooms and File Sharing in Microsoft Teams for Virtual Court

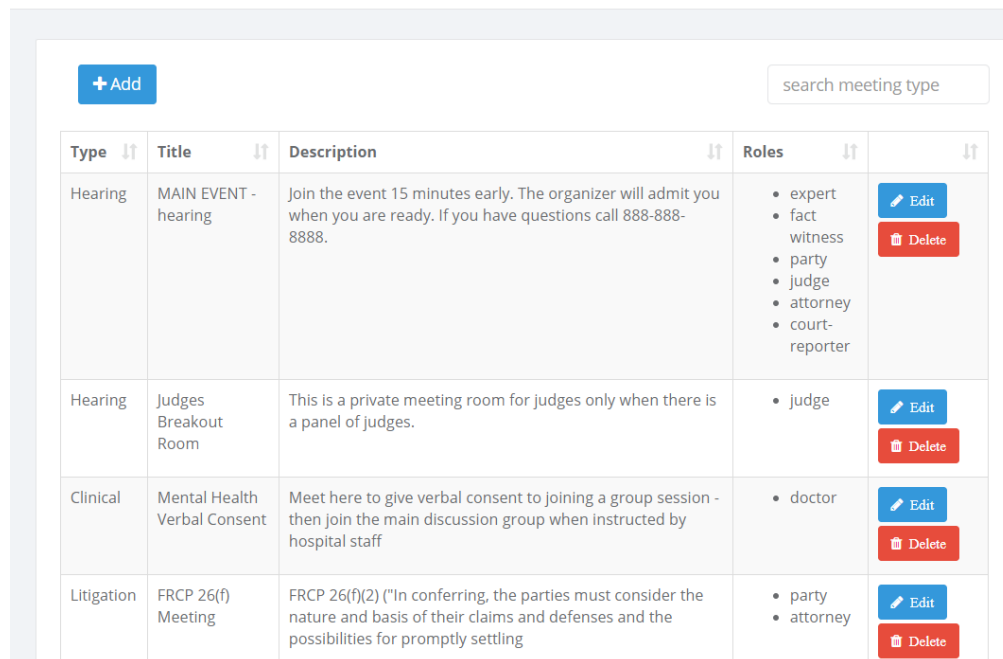
Create roles-based templates for Court Hearings, Mediations, Depositions, Rule 26(f) Meetings, Client Intake, and more

DENVER (August 3, 2020) LawToolBox announces an “easy button” in Outlook and Microsoft Teams enabling LawToolBox users to create their own custom templates to quickly construct [virtual meetings](#) for any business activity they routinely perform. For example, with a few clicks legal professionals can send out customized meeting invites for client intake, working sessions with clients and witnesses, Rule 26(f) meetings to confer with opposing counsel, depositions, arbitrations, ADR or settlement conferences, court hearings, and even trials.

Courts, court reporters, mediators, agencies and law firms are not just looking for a short-term patch for video meetings, but they are looking for a way to leverage Microsoft Teams because many of them already own it, and they trust the hardened Microsoft security platform to protect their data. The [virtual meeting module](#) that LawToolBox has added to its suite of products transforms Teams into a customized solution for legal by empowering users to create meeting templates, to assign roles to attendees so that the attendee list for breakout rooms can be automatically constructed, and to automate the creation of a Teams channel to save and organize meeting transcripts, videos, communications, and files.

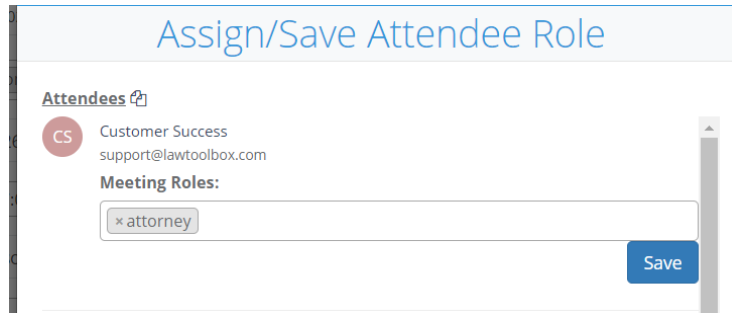
Configure Meetings

Home / Configure Meetings

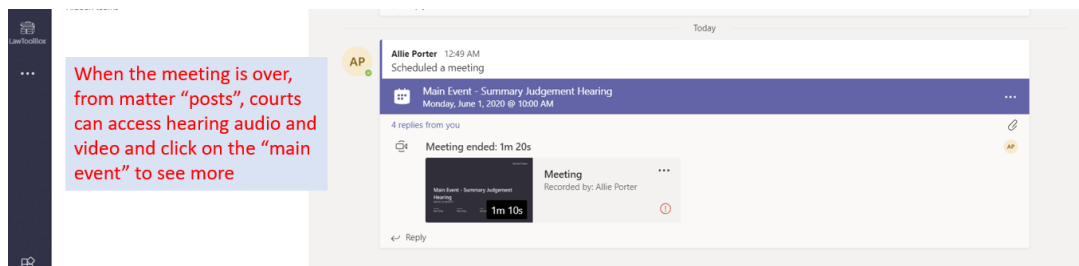


Type	Title	Description	Roles	
Hearing	MAIN EVENT - hearing	Join the event 15 minutes early. The organizer will admit you when you are ready. If you have questions call 888-888-8888.	<ul style="list-style-type: none">expertfactwitnesspartyjudgeattorneycourt-reporter	Edit Delete
Hearing	Judges Breakout Room	This is a private meeting room for judges only when there is a panel of judges.	<ul style="list-style-type: none">judge	Edit Delete
Clinical	Mental Health Verbal Consent	Meet here to give verbal consent to joining a group session - then join the main discussion group when instructed by hospital staff	<ul style="list-style-type: none">doctor	Edit Delete
Litigation	FRCP 26(f) Meeting	FRCP 26(f)(2) ("In conferring, the parties must consider the nature and basis of their claims and defenses and the possibilities for promptly settling	<ul style="list-style-type: none">partyattorney	Edit Delete



LawToolBox can be used to assign "roles" to meeting attendees in the case or matter such as attorney, witness, party, or judge and LawToolBox uses these roles to automatically build attendee lists with a single click.



LawToolBox for Office365 will automatically host these virtual meetings in a Microsoft Teams channel, where they can be recorded and automatically transcribed.

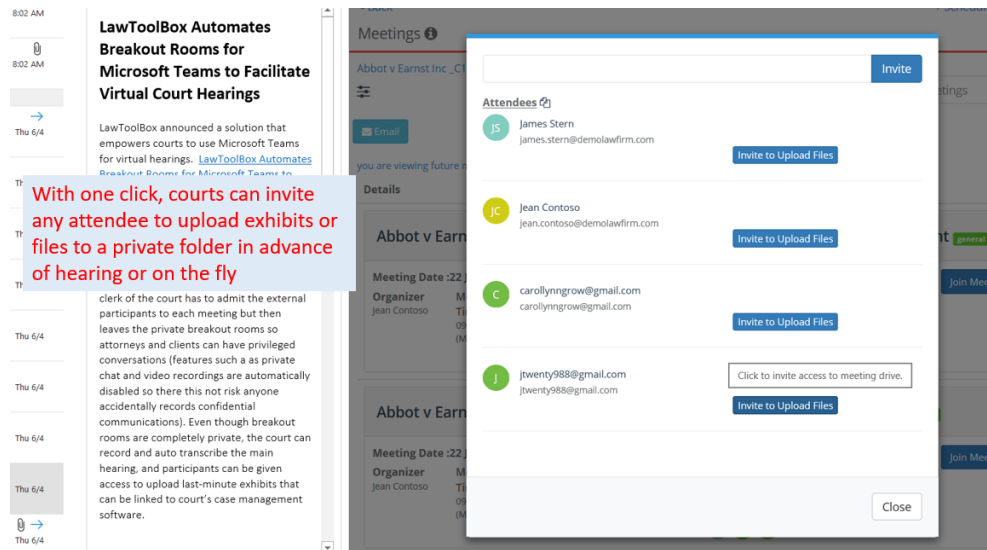


Meeting organizers can use LawToolBox to email every attendee a custom meeting dashboard with links to only those meetings they should join (so external users don't need any special software). For example, a judge's dashboard will have links to join a hearing and a sidebar breakout room, but attorneys on the case get invites to those same rooms plus a links to join a private breakout rooms to meet with their clients.

 Jean Contoso
To  Carol-Lynn Grow

Details	Attendees	Description
<p>Abbot v Earnst (C1)_MAIN HEARING - Summary Judgment Location: Microsoft Teams Virtual Hearing StartDate: 2020-06-05 09:00:00 EndDate: 2020-06-05 10:00:00</p> <p>Join Microsoft Teams Meeting Learn more about Teams</p>	<ul style="list-style-type: none"> James Stern Jean Contoso sudha.raj@lawtoolbox.com carollynngrow@gmail.com 	<p>This is the meeting for the main event called Summary Judgment Hearing. Attendees include the court, the parties and their legal counsel if any, and witnesses. Witnesses will be placed in the waiting room until admitted into the proceeding by the clerk.</p> <p>If the court approves any participant can be provided with a link to upload pre-marked exhibits or legal papers before or during the summary judgment hearing.</p>
<p>Abbot v Earnst (C1)_BREAKOUT-Sidebar Location: Microsoft Teams Virtual Meeting StartDate: 2020-06-05 09:00:00 EndDate: 2020-06-05 10:00:00</p> <p>Join Microsoft Teams Meeting Learn more about Teams</p>	<ul style="list-style-type: none"> James Stern Jean Contoso 	<p>This is a private breakout room for the court, counsel and pro se parties.</p> <p>When you join this meeting you will wait in the lobby until the clerk admits you.</p>

Before or during a virtual meeting, the organizer can use LawToolBox to invite any attendee to securely and safely upload exhibits and important documents to a SharePoint site that LawToolBox has automatically created. In seconds, an attorney can ask clients to share private files, or the court can ask a witness to provide a new piece of evidence.



The screenshot displays a web interface for a virtual meeting. On the left, a sidebar shows a list of messages with timestamps (8:02 AM, Thu 6/4). The main content area features a news article titled "LawToolBox Automates Breakout Rooms for Microsoft Teams to Facilitate Virtual Court Hearings". A red callout box is overlaid on the article, containing the text: "With one click, courts can invite any attendee to upload exhibits or files to a private folder in advance of hearing or on the fly". To the right, a "Meetings" window is open, showing details for a meeting titled "Abbot v Earnst Inc...". The "Attendees" list includes four participants: James Stern (js), Jean Contoso (JC), carollyngrow@gmail.com (C), and jtventy988@gmail.com (J). Each attendee has a corresponding "Invite to Upload Files" button. A "Close" button is located at the bottom right of the meeting window.

The organizer can use the custom templates described above to automatically construct meeting details and attendee lists (using roles) to create the breakout room in seconds.

Because these meetings are built on top of Microsoft Teams, they can be configured to protect privacy, guard against accidental disclosure of confidential information, built on a Microsoft hardened security platform:

- external attendees admitted from waiting rooms and do not have access to internal chat
- 7x7 gallery view with pop-out meetings, separate from Teams application
- organizers can mute all, remove one/all participants, end meeting, turn off video, turn on focus
- host LawToolBox virtual meetings and external file-sharing without need for guest access
- files, chat, recordings, transcripts only accessible internally, unless organizer shares externally
- all meeting content stays inside the client's Office 365 tenant
- schedule Microsoft Live Event to enable the public viewing via live stream a
- works with all versions of Office 365 - organizer can add call-in plan for minimal cost

Judges can use custom backgrounds of their courtroom to help attendees understand everyone's roles at a glance. Backgrounds of witnesses can be blurred so that their privacy is protected, and attorneys can watch an entire juries' facial expressions as testimony is delivered.

"When the Coronavirus hit, we shifted resources to deliver state-of-the-art solutions to help attorneys, legal aid, court reporters and courts get back to work, to create smart workplaces online, and to thrive together regardless of what the future throws at us." says Carol Lynn Grow, COO of LawToolBox. The ground underneath

LawToolBox .com

Press Release

our feet has shifted, people are nervous and still don't know when or if they will return to the office or courtroom, but LawToolBox users will be positioned to excel in any new paradigm that the future brings.

LawToolBox will onboard IT, end users and organizers this week so you can host events next week. LawToolBox makes it easy to learn more with [daily webinars](#) and the option to get started by [enabling LawToolBox](#) with one-month pilots, and Microsoft makes it easy to fast-track purchasing by allowing courts and legal departments to [add LawToolBox to their monthly Microsoft invoice](#).

When Microsoft launches Breakout Rooms for education and other use cases in the 4th Quarter of 2020, LawToolBox will host daily webinars demonstrating how LawToolBox incorporates additional breakout room functionality along with LawToolBox breakout room custom templates and role-based dashboard reports for each attendee.

Contact:

LawToolBox.com, Inc.
clg@lawtoolbox.com
303-759-3572