

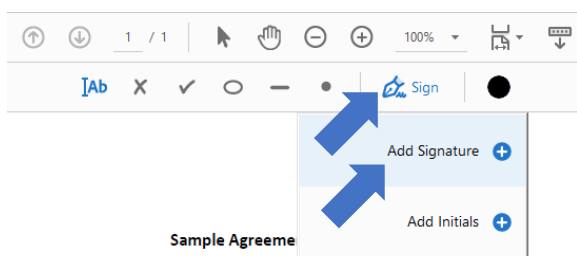
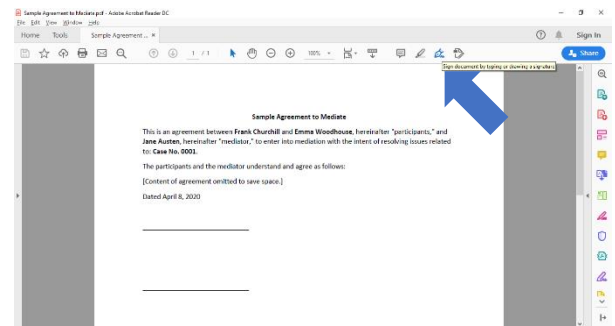
# Formalizing Agreements in a Zoom Mediation

In a face-to-face mediation, agreements to mediate are the first order of business, and often that preliminary agreement is formalized by signing a paper form. Similarly, many face-to-face mediations that produce an agreement conclude with the signing of a written contract. But in online mediation, how can these agreements be formalized? There are a couple options.

## Option 1: Formalize Agreement Via Email

If you choose to formalize agreements via email, ensure all participants are familiar with the technology to be used. Many participants are likely familiar with software that attaches digital signatures to PDFs, such as Adobe Acrobat, PDF Buddy, and others. Digital signatures take a variety of forms. It may be an image that mimics a handwritten signature, or it may be a digital signature certificate encoding the signature's attachment to the file. Alternatively, participants may prefer to print the agreement, sign a hard copy, and return the signed copy. All these options can be effective, provided the participants (and the mediator) know how to use the technology involved. This info sheet demonstrates how to sign and share an agreement to mediate using Adobe Acrobat Reader's signature function.

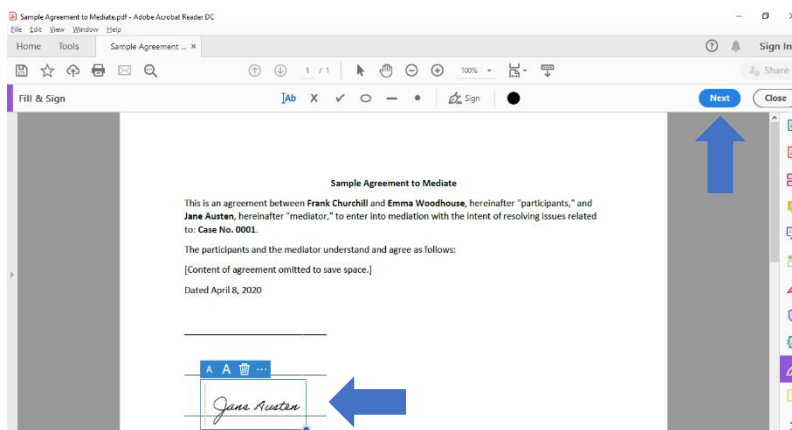
1. After preparing the text of the Agreement to Mediate. Save it as a PDF and open the PDF in Adobe Acrobat Reader.
2. Select Acrobat Reader's "Sign document" function on the right side of the upper toolbar. This opens the "Fill & Sign" toolbar.



3. On the "Fill & Sign" toolbar, click "Sign," then click, "Add Signature." This opens a window that enables you to create a signature by typing, drawing, or uploading an image. A typed signature is used for this demonstration.

Agreement between Frank Churchill and Emma Woodhouse, hereinafter "participants," and Jane Austen, hereinafter "mediator," to enter into mediation with the intent of resolving issues related to Case No. 0001.

4. Type your name next to the red arrow and click "Apply."

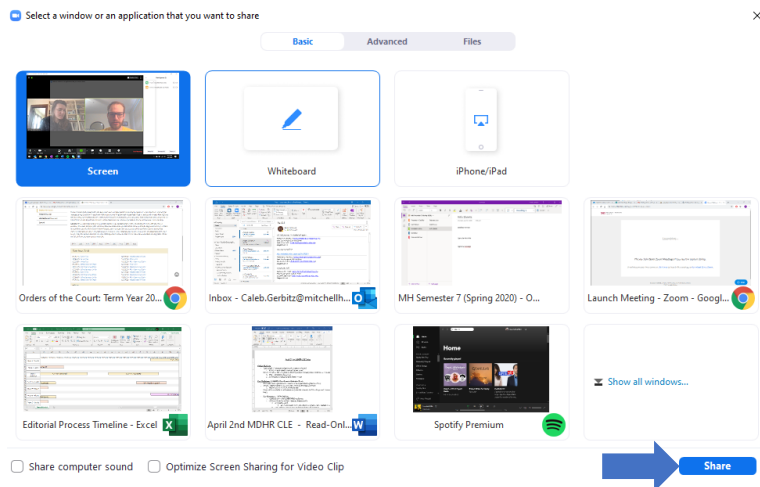
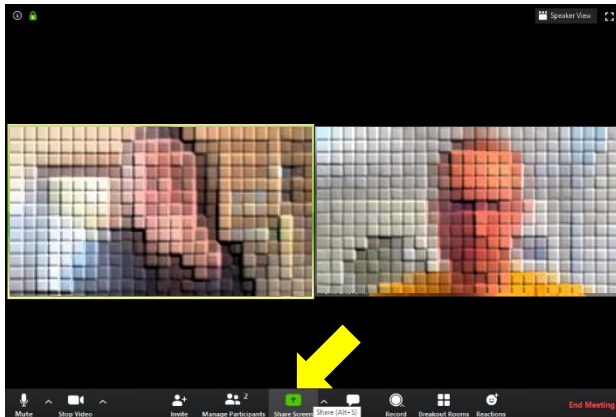


5. The window will close, returning you to the document to be signed. Your typed signature will attach wherever you click next, so navigate your cursor to the location you want to sign and click once. Your signature is attached.

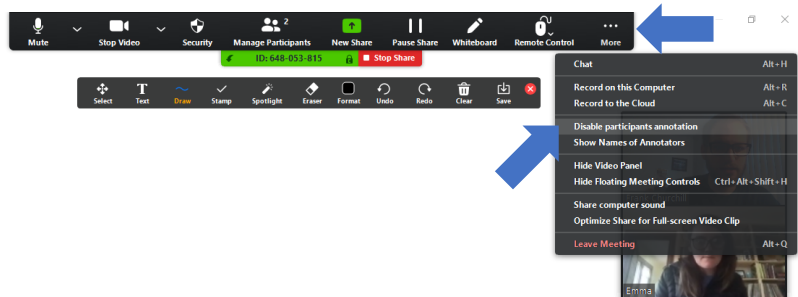
6. To save the signed, document, click "Next." This will give you the option to save the signed document as a new file. The new file can then be emailed to the next participant to sign. Once all participants sign the agreement, distribute copies to the appropriate individuals.

## Option 2: Formalize Agreement Within Zoom

1. Zoom’s “Share Screen” function enables participants to view and annotate an agreement on a shared screen. To share a screen with all participants, click the “Share Screen” function on the lower toolbar.



2. This launches a window asking what screen you would like to share. You have several options. One option is to use Zoom’s “Whiteboard” feature, which provides a blank space where all participants can contribute, either by drawing or typing. Another option is to share a Word document or PDF that contains the agreement. Click the desired option, then click “Share.”



3. After Zoom begins sharing your selected screen, select the “More” function on the upper toolbar. (If the upper toolbar is not visible, hover your mouse over the top center of the screen, and the toolbar will appear.) On the dropdown menu, ensure participant annotations are enabled. Participants will use the annotation functions, to sign the agreement.

4. Display the terms of the agreement. If you are using the whiteboard function, select the “Text” function on the floating toolbar, click where you would like to begin typing, and type the desired terms. If you are sharing a document, use that program’s typing functions. Indicate where participants should sign the agreement.

5. Direct participants to sign the agreement either by using the “Text” function or the “Draw function.” Displayed below are agreements displayed in the whiteboard feature (left) and a shared Word document (right).



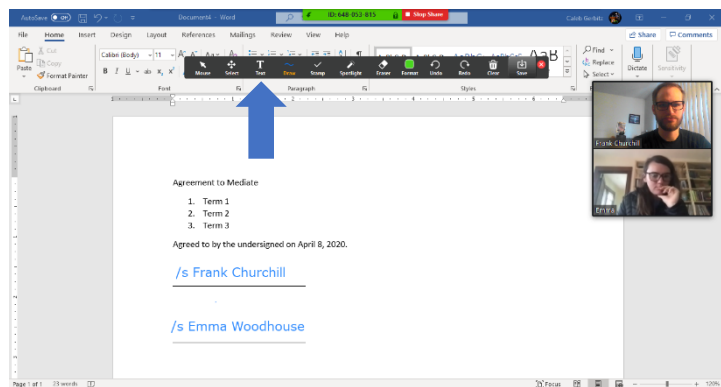
Terms of agreement:

- Term 1
- Term 2
- Term 3

The undersigned hereby agree on 4/6/2020.

Frank C.

S/ Emma Woodhouse



6. Save the signed agreement by selecting “Save” on the floating toolbar. By default, Zoom creates a folder titled “Zoom” in your “Documents” folder. Saved copies of signed agreement will be saved to that folder. Ensure that participants who should receive copies of the agreement do so.

