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ELECTRONIC COMMUNICATIONS POLICY

I, _____ (Client) hereby authorize Long Law Office, PC (LLO) and their office staff to send me email correspondence, requests for information, notice of court hearings, tax returns, bank and financial statements, medical and/or counseling records, and any other information relative to the progression of my case. This authority will remain in effect until written notice to revoke this authorization has been received by LLO.

I understand that incoming email communications will be reviewed and responded to as soon as possible, and it is my responsibility to follow up with the office if I have concerns that the message has not been received.

I understand the following:

1. That technology is ever-evolving and that electronic communications cannot be fully protected from unauthorized interception. No one can guarantee the security of any method of communication. However, mobile phones, electronic mail, electronic file sharing, and facsimile transmissions are particularly susceptible to compromise.
2. That in using electronic communications, I am doing so while aware of the dangers of such communications being intercepted. In order to prevent compromise, I will utilize unique passwords and access credentials to said electronic communication platforms known only by me.
3. That providing a mobile number, email address, using mobile or email communications or other means of electronic communication, Client is confirming that Client is the sole recipient of messages sent to this address, that no one else knows Client's login information, Client consents to the use of email communication by LLO.
4. That in using electronic communications, I pledge that I have taken all reasonable steps to ensure that the communication cannot be intercepted. Examples of these steps could be that Client has updated and kept confidential their login information, verified that only the intended recipient can read the email or Client has encrypted the email so that a third-person who intercepts it cannot read it.
5. Although the danger may seem remote, it Client's choice to use those devices and LLO cannot not guarantee or protect the security of said communications.
6. If I furnish LLO with a mobile phone number, email address, facsimile number, or other means of electronic communication, LLO can assume that it/these is/are acceptable forms of communication with Client.
7. Client recognizes that electronic mail may be stored and forwarded through several computer systems as part of data storage, migration, backup, and/or portability and in the regular and normal process of handling Client's case, and it is possible that someone may (legally or illegally) read Client's email and disclose it to someone. In light of this risk, however, Client covenants not to forward, electronically or physically, reproduce, transfer, deliver, or print and

deliver any message from my attorney to any other person without the express, written consent of LLO.

8. If Client uses a work-provided email, that employers, employer's data managers, or other agents of employer may have unlimited access to Client's attorney-client communications.
9. If Client communicates with LLO by means of an address, number, or platform other than what is provided in this authorization below, said address, number, or platform will be incorporated into this policy.

Understanding the risks of electronic communication, Client is aware of risks associated with such electronic communications, regardless of whether said risks are expressly set forth herein. I hereby indicate my preferences and consent for the following communication methods:

I give my consent for Long Law Office, PC to communicate with me by the following methods:

By email at: _____ Yes ___ No ___

By mobile* (call, SMS, text) at: _____ Yes ___ No ___

By facsimile at: _____ Yes ___ No ___

By file sharing (dropbox, google docs, iCloud, etc.)
at: _____ Yes ___ No ___

Signature

Date

**Communications transmitted to client's mobile device may originate from a computer (i.e. email to text).*

For Office Use Only

Test Email, Text or Other Sent and Received _____ Y/N

Client

Long Law Office, PC