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Overview

Federal and state laws permit companies (including insurance companies and financial services firms) to complete a full-range of internal and customer-facing business processes using electronic signatures and electronic delivery methods. More and more, companies are seeking to supplement traditional channels with e-processes to reduce costs, increase efficiencies and improve customer satisfaction. Key considerations include determining what e-processes would be beneficial for your business and which business processes or work flows would be logically converted to an e-process.

Locke Lord Bissell & Liddell LLP's Technology Transactions Group provides an in-house ESIGN workshop describing the relevant risks and mitigants surrounding e-processes, including electronic signatures, voice signatures and e-delivery. This interactive presentation includes an overview of the laws, a review of the risks of such e-processes, and description of a framework for designing and implementing an effective e-process.

ESIGN Workshop Agenda

Below are some of the topics that can be covered in the in-house ESIGN workshop:

- Preliminary Questions and Concerns
- A Proposed Process/Product/Channel for ESIGN Process as Working Example
- 6-Point Framework for an Effective ESIGN Process
- Overview of E-Signature Laws
- Methods of Obtaining Electronic Signatures
- Consumer Disclosure Issues
- Consumer Consent: When are They Required?
- Voice Signatures
- Audit Trails
- Vendor Options
- E-Delivery as Sole Method of Delivery
- Methods for Verifying Identity of Persons
- Methods of Securing the Document of the Signature
- Case Law and Regulatory Update
- Questions and Answers

6-Point Framework

Clients have often asked us to help them understand the risks associated with designing and implementing an effective electronic signature and electronic delivery process, as well as help them find

ways to mitigate such risks. Over time we have compiled a 6-point framework for analyzing the concerns routinely expressed by companies as to why they are reluctant to adopt an e-contracting approach. The 6-point framework serves as a common set of reference points for designing and implementing the e-process.

We have helped multi-disciplinary teams (involving IT, Compliance, Legal, Operations, HR, and Risk Management) design effective e-processes where the risks are at or below the levels of risks using traditional methods in a user-friendly way.

Why Locke Lord Bissell & Liddell LLP?

We have helped a number of clients successfully design and implement effective electronic signature processes, in particular in the insurance and financial services areas. We have worked with a number of electronic signature vendors and understand the role technology plays in an effective e-process.

Further, we have conducted mock trial presentations involving actual state court judges where the focus of each trial was the use of electronic signatures. Both mock trials illustrated the challenges of actually enforcing documents signed using electronic signatures.

The Technology Transactions Group helps clients design, implement and execute tactics and strategies to navigate the rapidly changing eBusiness landscape, including all aspects of marketing, soliciting and completing business over the internet and via other electronic means.

Our lawyers have diverse backgrounds to effectively and efficiently respond to all client needs. We can help you exploit strategic opportunities and to protect your interests because we have the experience to help you execute your objectives. The Technology Transactions Group doesn't just help you compete, we help you win.

If you have questions regarding Electronic Signatures, or would like to schedule an in-house ESIGN workshop, please contact your Locke Lord attorney or one of the following members of the Technology Transactions Group.

(Continuing legal education course accreditation may be available as well.)