

## Virtual Sheriff Sale Technology Information

**This Sheriff's Sale will be recorded through the Microsoft Teams application for documentation and legal purposes**

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### **How to Attend the Sale:**

The Allegheny County Sheriff's Real Estate sale will be conducted on live on Microsoft Teams. While one can participate by either the Microsoft Teams web version or install the Microsoft Teams application to a desktop or mobile device, it is highly encouraged to use the Microsoft Teams application. Judgment creditors and bidders will also need to register with Sheriff's office to be able to attend and participate in the sale. If you would just like to view the public sale without bidding, we will be streaming the Sheriff's sale live on our Facebook page.

### **Account requirements:**

It is recommended that you create or use an existing account for the Microsoft Teams application. You must be registered with the Sheriff's Office to participate in the Sale. Using a created account with Microsoft Teams will make attending the Sale much easier and mitigate connection issues.

### **When Initially Joining the meeting:**

Please attempt to start logging into the virtual sale at 8:30 AM as the sale is scheduled to start at 9 AM. Each participant will be placed into a virtual lobby prior to entering and your registration will be confirmed before you are admitted to the sale. We ask for your patience while we admit the registered attendees.

Participants are encouraged to log in early to acclimate to the format and to be certain that their equipment is functioning.

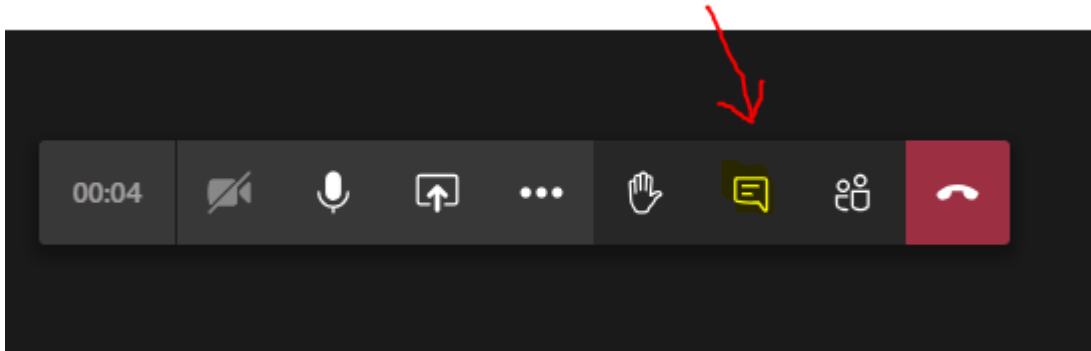
### **When joining the meeting:**

Please mute your microphone and turn off your camera, if you have one on your device. The Sheriff's office will be muting everybody who does not have their microphone muted. The main form of communication for bidders will take place in the chat window which is described in the next informational paragraph.

The only screen you should be able to see is the Power Point presentation document and Sgt. Dascola in the lower part of the screen. You will see attendee initials at the bottom of the screen and if somebody is speaking Microsoft Teams should highlight that participants initials to indicate they are speaking

### **Chat Window and Bidding Protocol:**

Bidding will only take place in the Chat Window. To use the Chat feature you will click the chat button in the Microsoft Teams application menu that pops up on the main screen. Below is a screenshot of the Chat button you will use. It will open a chat window on the right side of the Microsoft Teams application for you to see the conversation and bidding. Please do not ask questions in Chat window during bidding. We will attempt to answer questions before the start of Sale.



### **Virtual Behavior during Sheriff Sale:**

This is a judicial sale. We ask that all participants conduct themselves in a professional manner so that the virtual sale can go smoothly with minimal disruption. Participants who cause intentional disruptions will be warned once and if disruptions reoccur, will be removed from the sale. Any accidental disruptions will be handled on per case basis, we all make mistakes from time to time and if it is not on purpose, you can continue in the meeting. Any vulgar comments not pertaining to the Sale will be removed immediately.

### **Questions during Sale:**

Questions will only be dealt with prior to the live meeting and only before the sale starts to go live with bidding. Any other questions will need to wait until the end to limit disruptions.

**ABOVE WE ASK ALL PARTICIPANTS TO HAVE PATIENCE.** This is a new process for everybody involved and the meeting will take longer than an in-person sale would. So, we ask for patience while we all go through this process together.

**Practice Sheriff Sales:** (I suggest that we keep this in for the first couple sales so we educate users, maybe schedule them once a week on Wednesday in July and August as the universe of participants is not identical in every sale and then as we move forward we can do it less often or have a tutorial/ demo)

Creditors' counsel and bidders are encouraged to contact Aaron Sedlitsky with the Allegheny County Sheriff's Office if they wish to participate in the practice sales which will be scheduled on (TBD).

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