

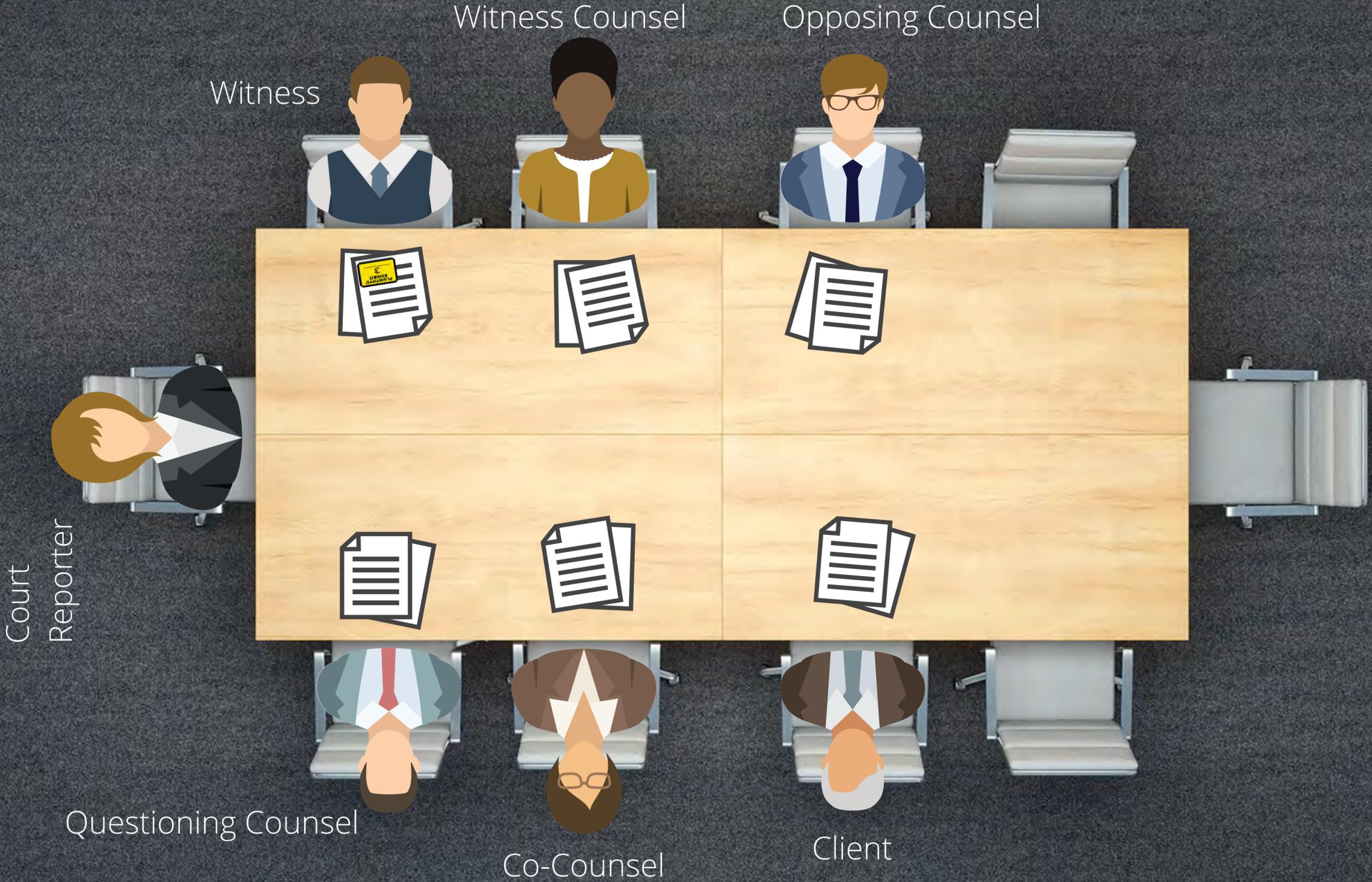
REMOTE PROCEEDINGS



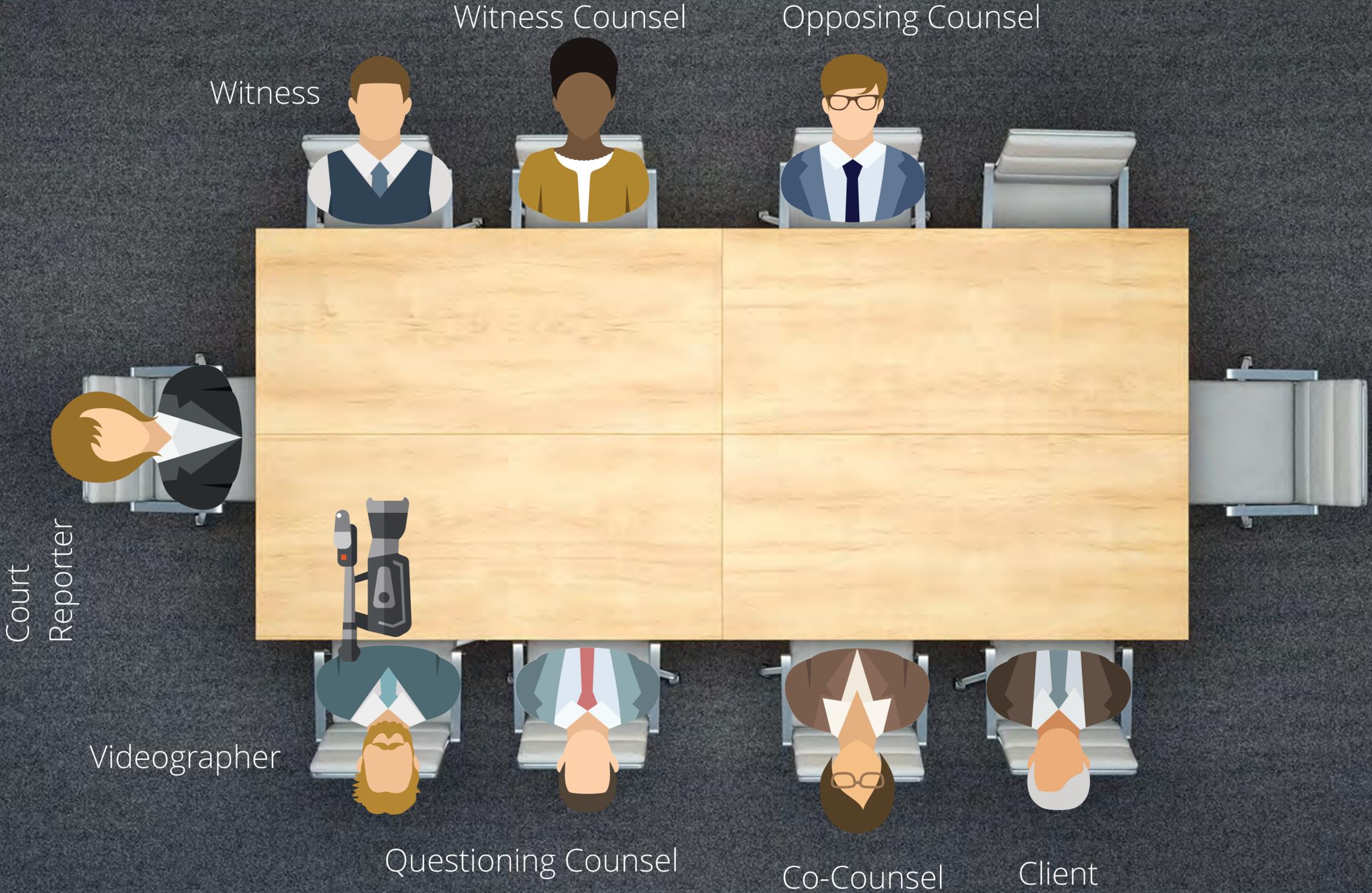
IN-PERSON DEPOSITION SETUP



IN-PERSON DEPOSITION



IN-PERSON DEPOSITION



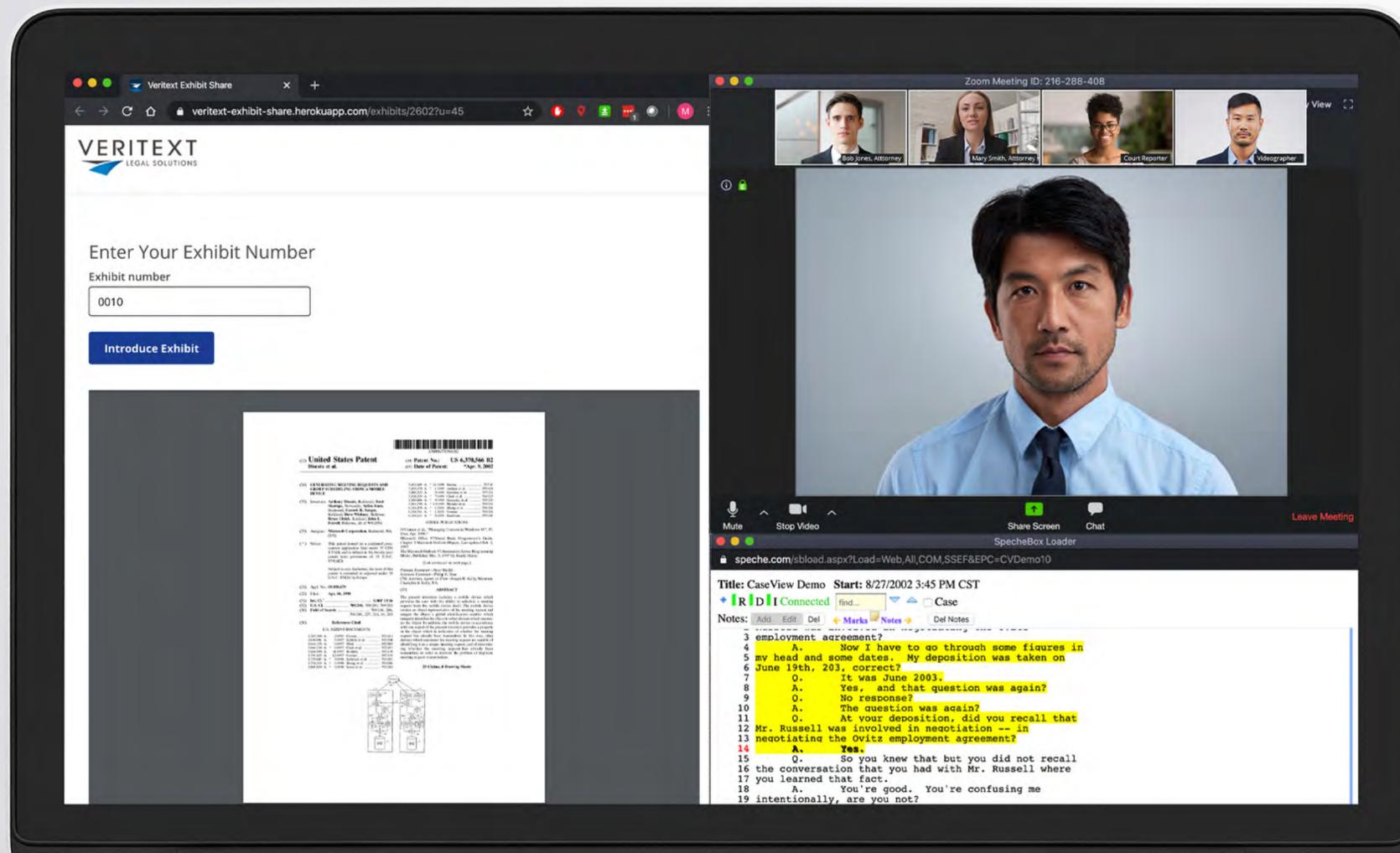
FULLY REMOTE DEPOSITION



KEY CONSIDERATIONS

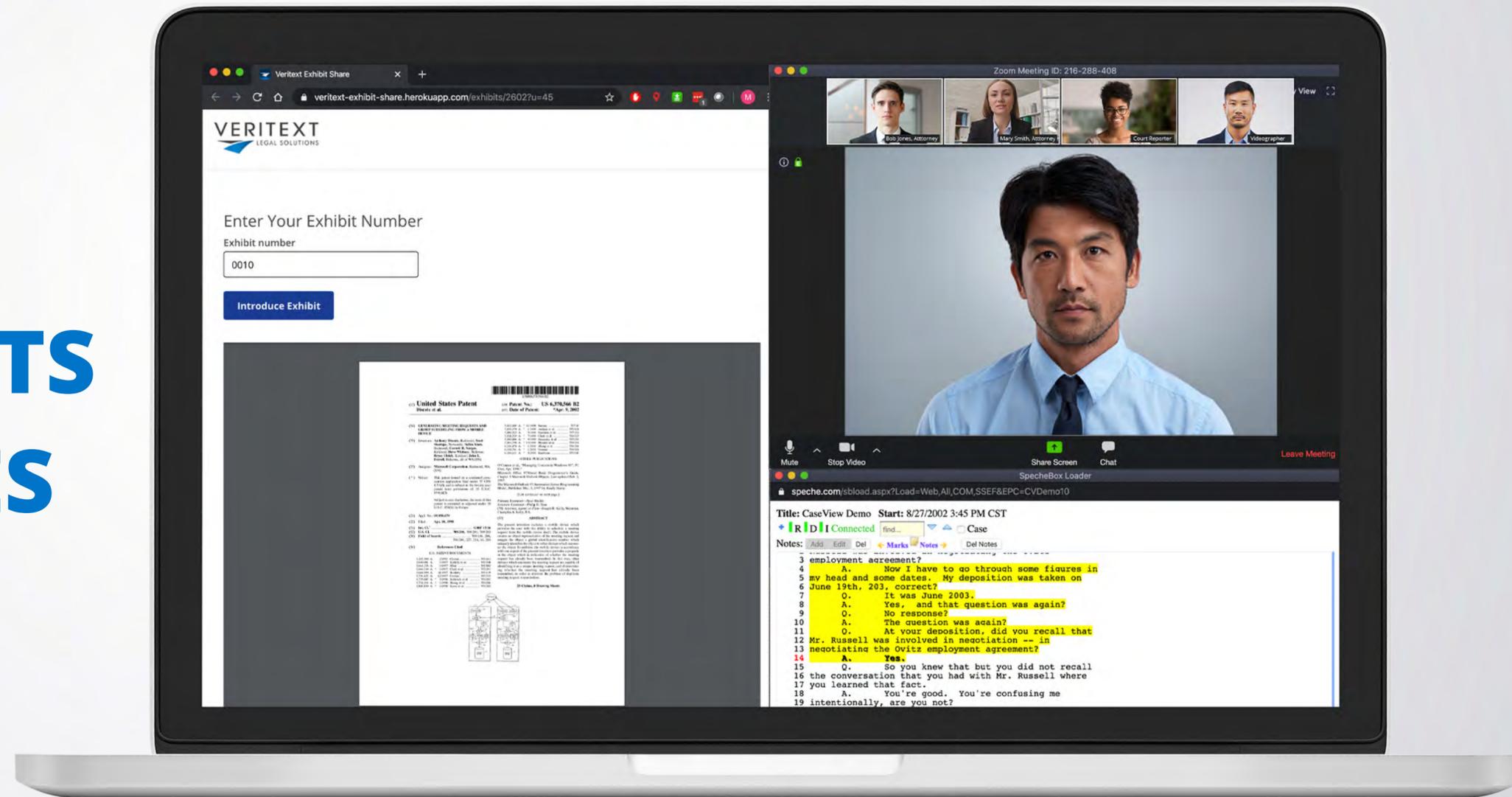
KEY REMOTE CONSIDERATIONS

- ✓ **PREPARE & TEST**
- ✓ **CONNECT EARLY**
- ✓ **CAPTURE THE RECORD**
- ✓ **EXHIBITS**
- ✓ **VIDEOGRAPHY**



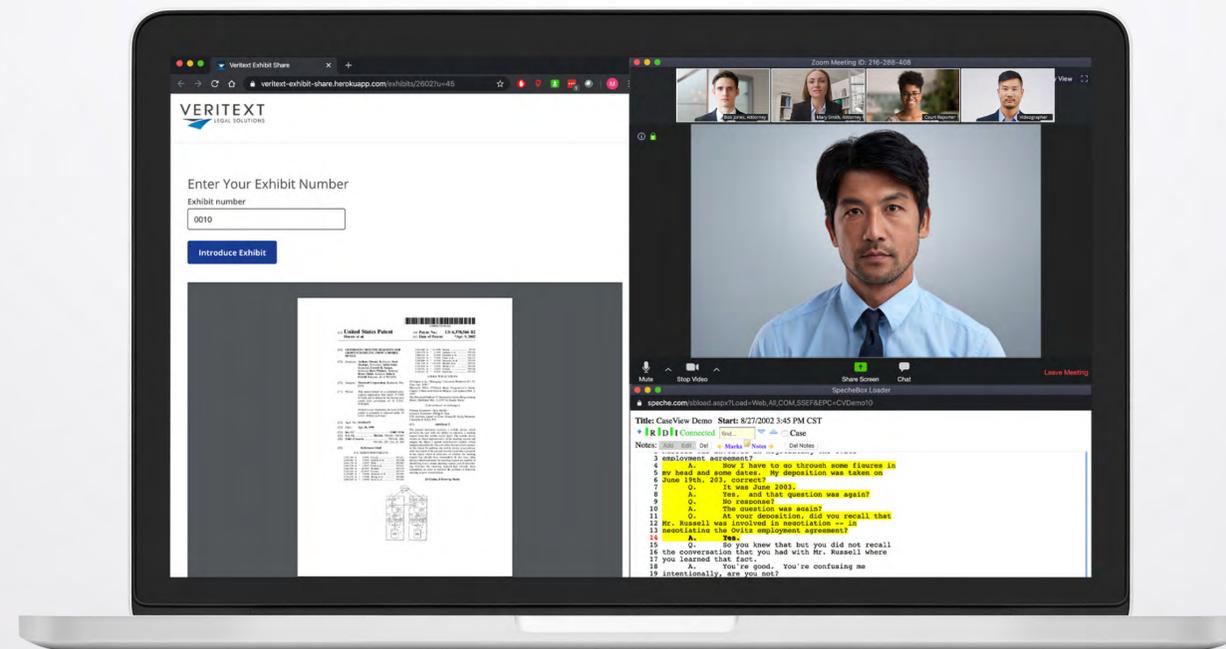
ADDITIONAL CONSIDERATIONS

- ✓ STIPULATIONS
- ✓ BREAKOUTS
- ✓ MARKING EXHIBITS
- ✓ TECHNICAL ISSUES



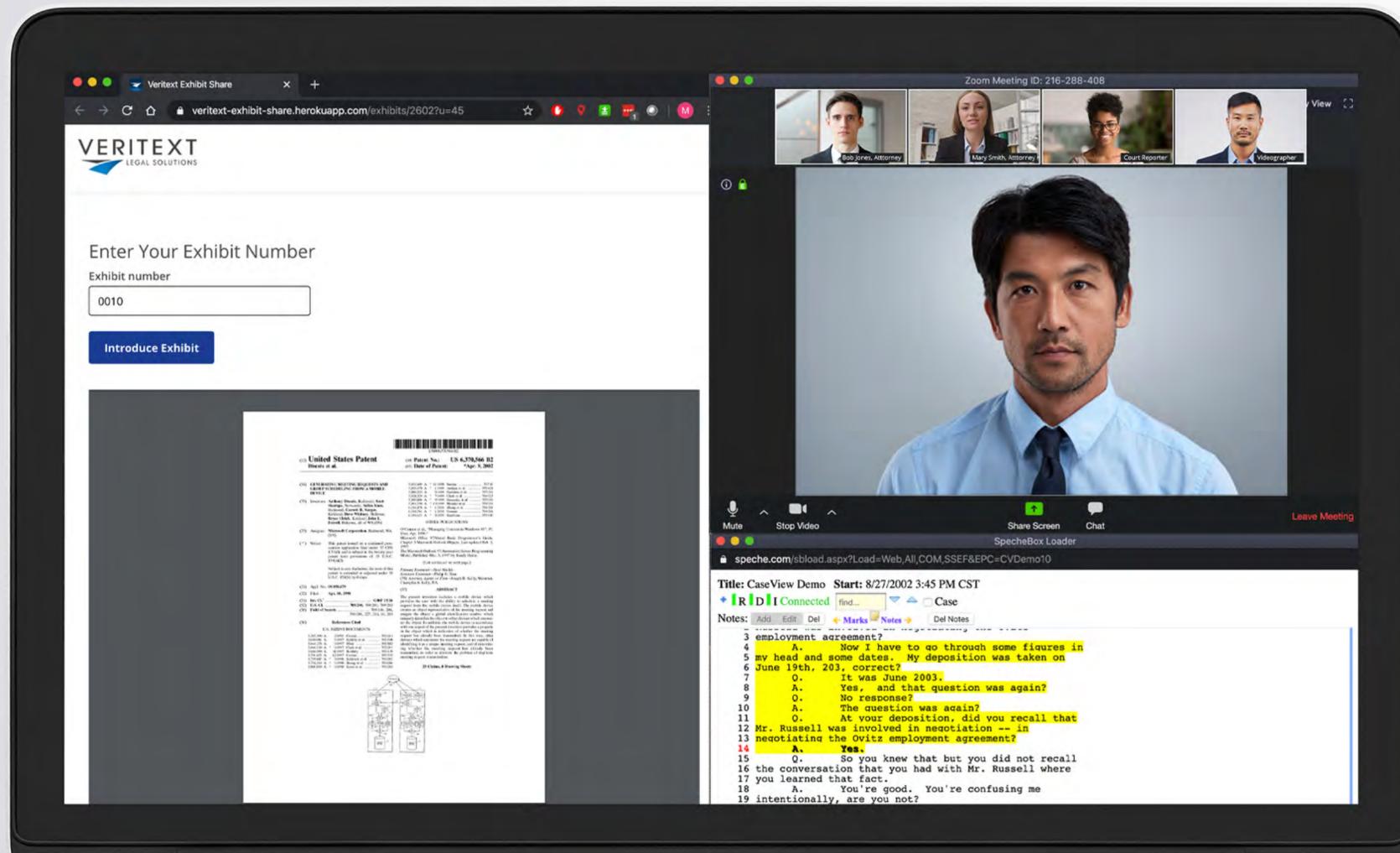
PREPARATIONS

- ✓ All participants receive credentials
- ✓ All participants have adequate connectivity
- ✓ All potential exhibits are ready
- ✓ Setup at least 30 minutes prior
- ✓ Participants review our practice guide

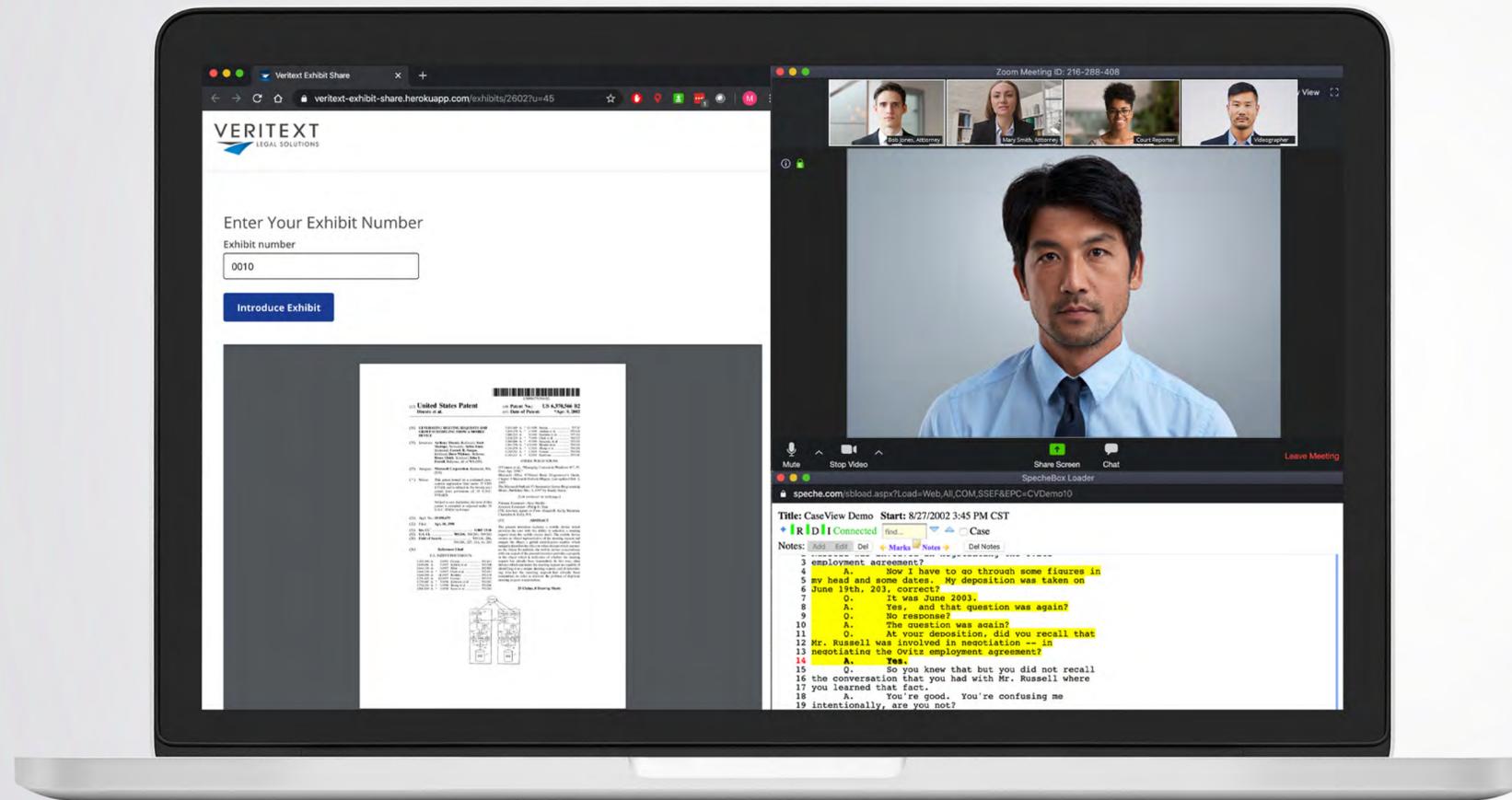


REMOTE DEPO COMPONENTS

- ✓ VIDEO
- ✓ AUDIO
- ✓ EXHIBITS
- ✓ REALTIME
- ✓ VIDEOGRAPHER



REQUIREMENTS



Recommended ~1.5 MBps



TESTING BANDWIDTH

RECOMMENDED BANDWIDTH

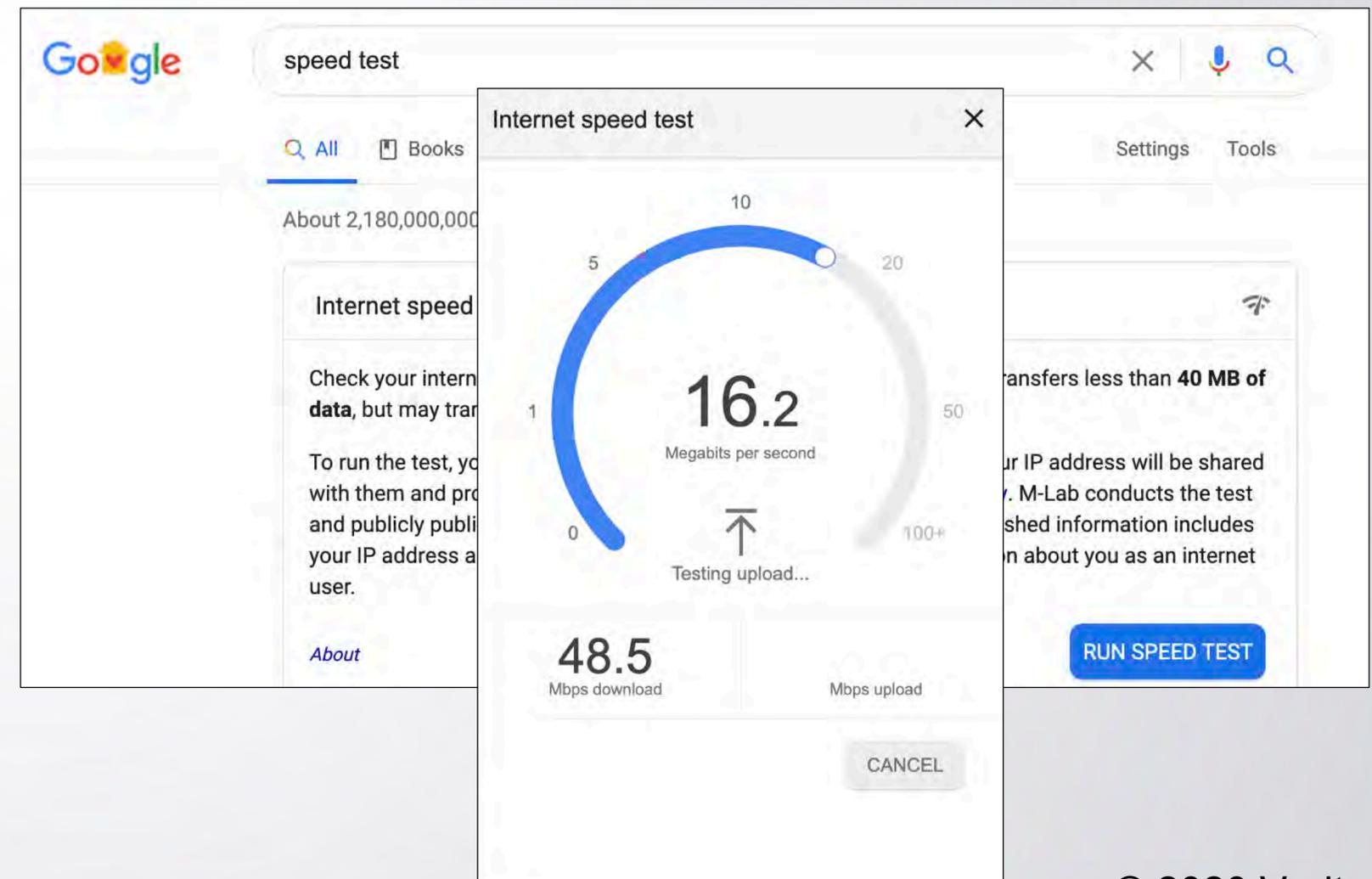
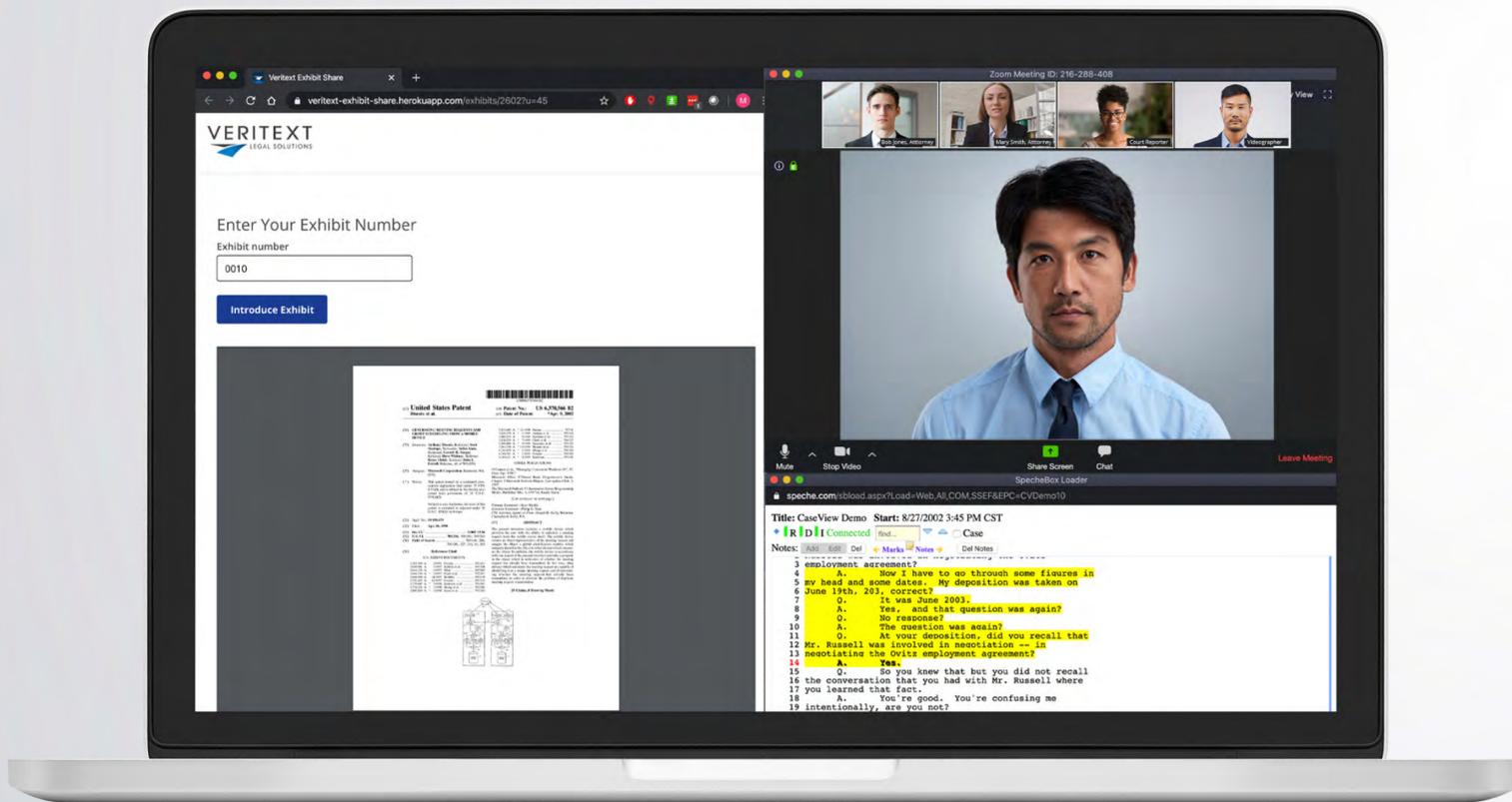
~1.5 MBps Download

~1.5 MBps Upload

HOW TO TEST:

www.SpeedTest.net

or, just Google “Speed Test”



NOTICE LANGUAGE

1 Jane Attorney; SBN 234234
LAW OFFICES OF JANE ATTORNEY
2 123 Any Street
Anytown, California 92663
3 Tel: (555) 555-555
Attorney for the Defendant
4
5
6
7
8 **SUPERIOR COURT OF CALIFORNIA**
9 **COUNTY OF ORANGE**
10 **CENTRAL JUSTICE CENTER**
11 JOHN SMITH,) Case No.: 03CL42341
Plaintiff,)
12 vs.) **NOTICE OF DEPOSITION**
13 JANE DOE.)
14 Defendant.)
15
16
17
18 To each party and to the counsel of record for each party:
19 You are hereby notified that the deposition of JOHN SMITH will be taken on 06/22/2020 at 20
Corporate Park, #350, Irvine, CA 92606, commencing at 09:00 and continuing from day to day
21 thereafter until completed.
22
23 You are further notified that:
24 The deposition proceedings will be recorded both stenographically and by video recording.
25
26 A list of all parties or attorneys for parties on whom this Notice of Deposition is being served is
27 shown on the accompanying proof of service.
28 ///

NOTICE OF DEPOSITION - 1

NOTICE IS FURTHER GIVEN that we reserve the right to conduct this deposition utilizing the secure web-based deposition option afforded by Veritext or in the alternative video teleconferencing (VTC) services offered by Veritext (“Web Deposition”) or telephonically only to provide remote access for those parties wishing to participate in the deposition via the internet and/or telephone. Also take notice that, the court reporter may also be remote via one of the options above for the purposes of reporting the proceeding and may or may not be in the presence of the deponent. Please contact the noticing attorney at least five (5) calendar days prior to the deposition to advise that it is your desire to appear via this remote participating means so that the necessary credentials, call-in numbers, testing and information, if necessary, can be provided to you prior to the proceedings. In addition, we also reserve the right to utilize instant visual display technology such that the court reporter’s writing of the proceeding will be displayed simultaneous to their writing of same on ones laptop, iPad, tablet or other type of display device connected to the court reporter.

Available at <https://www.veritext.com/remote/>

The materials available or information discussed on these slides are for informational purposes only and not for the purpose of providing legal advice. You should not act upon any such information without first seeking qualified professional counsel on your specific matter or reviewing the rules in your jurisdiction.

PREVENTING UNAUTHORIZED ACCESS



**SECURITY
CERTIFICATIONS**



**IDENTIFICATION
PROTOCOLS**



**PRESENTATION
PROTOCOLS**



**ENCRYPTION
ASSESSMENT**



**WAITING ROOM
PROTOCOLS**



CONNECTING TO A SESSION

MyVeritext

Remember Me

log in

[forgot password?](#) | [need a login?](#)



To access transcripts and exhibits on the go download the Veritext Mobile App!

[Apple Store](#) | [Play Store](#)

[Terms of Service](#)

Snap Scheduling

[click here to learn how it works](#)

Drag and drop your Depo Notice here to schedule in one Easy Step!

[Or Browse Files \(Max 20M\)](#)

Please call us for next day booking!

[Click for local Veritext location](#)

Calendar

Recently Scheduled

No Recent Schedule Found.

Recently Uploaded

No Recent Upload Found.

Snap-scheduled Jobs (0)

No Snap Schedule Found.

[View Full Schedule](#)

[Veritext Resource Library](#)

Toolkit

Schedule

Calendar

Search

Recent Files

Live Sessions

CLE Webinars



See what legal professionals are praising as the new "totally time saving" way to book a reporter!

TRY IT ABOVE!

SNAP SCHEDULING

Drag. Drop. Done.

Upcoming Live Sessions:

Are you ready for your Live Sessions? (Follow the steps below!)

- 1** Take the Veritext Virtual Self Test. (Takes less than 5 minutes!) [Take the Self Test](#)
- 2** For Veritext Virtual depositions notify Veritext if you plan to use the realtime or electronic exhibit features by contacting 866.642.9574 or support@veritextvirtual.com, up to 48 hours before the session.
- 3** Click the "Join Now" button next to your session, connect to the audio and identify yourself to the other participants.

For more resources on how to get started and conduct great live sessions [click here!](#)

Virtual Zoom Sessions:

[Test Connection](#) Sessions (2)

The Zoom meeting will open one hour before the deposition.

This Week

TODAY, JUNE 29

OC 4161190 | Jones vs. Smith

10:00 AM PDT

[Join Now](#)

TOMORROW, JUNE 30

OC 4136574 | Demo vs. Case

9:30 AM PDT

[Join Now](#)

Schedule



Veritext Virtual
Remote Depositions

Depose witnesses remotely and share exhibits in realtime with up to 100 participants. Must be scheduled 48 hours in advance.

[SCHEDULE A VIRTUAL DEPOSITION](#)



Discover How to Take Successful Video
Depositions

Download our Complimentary E-book

Ninety percent of people remember what they hear and see. That's why it's critical that your visual media is carefully created! Don't let traffic, distracting wallpaper or a witness's extravagant jewelry take center stage during testimony. Learn from the basic tips in our easy-to-read, "Taking Successful Video Deposition" e-book. Crafted from advice and articles supplied by our expert video team, this how-to guide will help you produce the best video record possible.

[DOWNLOAD E-BOOK](#)



Launching...

Please click **Open zoom.us** if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

If you cannot download or run the application, [start from your browser](#).

Copyright ©2020 Zoom Video Communications, Inc. All rights reserved.
Privacy & Legal Policies

Trouble joining? If you haven't already, update to the latest version of Zoom





Zoom Meeting ID: 253-222-811



Bob Jones, Attorney



Mary Smith, Attorney



Court Reporter



Videographer

Gallery View

Chat

From John Smith, Attorney to Everyone:

We should take a lunch break.

From Me to Everyone:

I agree. We will start back in 1 hour.

From John Smith, Attorney to Everyone:

Sounds good.

To: Everyone

Type message here...

Mute

Stop Video

Participants 2

Chat

Share Screen

Record

Reactions

Leave Meeting

Zoom Meeting ID: 253-222-811



Gallery View

Chat

From John Smith, Attorney to Everyone:

We should take a lunch break.

From Me to Everyone:

I agree. We will start back in 1 hour.

From John Smith, Attorney to Everyone:

Sounds good.



EXHIBIT DISTRIBUTION

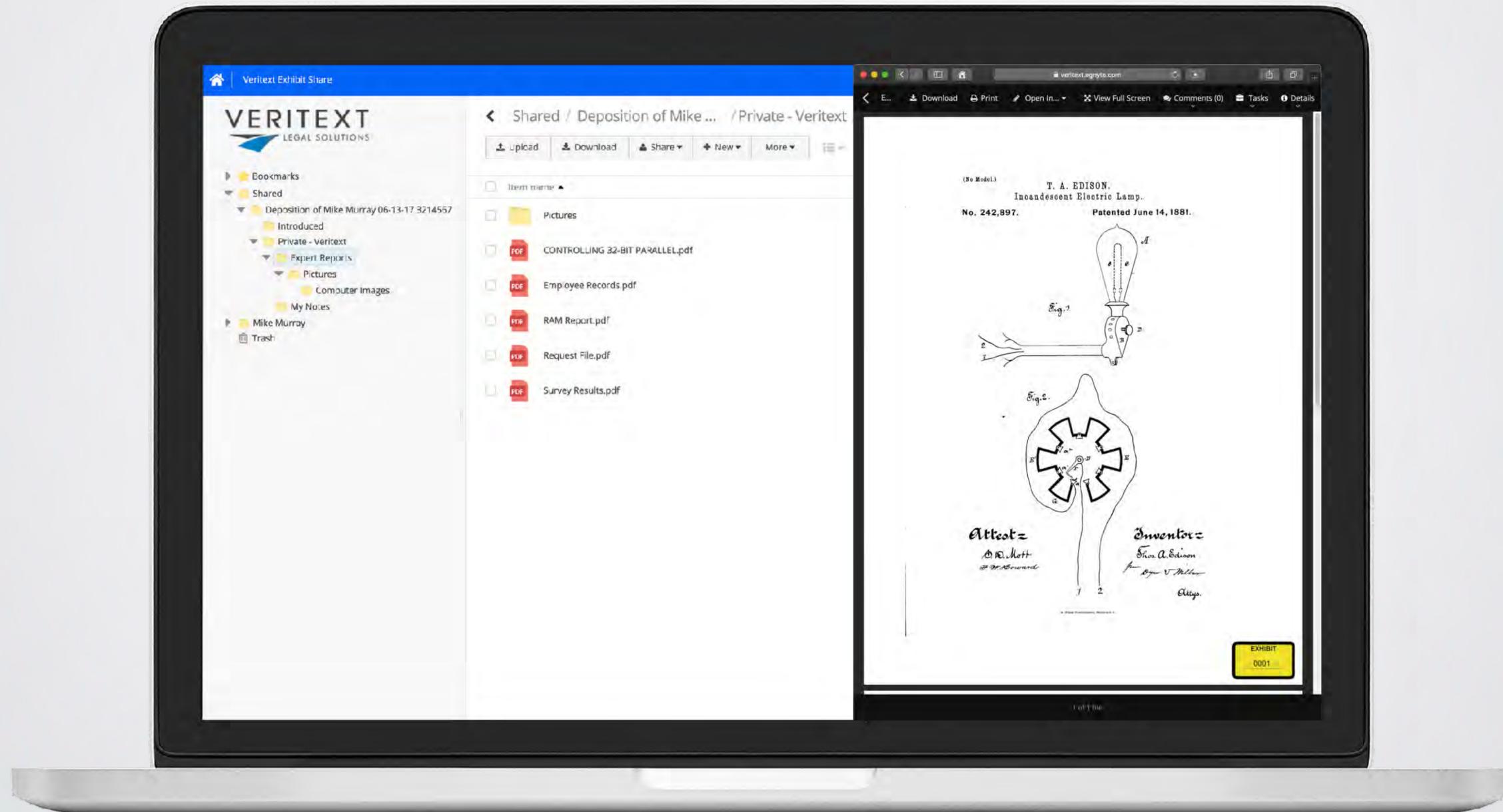
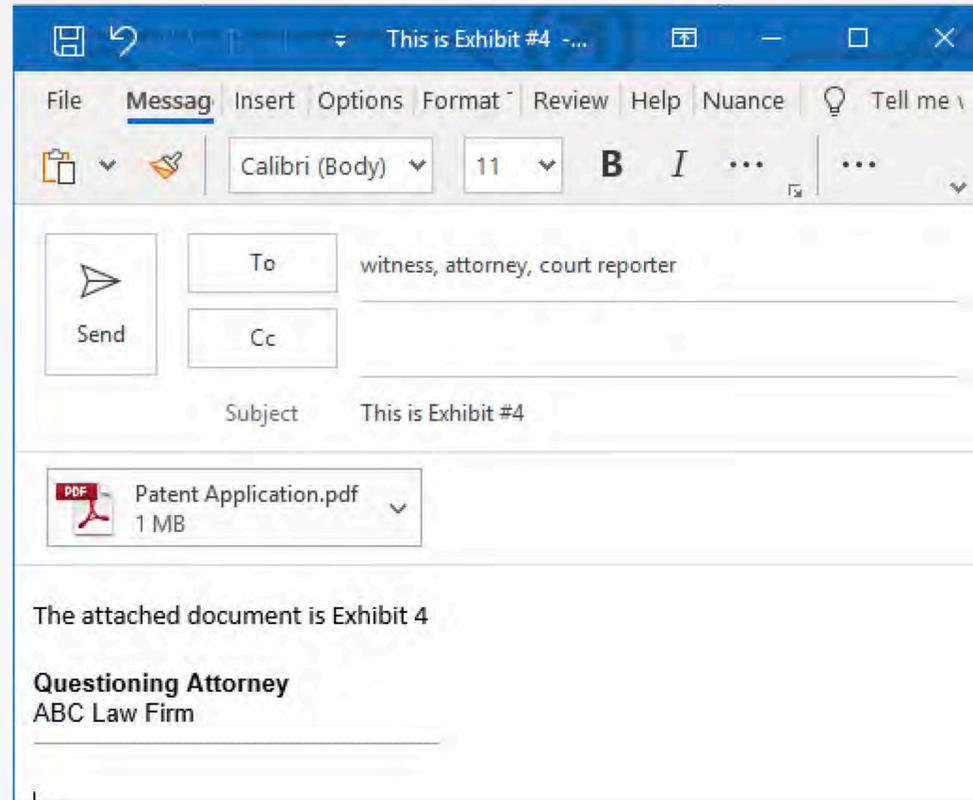


EXHIBIT DISTRIBUTION



SENT IN ADVANCE

Exhibits sent in advance to the witness and all other parties. This can be done physically or digitally.



SENT ONE AT A TIME

Exhibits are sent one at a time to the witness and all other parties. **NOT RECOMMEND** for sensitive documents.

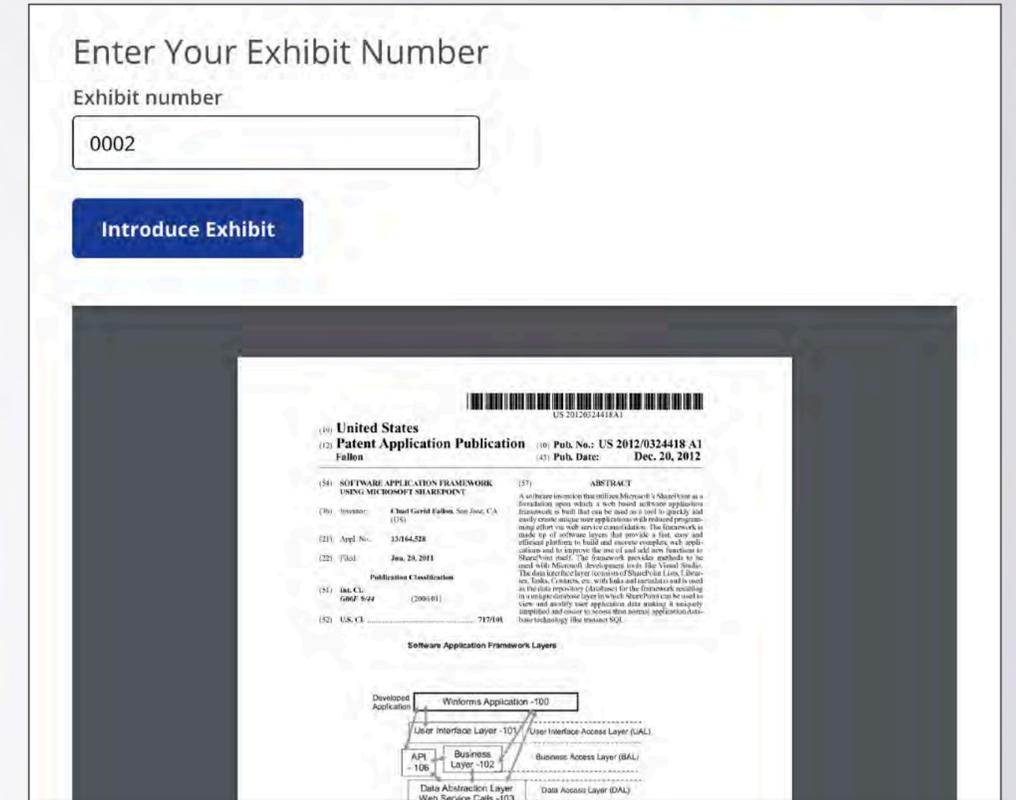


EXHIBIT SPECIFIC TOOL

A specific exhibit sharing tool is utilized to mirror the paper exhibit process.

INTRODUCING EXHIBITS - BEST PRACTICE

EXHIBIT SHARE

GO!

BY VERITEXT

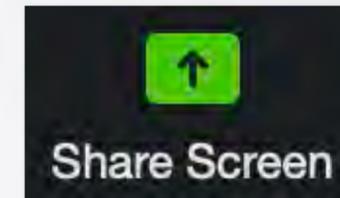


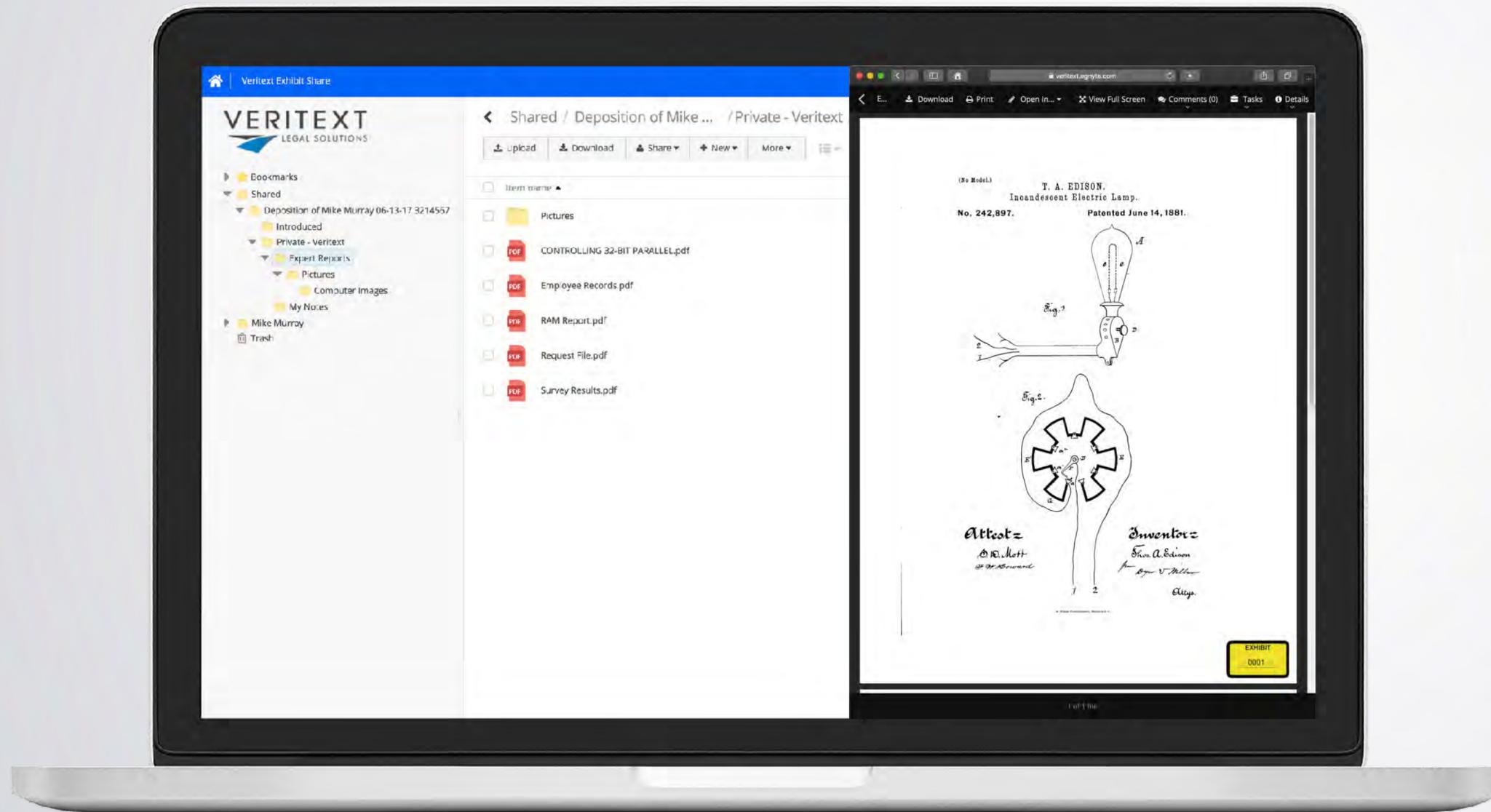
EXHIBIT DISTRIBUTION

- Exhibits introduced electronically using Exhibit Share
- All parties can access the exhibits as they are introduced
- Reporter and Veritext will have an automatic copy available at the end of the proceeding

DISPLAY & MARK UP

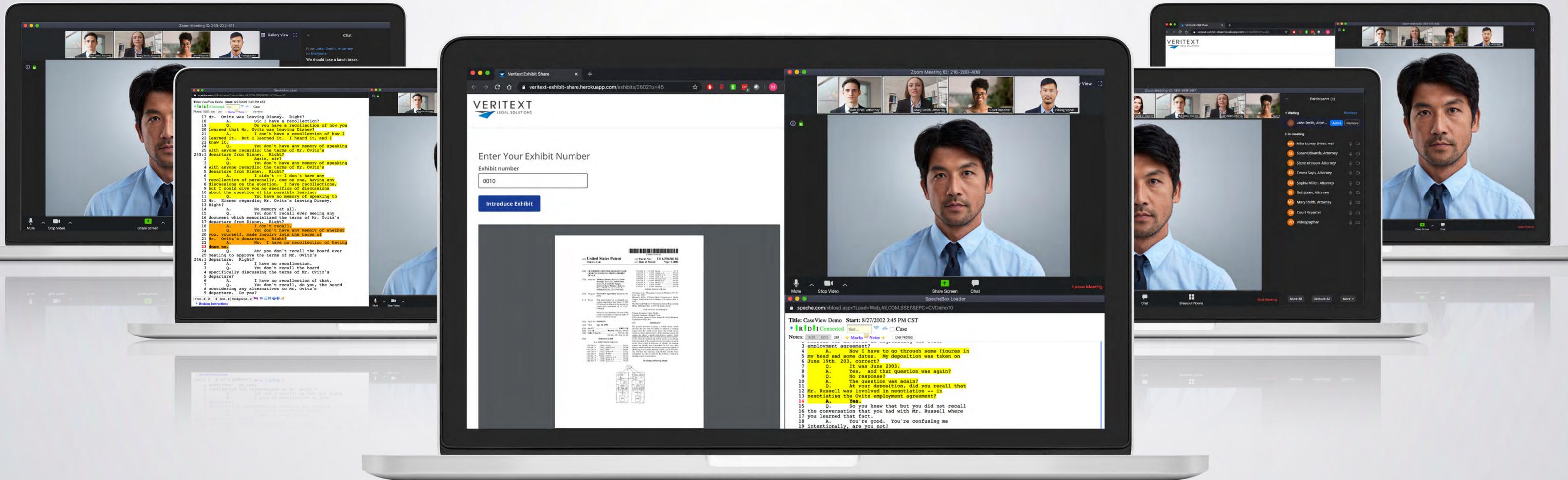
- Display the exhibits using the Zoom screen share feature
- All parties can view the documents
- Witness can use Zoom annotation tools to mark-up the exhibit

INTRODUCING EXHIBITS



DEMO

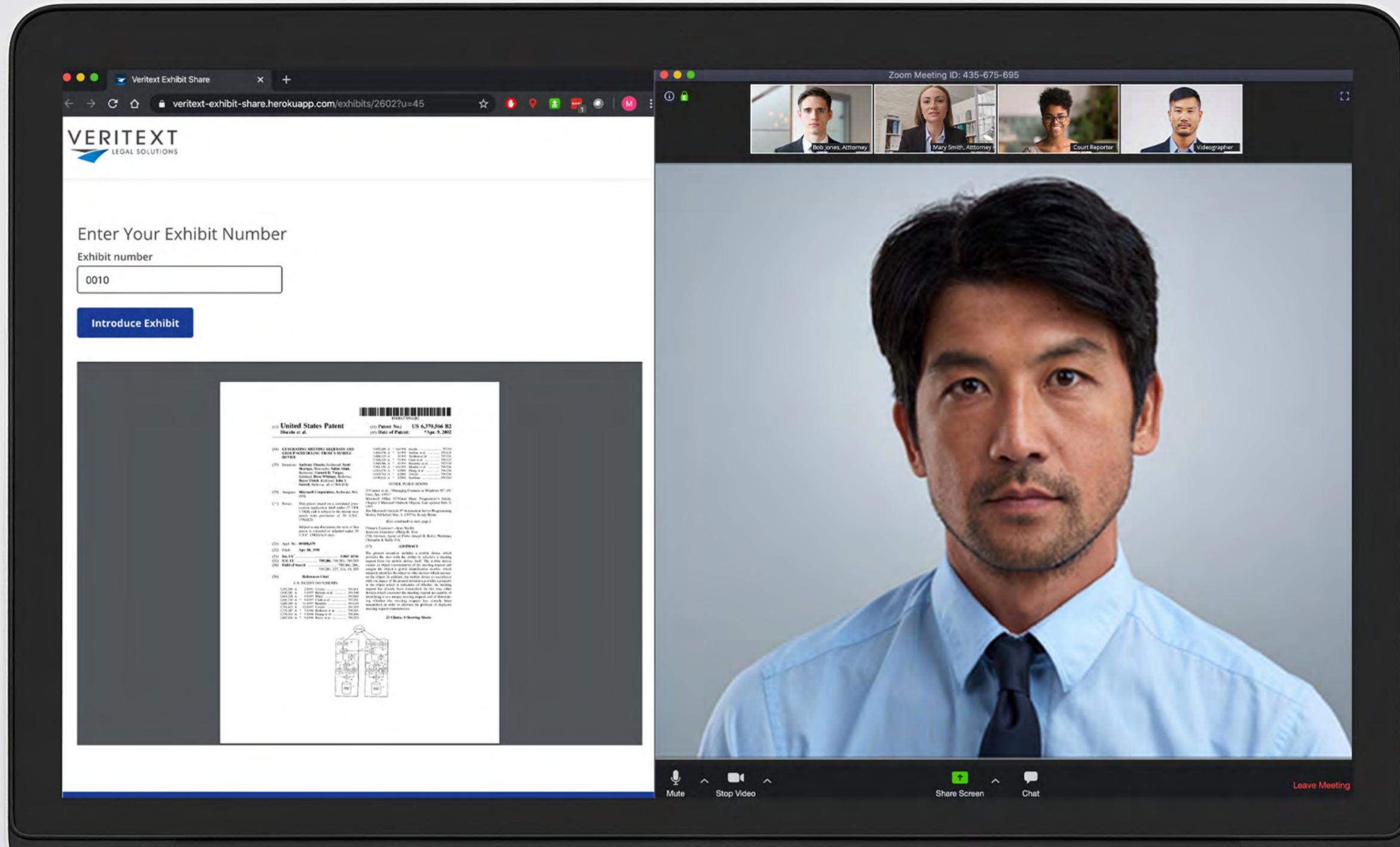
PARTICIPANT VIEWS



VIDEO ONLY VIEW



VIDEO & EXHIBITS VIEW



VIDEO & REALTIME VIEW

The image shows a laptop screen with two windows. The left window is a web browser displaying a legal transcript titled "CaseView Demo" with a start time of "8/27/2002 3:45 PM CST". The transcript contains a Q&A session about Mr. Ovitz's departure from Disney. The right window is a Zoom meeting interface showing a video feed of a man in a light blue shirt and dark tie. The Zoom meeting ID is "435-675-695". The Zoom interface includes a top bar with participant thumbnails (Bob Jones, Attorney; Mary Smith, Attorney; Court Reporter; Videographer) and a bottom control bar with options for Mute, Stop Video, Share Screen, Chat, and Leave Meeting.

SpecheBox Loader
speche.com/sbload.aspx?Load=Web,All,COM,SSEF&EPC=CVDemo10

Title: CaseView Demo Start: 8/27/2002 3:45 PM CST
+ RDI Connected find... Case
Notes: Add Edit Del Marks Notes Del Notes

17 Mr. Ovitz was leaving Disney. Right?
18 A. Did I have a recollection?
19 Q. Do you have a recollection of how you
20 learned that Mr. Ovitz was leaving Disney?
21 A. I don't have a recollection of how I
22 learned it. But I learned it. I heard it, and I
23 knew it.
24 Q. You don't have any memory of speaking
25 with anyone regarding the terms of Mr. Ovitz's
245:1 departure from Disney. Right?
2 A. Again, sir?
3 Q. You don't have any memory of speaking
4 with anyone regarding the terms of Mr. Ovitz's
5 departure from Disney. Right?
6 A. I didn't -- I don't have any
7 recollection of personally, one on one, having any
8 discussions on the question. I have recollections,
9 but I could give you no specifics of discussions
10 about the question of his possibly leaving.
11 Q. You have no memory of speaking to
12 Mr. Eisner regarding Mr. Ovitz's leaving Disney.
13 Right?
14 A. No memory at all.
15 Q. You don't recall ever seeing any
16 document which memorialized the terms of Mr. Ovitz's
17 departure from Disney. Right?
18 A. I don't recall.
19 Q. You don't have any memory of whether
20 you, yourself, made inquiry into the terms of
21 Mr. Ovitz's departure. Right?
22 A. No. I have no recollection of having
23 done so.
24 Q. And you don't recall the board ever
25 meeting to approve the terms of Mr. Ovitz's
246:1 departure. Right?
2 A. I have no recollection.
3 Q. You don't recall the board
4 specifically discussing the terms of Mr. Ovitz's
5 departure?
6 A. I have no recollection of that.
7 Q. You don't recall, do you, the board
8 considering any alternatives to Mr. Ovitz's
9 departure. Do you?

Zoom Meeting ID: 435-675-695

Bob Jones, Attorney
Mary Smith, Attorney
Court Reporter
Videographer

Mute Stop Video Share Screen Chat Leave Meeting

VIDEO, REALTIME & EXHIBITS VIEW

The image shows a laptop screen divided into two main sections. On the left, a web browser displays the Veritext Exhibit Share interface. The URL is `veritext-exhibit-share.herokuapp.com/exhibits/2602?u=45`. The page features the Veritext logo and a form to "Enter Your Exhibit Number" with the number "0010" entered. Below the form is a blue "Introduce Exhibit" button. A preview of a patent document is shown below the form, including a barcode and text such as "United States Patent" and "US 6,379,566 B2".

On the right, a Zoom meeting window is open. The meeting ID is "216-288-408". The video call shows four participants: Bob Jones, Attorney; Mary Smith, Attorney; Court Reporter; and Videographer. The main video feed shows a man in a light blue shirt and dark tie. Below the video feed are controls for Mute, Stop Video, Share Screen, and Chat. A "SpecheBox Loader" window is open in the foreground, displaying a transcript of a deposition. The transcript includes questions and answers, with some text highlighted in yellow. The transcript text is as follows:

Title: CaseView Demo Start: 8/27/2002 3:45 PM CST
+ IRIDI Connected find... Case
Notes: Add Edit Del Marks Notes Del Notes

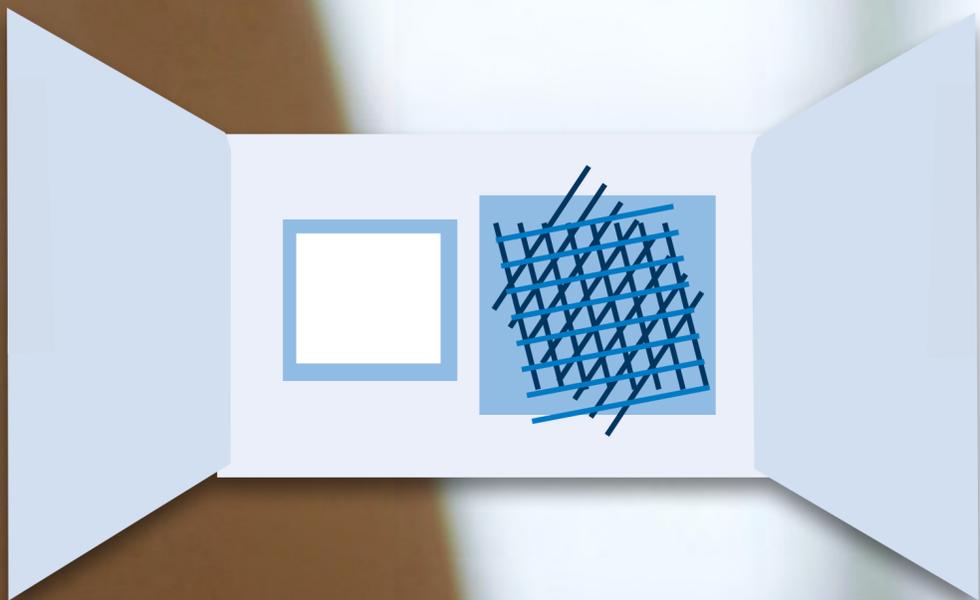
3 employment agreement?
4 A. Now I have to go through some figures in
5 my head and some dates. My deposition was taken on
6 June 19th, 2003, correct?
7 Q. It was June 2003.
8 A. Yes, and that question was again?
9 Q. No response?
10 A. The question was again?
11 Q. At your deposition, did you recall that
12 Mr. Russell was involved in negotiation -- in
13 negotiating the Ovitiz employment agreement?
14 A. Yes.
15 Q. So you knew that but you did not recall
16 the conversation that you had with Mr. Russell where
17 you learned that fact.
18 A. You're good. You're confusing me
19 intentionally, are you not?

VIDEO ONLY - LARGE GROUP VIEW

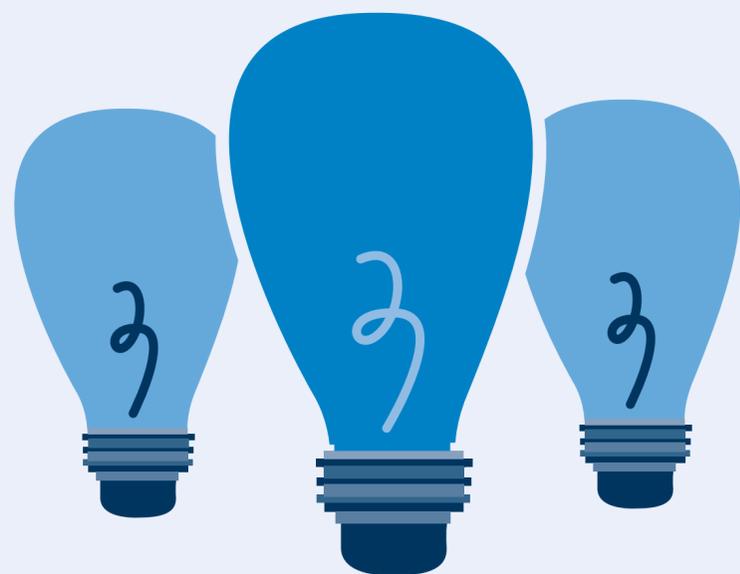


WITNESS PREPARATION

PICKING THE RIGHT SPOT



Avoid windows and other reflective / distracting backgrounds like noisy art or wallpaper.

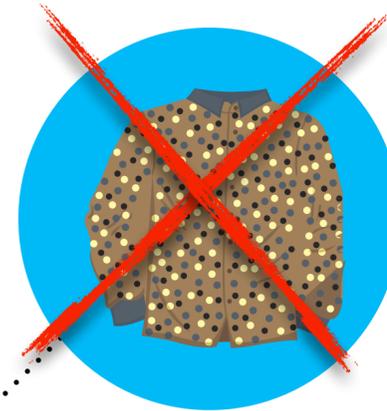
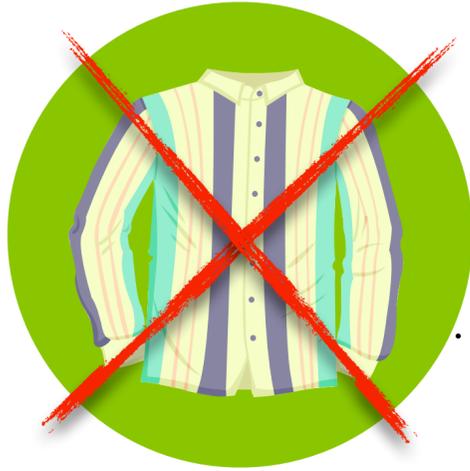


Record where lighting is even without excessive shadows.



Remove any “props” that may disturb the camera line or create witness stereotypes.

WHAT TO WEAR *(or not wear)*



Simple, neat and groomed

TURN OFF SMART DEVICES

MR. JONES: For about four hours?

WITNESS: Yes. The video file suggests slightly longer, but I think --

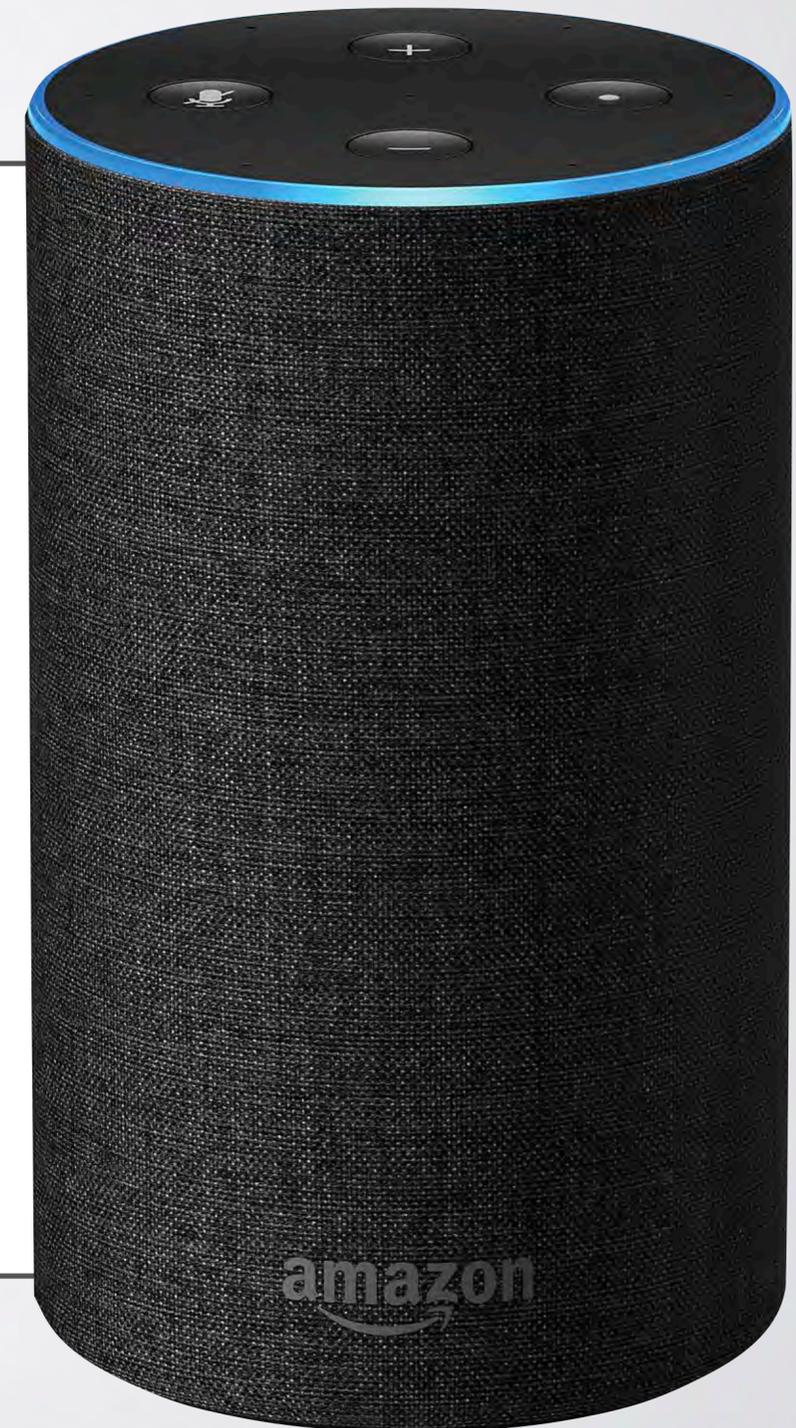
AMAZON ALEXA: Steve, I'm having trouble hearing you.

WITNESS: Yes.

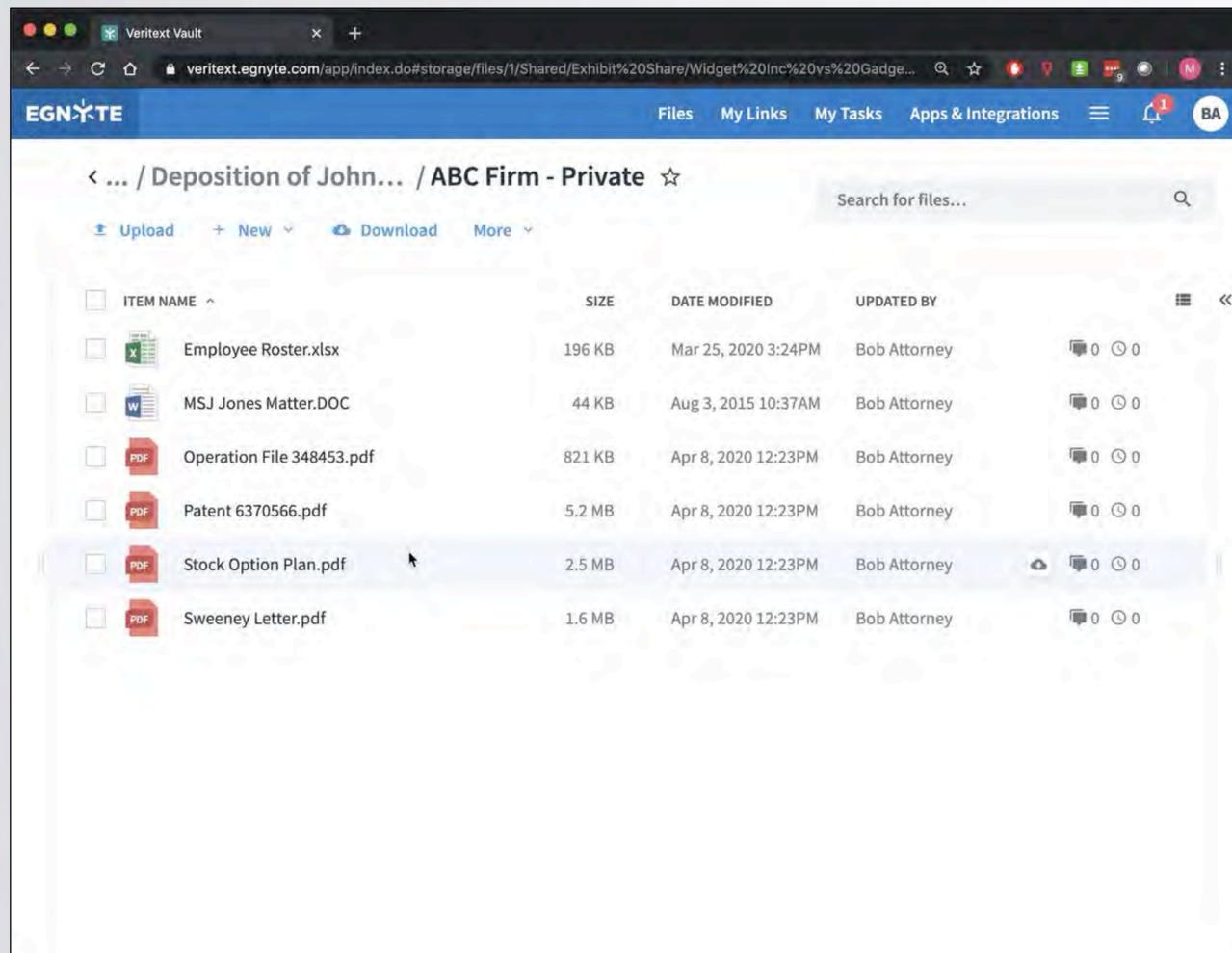
MR. JONES: I can hear you just fine. Maybe turn up the volume on whoever that is that said that.

MR. SMITH: That was Alexa.

VIDEOGRAPHER: Yeah, that was Alexa. If you have Alexa on, just go ahead and unplug your Alexa.



WITNESS PREP



PRACTICE - TRIAL RUN



ZOOM WITNESS PREP

ADMONITIONS - What to Consider

COACHING?

IN-PERSON COMMUNICATIONS?

TEXTING?

EMAILING?



ADMONITIONS - Suggestions

Suggestion:

“As part of my admonition today, I want to make clear the expectations of communications with the deponent. During this proceeding, counsel and the deponent/client will have an opportunity to speak off the record at the appropriate time as if this was a deposition taking place in person. However, in this virtual setting, the expectation is that counsel will not be communicating with the deponent during this deposition while I’m on the record via text, email or other electronic means or vice-a-versa. Those exchanges can be viewed as taking place in my presence and not subject to the protections of attorney client privilege, sort of like you passing a note in front of me should we all be in the same room. It is also my understanding that the deponent is not with anyone else physically in the room/location where they are providing their testimony. If there is any one present with the deponent, at any time, let’s put on the record who is with the deponent.”

REPORTER OPENING STATEMENT

SAMPLE OPENING STATEMENT SCRIPT

“Counsel, because we are all appearing by telephone, everyone is going to have to be more conscious than ever of not speaking over each other. If I cannot hear the end of a question or the beginning of an answer, you are going to have a very poor record. If I must consistently interrupt because I cannot hear or understand something that is said, you will not have a good deposition flow. If there is an objection, I must be able to hear it and know who is objecting.

Please state your last name before you speak your objection so I can know who is talking. This is especially important if there is more than one attorney who might object.

If I do have to interrupt, please be patient and understand my goal is to provide you with a perfect record of these proceedings.

Please move your papers and/or legal pads away from your phone so there is no ambient noise. If you are using a cell phone and you are on “speaker,” I may ask you to speak directly into your device if I can’t hear you.

When you mark exhibits, please identify the document by stating the date and number of pages and any other clarifying information.”

WHO SHOULD BE ON CAMERA?



SWEARING IN THE WITNESS

Rule 29. Stipulations About Discovery Procedure

Unless the court orders otherwise, the parties may stipulate that:

(a) a deposition may be taken before any person, at any time or place, on any notice, and in the manner specified—in which event it may be used in the same way as any other deposition; and

Rule 30. Depositions by Oral Examination

(b)(4) By Remote Means. The parties may stipulate—or the court may on motion order—that a deposition be taken by telephone or other remote means.

Effective April 6, 2020 - Emergency Rule 11 – Deponents Appearing Remotely

(a) Notwithstanding any other law, including Code of Civil Procedure section 2025.310(a) and (b), and rule 3.1010(c) and (d), a party or nonparty deponent, at their election or the election of the deposing party, is not required to be present with the deposition officer at the time of the deposition.

(b) Sunset of rule: This rule will remain in effect until 90 days after the Governor declares that the state of emergency related to the COVID-19 pandemic is lifted, or until amended or repealed by the Judicial Council.

<https://www.courts.ca.gov/documents/appendix-i.pdf>

Effective March 13, 2020

2.(b) Allow or require anyone involved in any hearing, deposition, or other proceeding of any kind—including but not limited to a party, attorney, witness, or court reporter, but not including a juror—to participate remotely, such as by teleconferencing, videoconferencing, or other means;

Depositions (Modified by Emergency Standing Order dates March 27, 2020)

1. Any Deposition may be noticed to proceed technologically and remotely. Said Notice shall specifically advise of the location of the prospective Witness and the Court Reporter. It shall also advise all counsel of record and any other persons of the ability to participate remotely.
2. Any Notice shall include telephone number or other technological platform identification, access codes or other pertinent information to effectuate access to the proceedings by any interested individual or entity.
3. The desire of a party to appear in person or an objection relating to the location of the prospective Witness and/or Court Reporter and Court Coordinator for the purpose of taking said deposition shall not alone be sufficient grounds to quash a Deposition notice.
4. Any Party filing a Motion to Quash a Deposition pursuant to Tx.R.Civ.P. 199.4 in a manner to cause the immediate cancelling of said Deposition is responsible for ensuring that a hearing is calendared at the Court's earliest convenience.

<https://www.txcourts.gov/media/1446056/209042.pdf>

Effective March 7, 2020, through May 15, 2020

Any notarial act that is required under New York State law is authorized to be performed utilizing audio-video technology provided that [certain] conditions are met.

CPLR 3113(d)

The parties may stipulate that a deposition be taken by telephone or other remote electronic means and that a party may participate electronically.

<https://www.governor.ny.gov/news/no-2027-continuing-temporary-suspension-and-modification-laws-relating-disaster-emergency>

<https://www.governor.ny.gov/news/no-20218-continuing-temporary-suspension-and-modification-laws-relating-disaster-emergency>

Effective April 14, 2020 - Assembly Bill 3903, Emergency/Temporary Authorization of Remote Notarization

An act concerning remote notarial acts, and other acts for executing and verifying certain documents, by notaries public and certain other authorized officials using communication technology for the duration of the public health emergency and state of emergency declared by the Governor in Executive Order 103 of 2020.

Allows remote notarial acts during Public Health Emergency and State of Emergency declared by Governor in Executive Order 103 of 2020.

https://www.njleg.state.nj.us/2020/Bills/AL20/26_.HTM

Effective March 18, 2020

...it is the intent of this order to suspend any actual or implied requirement that notaries, and other persons qualified to administer an oath in the State of Florida, must be in the presence of witnesses for purposes of administering an oath for depositions and other legal testimony, so long as the notary or other qualified person can both see and hear the witness via audio-video communications equipment for purposes of readily identifying the witness...

<https://www.floridasupremecourt.org/content/download/632105/7182680/AOSC20-16.pdf>

Effective March 26, 2020 (Extends Supreme Ct Rule 206(h) as to remote depositions

Section 1:

...the requirement that a person must “appear before” a Notary Public commissioned under the laws of Illinois pursuant to the Illinois Notary Act, 5 ILCS 312/6-102, is satisfied if the Notary Public performs a remote notarization via two-way audio-video communication technology, provided that the Notary Public commissioned in Illinois is physically within the State while performing the notarial act and the transaction follows the guidance posted by the Illinois Secretary of State on its website.

Section 2:

any act of witnessing required by Illinois law may be completed remotely by via two-way audio-video communication technology, provided that [certain conditions are met].

<https://www2.illinois.gov/Pages/Executive-Orders/ExecutiveOrder2020-14.aspx>

<https://www.cyberdriveillinois.com/departments/index/notary/electronicnotary0320.pdf>

Effective March 21, 2020

The Governor approved the request to suspend the physical presence of notaries who are court reporters or stenographers participating in criminal, civil and administrative proceedings.

<https://www.dos.pa.gov/Documents/2020-03-21-Court-Reporters-Notaries-in-person.pdf>

Effective April 2, 2020

(a) Effectively immediately and until otherwise ordered, the Court hereby suspends any local or state court rule that requires administering any oath or affirmation in-person where such oaths or affirmations can be administered remotely by available technologies, including videoconferencing or teleconferencing, and is not otherwise prohibited by any statutory or constitutional provision;

<http://www.courts.wa.gov/content/publicUpload/Supreme%20Court%20Orders/25700B610EMERGENCYORDERTemporarySuspensionofInPersonOathsandAffirmations.pdf>

OTHER RESOURCES

AMERICAN SOCIETY OF NOTARIES

Temporary Notary Procedures: COVID-19
Temporary Notary Procedures During COVID-19 Pandemic: State Emergency Orders/Guidance

HOME
NOTARY LOCATOR
ASN MEMBERSHIP
JOIN ASN
NOTARY TRAINING
NOTARY SUPPLIES
NOTARY INFORMATION BY STATE
ABOUT ASN
CONTACT ASN

Returning members, students, and customers, please log in:

Account Login

ASN ID
PASSWORD
LOGIN

the Notary Authority

Your data is safe with us! ([read our privacy and security policy](#))

Temporary Notary Procedures During COVID-19 Pandemic: State Emergency Orders/Guidance

ASN Office Status During Coronavirus Threat

Effective immediately, ASN staff is working remotely as much as possible in an effort to help fight the spread of coronavirus. Our operations are in full swing, but we will be on-site at our headquarters only to perform functions that cannot be performed remotely. Email is the best method of communication. Please send your message to carly@asnnotary.org and it will be forwarded to the correct staff member. We will respond as quickly as possible to your request.

Be safe and well, and know that we appreciate you.
Kathleen Butler, ASN Executive Director

The summaries provided below are general in nature. Carefully review the **full terms** and requirements detailed in each document of interest to you. To view each official document (order, proclamation, etc.) click on the **dark blue, underlined text** in each summary.

These orders establish temporary procedures or measures; please consult each for information on when its terms will expire or be lifted.

American Society of Notaries
www.ASNnotary.org

Temporary Notary Procedures During COVID-19
Pandemic:

<https://www.asnnotary.org/?form=covid19temporarynotaryprocedures>

VIDEOGRAPHY

Zoom Meeting ID: 253-222-811



Gallery View

Chat

From John Smith, Attorney to Everyone:

We should take a lunch break.

From Me to Everyone:

I agree. We will start back in 1 hour.

From John Smith, Attorney to Everyone:

Sounds good.



MAR 25 2020 13:22:12

Mute Stop Video

Share Screen Chat

Leave Meeting

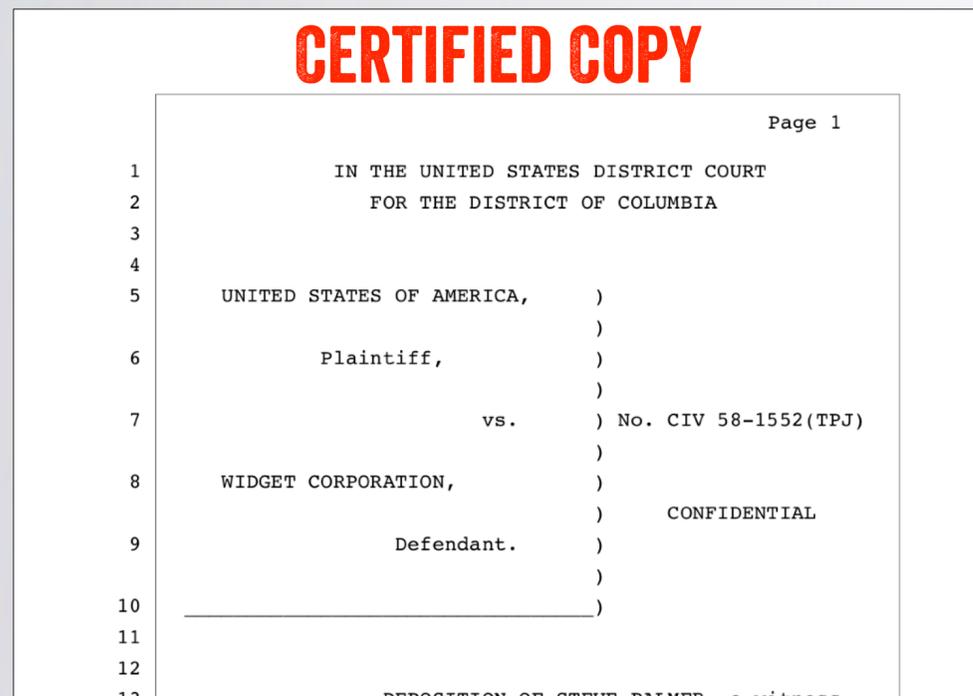
To: Everyone

Type message here...



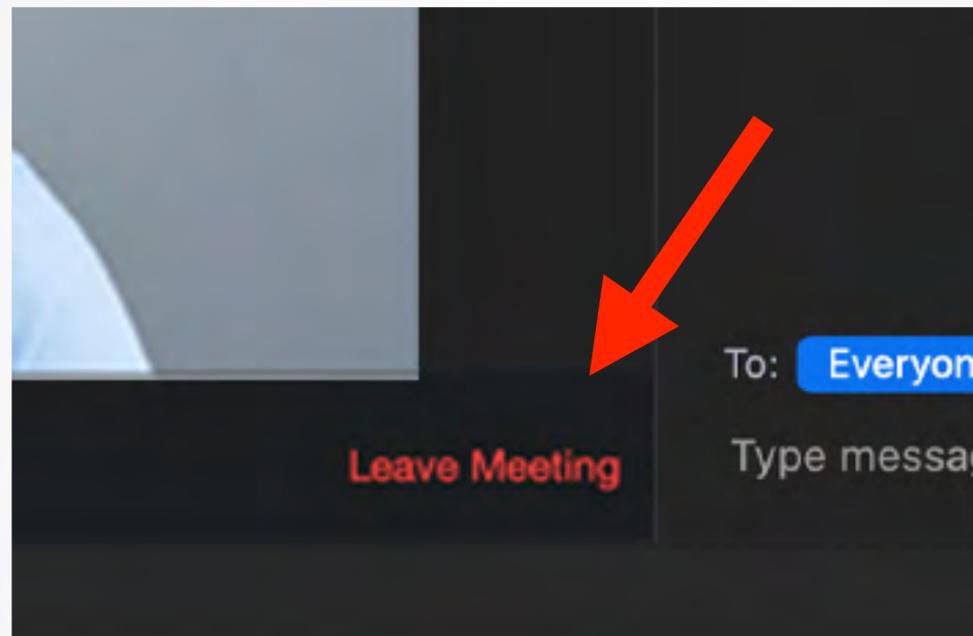
COMPLETING THE PROCEEDING

COMPLETING THE PROCEEDING



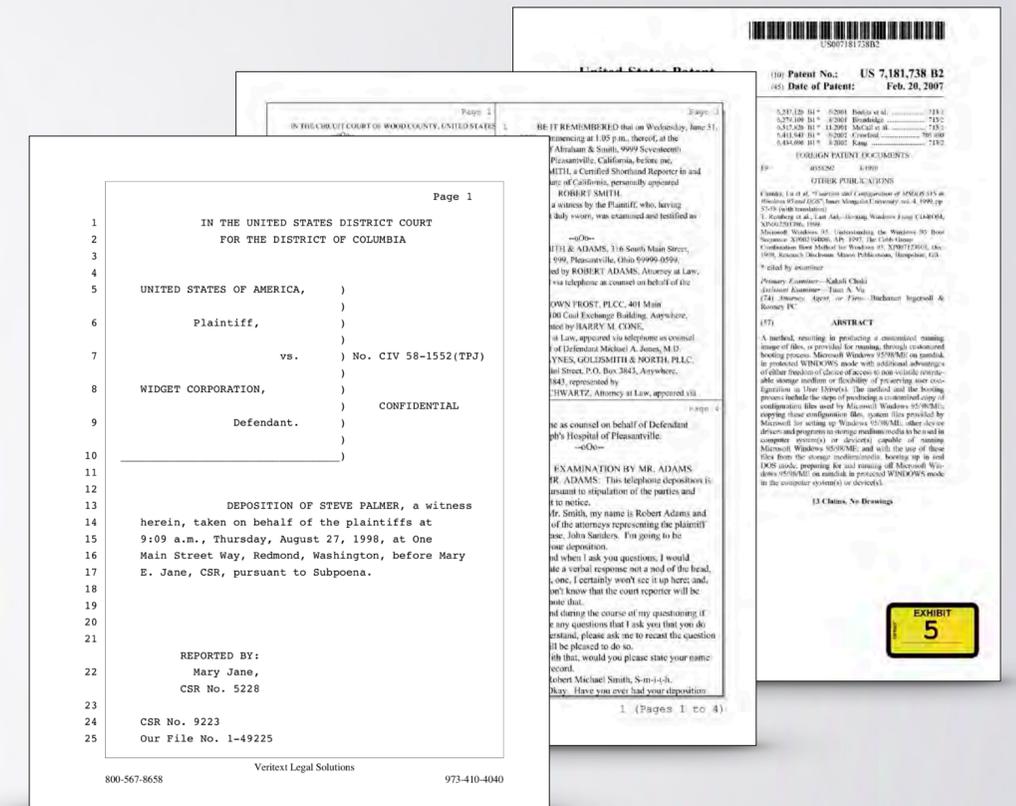
REQUEST COPIES

Request any copy order or expedites before concluding the proceeding.



ENSURE PRIVACY

Upon completion, "Leave Meeting" and close Zoom application.



DELIVERABLES

Transcript deliverables will be sent electronically.

REMOTE DEPOSITION PRACTICE GUIDE

WELCOME TO THE REMOTE DEPOSITION PRACTICE GUIDE
Your practical checklist for conducting a "fully-remote" legal proceeding or other witness examination.

OVERVIEW
Key Considerations When Conducting a Remote Deposition

KEY CONSIDERATIONS

Overview Checklist

- 1. PREPARE NOTICES**
Ensure any notices to other parties are general enough to allow for remote and/or videotaped taking of the record.
- 2. CONSIDER REQUIREMENTS**
Confirm Veritext is aware of everything you will need for your proceeding. This will ensure proper preparation and setup. For example:
 - Will you need to introduce exhibits?
 - Will you require "breakout rooms" for private conversations?
 - Will you require a videographer?
- 3. PREPARE AND TEST**
Prepare and test (all participants) well prior to the proceeding.
- 4. CONNECT EARLY**
Arrive and connect early on the day of the proceeding to ensure everything is ready and you are comfortable with the controls.
- 5. PREPARE EXHIBITS**
Ensure exhibits are ready for electronic display and/or distribution and that you, or an associate, are prepared to use the tools to mark and distribute exhibits electronically.
- 6. ARRANGE BREAKOUT ROOMS**
Ensure appropriate arrangements for "breakout rooms" are prepared in advance for use at breaks in the proceeding if required and agreed by all parties.
- 7. CONSIDER STIPULATION**
Ensure appropriate stipulations are made for the record being taken remotely.
- 8. SET RULES OF CONDUCT**
Explicitly declare "rules of conduct" for the proceeding so that the risk of inappropriate participant communication is mitigated.

Your *practical* checklist for conducting a "fully-remote" legal proceeding or other witness examination.



PREPARATION CHECKLISTS



SUGGESTED CONDUCT



VIDEO TUTORIALS

www.veritext.com/remote-practiceguide

ARTICLES

Moving Forward in the Wake of Travel Restrictions

<https://www.lawtechnologytoday.org/2020/04/travel-restrictions-covid-19/>

3 Tips For Deposing Difficult Witnesses Remotely

<https://www.law360.com/articles/1262767/3-tips-for-deposing-difficult-witnesses-remotely>

Effectively Using Exhibits in Remote Depositions

<https://www.law.com/dailybusinessreview/2020/06/09/effectively-using-exhibits-in-remote-depositions/?kw=Effectively%20Using%20Exhibits%20in%20Remote%20Depositions>

Time to Reconsider Remote Depositions in the Age of COVID-19

<https://www.law.com/thelegalintelligencer/2020/03/19/time-to-reconsider-remote-depositions-in-the-age-of-covid-19/>

Navigating Remote Depositions: A Practitioners' Guide

<https://www.jdsupra.com/legalnews/navigating-remote-depositions-a-74166/>

RESOURCES

Temporary Notary Procedures During COVID-19 Pandemic: State Emergency Orders/Guidance

<https://www.asnotary.org/?form=covid19temporarynotaryprocedures>

Remote Deposition Solutions for Legal Teams

<https://www.veritext.com/remote/>

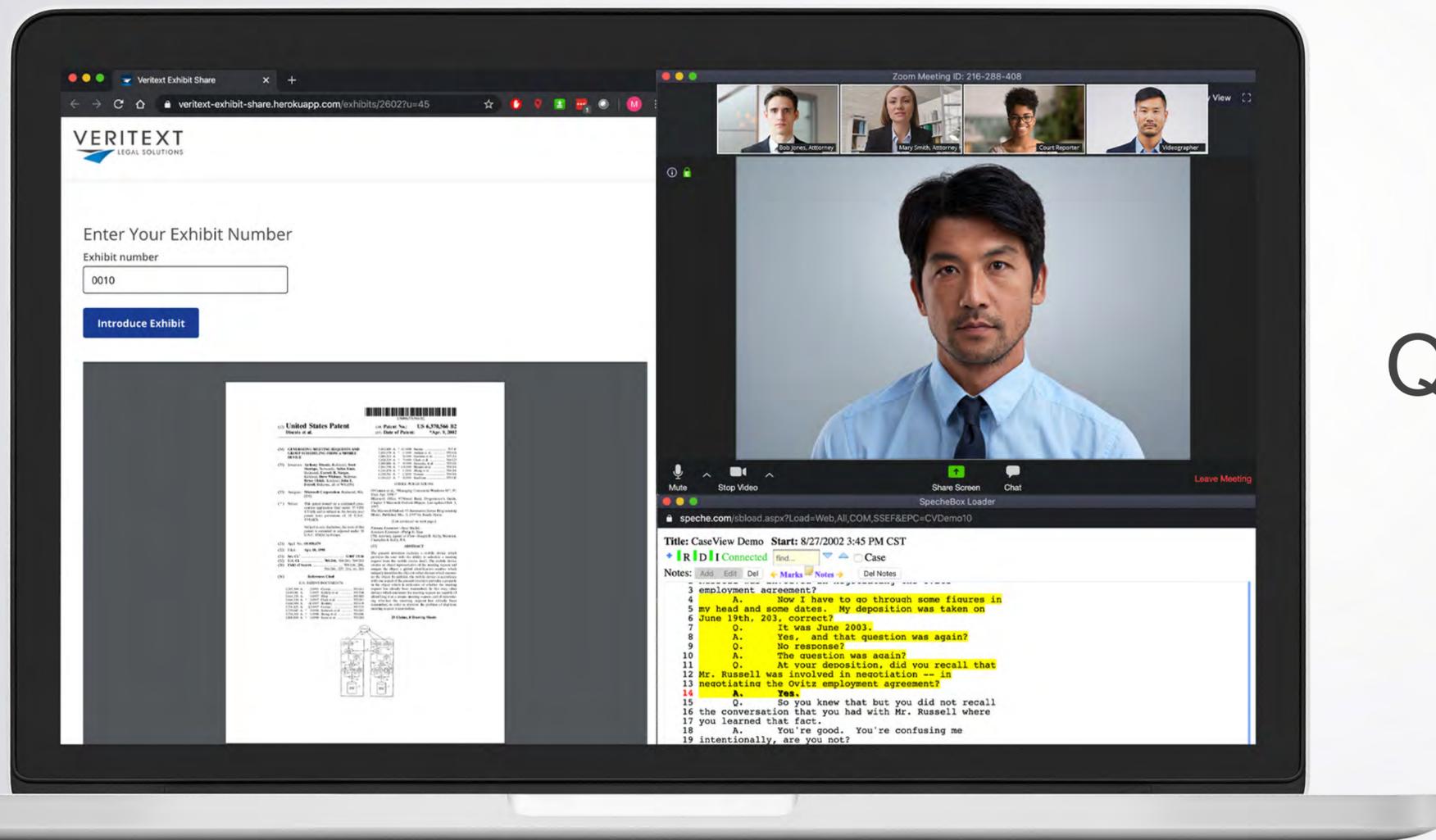
Remote Deposition Practice Guide

<https://www.veritext.com/remote-practiceguide/>

Remote Deposition Security Guide

<https://www.veritext.com/remote-security/>

REMOTE DEPOSITIONS



THANK YOU

Questions? Contact us today!

866.642.9574

support@veritext.com