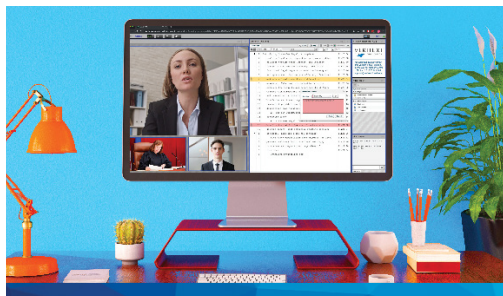


# REPORTING REMOTELY?

Are you prepared to take the record from your home base? Safeguard your health and learn how to conduct a deposition using remote technologies like **VERITEXT VIRTUAL!**



## From Your Own Home

Remote technologies such as Veritext Virtual let **everyone involved in the deposition participate remotely** by using their webcam-equipped computers or mobile devices with an Internet connection!

When you take the record from your home, you can swear in the witness\*, mark exhibits, perform readbacks, and produce a certified transcript, just as you would if you were on-site.

### \*SWEARING IN THE WITNESS:

Federal Rule 30(3) provides: The parties may stipulate – or the court on motion order – that a deposition may be taken by telephone or other remote means. For the purpose of this rule and Rules 28(a), 37(a)(2), and 37(b)(1), the deposition takes place where the deponent answers the questions.

**It is important that all parties stipulate that you, the court reporter, can swear in the witness remotely and that you confirm all rules with your local [notary laws](#), if applicable.**



## GETTING STARTED & BEST PRACTICES

### CONNECTING TO THE PROCEEDING

One day prior to the assignment you will receive a Virtual invitation from the Veritext Virtual team to connect. There is no cost associated for court reporters.

This email invitation will include a **link to join, instructions to test your equipment, the date and time of the deposition, and the case caption.**

### EQUIPMENT

In addition to your steno machine and your computer with your CAT software, you should have an organized workspace that includes:

- A webcam-equipped laptop or computer with a stable internet connection and an adequate power source.
- Telephone landline or cell phone with good reception.

### CONNECT TO A HARDLINE

Wi-Fi transmission can be temperamental. Use a wired connection for a more stable feed.

### TAKE THE INTERNET CONNECTION SELF-TEST

Without a fast Internet connection, transmission may be choppy. Take a **[speed test](#)** on the equipment you will be using the day of your live session to make sure your equipment is up to speed.

### TEST YOUR AUDIO

The integrated telephone conference call or a Bluetooth conference speaker is recommended for the best audio results. However, if you use audio through your computer, test your volume and have high-quality speakers or headphones.

### TEST YOUR WEBCAM

If you would like other participants to be able to see you, make sure your computer has a webcam. For best results, use an external HD webcam and test it beforehand.

### ORGANIZE YOUR APPEARANCES PAGE

Before the deposition begins, provide your email address to all parties and have them email you their name, contact information, whom they represent, and their transcript order (if possible), with the Veritext job number in the subject line.

If you do not want to give your personal email, you can create a professional one via your preferred email provider (Gmail, Outlook, etc.). Create a simple email the parties can jot down quickly and easily.

### IDENTIFY YOURSELF, PLEASE!

Before the deposition starts request that each person identifies themselves by their last name before they speak.

### DRESS APPROPRIATELY

If you are going to be on camera, wear proper business attire. Solid color shirts and simple jewelry are best for video.

### ELIMINATE BACKGROUND NOISE

Consider your surroundings; close your office door and mute your phone when you are not speaking.

### INVEST IN GEAR (SUGGESTION ONLY)

If you are new to taking remote depositions, consider purchasing a quality Bluetooth conference speakerphone and/or noise cancelling headphones to make it easier on yourself to hear all parties. It is always a best practice to read reviews or ask for suggestions from your fellow court reporters before making a purchase.

# ADDITIONAL RESOURCES

## EXHIBIT RESOURCES

### EXHIBIT DISTRIBUTION

Exhibits for remote depositions are likely to be handled a few different ways depending on what technology is being utilized, the attorney's preferences, and the individual needs of the case/witness.

- **One At A Time** | Exhibits are sent one by one by the taking attorney via email or ShareFile to all parties, witness, and reporter as the attorney conducts the deposition.
- **All At Once** | All potential exhibits are sent by the attorney via email or ShareFile to all parties, witness, and reporter in advance of the deposition. The attorney references the documents throughout the deposition and they are introduced accordingly.
- **Via Veritext** | Exhibits are sent to Veritext and provided to the reporter in advance of the deposition.

### INTRODUCING EXHIBITS

- **Screenshare** | Exhibits are presented by screenshare throughout the deposition so that all parties can view the documents. Following the proceeding, exhibits are provided to the reporter/Veritext by the attorney.
- **Exhibit Share\*** | Exhibits are introduced electronically using Veritext's Exhibit Share service. All parties are able to access the exhibits as they are introduced. The reporter will have an automatic copy available at the end of the proceeding and the exhibits will be marked and provided to Veritext production automatically once the proceeding concludes.

### MARKING EXHIBITS

In all cases where Veritext's Exhibit Share is NOT being used, the reporter will need to:

- **Collect the introduced exhibits and send** them to Veritext Litsup/Production after the deposition to ensure that the electronic exhibits are stickered and archived.
- You can **print** them, **sticker**, **scan** and **send**.

Or you will need to:

- **Rename the files** from their previous name, ex. *Deposition Notice of Andy Fredericks, to Exhibit 1* (or however the document was introduced).
- **Upload the exhibits to the Veritext Partner Portal** or send an email to Litsup/Production referencing the job number in the subject of the email. Include the exhibit range and any special instructions in the body of the email.

## REALTIME

### CASEVIEWNET

CaseViewNet provides interactive realtime access to testimony using CaseViewNet Cloud. You can find resources and guides for Case Catalyst on their [FAQ page](#).

### ECLIPSE CAT SOFTWARE

Bridge Mobile Viewer is an app for realtime viewing that works with all modern CAT software. You can find more information at [Click here for more information and FAQ's](#).

### VERITEXT VIRTUAL & VIRTUAL ZOOM

Veritext Virtual and Virtual Zoom can both integrate a realtime feed. One day prior to the assignment you will receive a virtual invite with specific instructions on how to connect and the software required to stream your realtime feed.

- **StreamText** | For additional support using StreamText please visit the [StreamText Support documents here](#).
- **Remote Counsel** | For additional support using Remote Counsel, please visit their [FAQ for Court Reporters](#) webpage.

## ZOOM

### ZOOM RESOURCES

- [Zoom Help Center](#)
- [Video Tutorials](#)
- [Troubleshooting Audio Issues](#)

### \*EXHIBIT SHARE BY VERITEXT

You can find more information about Veritext's Exhibit Share by watching the [Exhibit Share for Court Reporters tutorial](#) or by downloading the [Exhibit Share FAQ](#) document.

If you are assigned a job that features Exhibit Share, you will be provided information for a hands-on demonstration prior to the deposition.