

HYBRID DEPOSITIONS | Preparation, Tools & Tactics

YOUR QUESTIONS ANSWERED

The FAQs below were pulled from questions asked by attendees during live webinar broadcasts hosted on August 24, 2021 and August 26, 2021, and answered by our expert panelists

GENERAL

Why would a reporter be remote and everyone else in attendance?

It is not an ideal situation! This isn't happening upon request, it's because there is not a reporter willing or available to appear in person.

How are reporters providing realtime remotely? I use Remote Counsel. www.remotecounsel.com. If you are on a CAT system other than Case CATalyst, you will need to download Cat Shuttle, which is free. You can find the software on the remotecounsel.com website. You can also test your connection on that website to ensure you are sending the feed to their server. Veritext will set up the RT for you with Remote Counsel. You get a report at the end of each day who connected to your real-time feed. Some reporters are using Connection Magic and CaseViewNet. It is really up to you!

Do you put in Mr. Jones when he announces himself before his objection? e.g. MR. JONES: Objection. This is Mr. Jones. Vague and ambiguous. I would leave their name statement out and just have MR. JONES:

I also thought we were not supposed to make breakout rooms, etc., that Veritext prefers concierge to do these services. You are a hundred percent correct. You can nicely tell attorneys that you don't have the ability to create a breakout room.

What is the phone number for technical support? remote@veritext.com or 855.440.4861

ZOOM VIDEO: ON OR OFF?

Lately attorneys are not turning on their video when on Zoom. In the appearance page do you note Mr. Smith (via telephone) or do you still say Mr. Smith (via teleconference)? If they don't turn on their camera, I still list them as appearing via Zoom.

How do you handle attorneys who turn off their video during the deposition and when you ask them to please turn it on, they refuse or throw a fit? I let them turn their camera off. Those people rarely talk. But if it is the witness' attorney, I let them be off.

ALL ABOUT AUDIO

How does one "disconnect" their audio? It specifically asks if you want to use computer or phone audio. Do you choose "phone" and just not call the number? Great Question. You have a few options. If you are connecting a secondary device in the same room you would close the window that asks you if you would like to connect audio. If you are already connected and would like to disconnect the audio portion you can click the caret next to them microphone icon and select "Leave Computer Audio".

How can you unmute yourself when you need to stop them if you didn't hear them. You are busy with your hands on the court reporting machine writing with no time to put your hands back on the mute button to unmute yourself and ask them to repeat etc? You shouldn't mute your microphone for just this reason. Being able speak clearly with the participants while keeping up with difficult testimony is important.

Could you give a specific example of when "Leave Audio" should be used? "Leave Audio" should be used anytime there is more than one device joined to audio conference and feedback is occurring. Ideally, when you join the conference on the second device you would close the window asking you to join the audio.

If someone has left Computer Audio, can they turn it back on? Yes. The lower left corner of the screen will have a headphones icon and it will say "Join Audio".

If I use headphones, how can my software pick up the audio? I am on Procat. Use headphones supplied by the videographer, not to hear what is said in the room. If you are using the vid's headset, your computer will still be able to pick up all the audio in the room.

What if you're remote and there's no videographer? Do you recommend that we use some sort of backup audio device? My CAT audio 99 percent of the time works great for me. But if your CAT laptop is sometimes spotty, I would bring a backup.

Can you explain how best to dial in using a speaker phone when there are multiple laptops or devices connected to Zoom? Dial into the Zoom meeting by clicking on the "Participants Icon" and then going to "Invite" and selecting "Phone Call". The information needed to connect by phone will display in that window.

All of the other computers should then be disconnected to the audio portion of the Online Meeting by closing the window that comes up when you join Zoom or by leaving Computer audio under Audio Settings.

Do you use multiple microphones in the depo? If so, how do you avoid feedback? I would only use one microphone. But vids have many mics and a mixer to control the sound and feedback.

Are we (DR's) mic'ing up the in person participants or simply using the Zoom/Polycom audio? You would mic the in person participants and then also place a mic near the phone. There are other configurations for DR's that may result in a better recording. Please see the Community Network for more information.

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EQUIPMENT

Don't forget how important a great chair is. I bought an XChair recently, well worth the money and I got the foot pedal. I have many physical problems and this is awesome! Great advice!

I seem to look so dark on Zoom. How can I look lighter like you all look? You could get a ring light or sit in front of a light source, like a window or a lamp.

What's the name of the iPad stand again? Moko (4-pack/Tablet Stand, Foldable Desktop Holder)

Bluetooth speakers create a lot of feedback. Every time I use one, it creates feedback for everyone. Agreed! Hardline is better.

Some built-in mics are very directional - hard to hear people who are not directly in front of the mic. Have you thought about a common omnidirectional table mic? Great recommendation!

You need to have a headphone splitter to run off of the videographer's audio. Costs \$6.99 on Amazon. JSAUX 3.5 mm Male TRS to 2 Dual 3.55 mm Female adapter. Great recommendation! Some videographers might have one but some may not. I would also suggest a long 3.5mm TRS male to 3.5mm TRS female extension cable.

EXHIBITS

What department at veritext should we contact to enlist help in getting exhibits? I use production to help get exhibits. I put the job number in the subject line and explain what's happening. They are great at following up.

Could we get a cheat sheet or slide deck about Exhibit Share from the client/presenter side? Clients often need help when they've mis-marked or introduced wrong exhibit and expect me to know answers as if I'm rep, but I've never seen presenter side and can't always help. You can visit www.veritext.com/exhibit-share-tutorial for a ton of tutorials on Exhibit Share!

Will you discuss how to mark exhibits through the portal? You can visit the Partner Portal Knowledge Center at vhelp.wpengine.com/exhibit-stickering/ where you will find a robust tutorial section with additional written materials and videos. Save this link, or check out the "Help" section of the partner portal to get to our resources.

ZOOM LINKS & VERITEXT VIRTUAL

Are we allowed to provide phone number to dial/link to join the Zoom if the attorney or witness is having trouble joining? Or are we supposed to email Veritext and have them provide it? Definitely offer to provide the dial/link to the witness or attorney, anyone. It helps keep things moving and it shows everyone that you're an expert!

Can I connect my computer and witness Zoom computer from the same launch from Veritext Portal so both the witness and I can see the questioning attorney remotely? Yes, but you need to make sure only one computer is connected to the audio portion of the online meeting. If you do not you will get feedback. On the second laptop when you connect close the dialog window that asks you to choose your audio source.

When I turn my iPad on the witness, I can't see who is speaking. I need a second connection for my phone so when there are multiple attorneys on the other end, I don't have to keep interrupting for them to state their name. I was told to call for another zoom link each time I need a second link. Is there a better way? You can use the same link for each device that you are using. Just remember that anytime you are using more than one device you need to choose which one will be connected to the audio and make sure the rest are not. If it is possible, and there is a videographer there, I ask that an iPad or laptop be placed at the end of the table so I can see everyone in the room. It helps the reporter's brain to see everyone, even when they're not talking.

Most conference rooms have the big monitors/TVs on the wall. Can we log into our portal and open the Zoom that way? Yes, if you have a way to connect to that TV. Most Veritext conference rooms have HDMI ports in the tables. Remember that the camera will still be on your device.

MORE INFORMATION

If you have additional questions for our panelists, please address them to courtreporter@veritext.com and we will ensure they are answered. Additionally, if you have feedback or suggestions for future content, please feel free to share that here as well. We would love to hear from you!

Watch a recording of Hybrid Depositions: Preparation, Tools & Tactics at www.veritext.com/hybrid-depos-recording/

Watch a recording of "What To Do If... Handling Issues During a Virtual Proceeding" at www.veritext.com/what-to-do-if-on-demand-june-2021/

Find more information on virtual proceedings at www.veritext.com/remotereporter.