

DEPOSITION CHECKLIST



DETERMINE THE PROPER VENUE:

With over 60 locations nationwide and a network of affiliates globally, we have conference rooms for you. Some considerations when choosing your deposition location are:

- Size of the space
- Breakout rooms if needed
- Facility technology capabilities (copy machines, wireless and hard wire connection, etc.)
- Complimentary lunch served at Veritext locations



WAYS TO SCHEDULE:

When you are ready to schedule the deposition and your notice is complete, we offer multiple ways to schedule. Information about all modes of communication can be found at www.Veritext.com/Cooley and are as follows:

- Schedule Online at <http://www.myveritext.com>
- Snap Scheduling at <http://www.myveritext.com>
- Email Your Request to your local Account Executive and Client Services Manager (each market will have an assigned Veritext team)
- Call your local Veritext office (please call if the deposition is within 24 hours)



MAKE SELECTIONS OF SERVICES NEEDED:

- Rough
- Realtime (complimentary iPads/laptops available upon request. How many connections are needed?)
- Expedite (if an expedite is needed, it is best to know upfront, so expectations are met)
- Video
- Interpreting
- Veritext Virtual (Web video streaming, Video + Text streaming, Secure messaging)
- Videoconferencing (need to consider bandwidth and conference room equipment)
- Please be sure to include your CMID # for billing purposes.



STANDING ORDER:

- Cooley's standard order with Veritext is: ASCII file, E-Transcript, PDF, Linked PDF, ACE file, LEF and scanned searchable exhibits. If video is ordered it also includes: Video in MPEG 1 format, synchronization with MDB, CMS and Veritext's DepoView. Veritext's end deliverable package has been further customized to allow importation into Magnum software. If you would like to set up an additional case specific standing order, please advise your Client Services Manager.



CHANGES IN TIME, DATE, VENUE OR SERVICES NEEDED:

- Depositions details change multiple times throughout the entirety of the case. We are very flexible and understanding, but it is imperative to inform us as soon as you are made aware. If it is within 24 hours of the deposition, we suggest calling in addition to sending an email.



LARGE CASE ADVISEMENT:

- We understand the intricacies of complex multi-party litigation. Upon scheduling, we suggest a consultation with your local Account Executive and Client Services Manager to discuss case needs and best practices (i.e. standing order, handling of exhibits, etc.)