

Deposition Services Checklist

SERVICE	FEATURE	BENEFIT	TIP
INTERACTIVE REALTIME	<ul style="list-style-type: none"> • Review testimony in realtime • Mark key testimony during the deposition 	<ul style="list-style-type: none"> • Search testimony during the deposition to identify salient points and immediately modify your approach • Create an outline of key areas of testimony during the depo • Leave the depo with a rough draft of the transcript on your laptop 	<ul style="list-style-type: none"> • Provide a caption to the reporting service when scheduling • Attorney needs a laptop or electronic tablet with a USB adaptor • Let reporting service know how many people will be connecting • Let reporting service know if attorney has realtime software
INTERNET REALTIME	<ul style="list-style-type: none"> • View testimony in realtime from a remote location • Interactive messaging feature for offsite and onsite participants 	<ul style="list-style-type: none"> • Save time and money on travel 	<ul style="list-style-type: none"> • Internet access needed at the depo site • Needs to be ordered in advance of the depo
ROUGH TRANSCRIPT	<ul style="list-style-type: none"> • A draft version of the day's testimony delivered via email 	<ul style="list-style-type: none"> • Review today's testimony to prepare for tomorrow's depo or hearing • Save on expedite fees 	<ul style="list-style-type: none"> • For the most accurate rough transcript, provide the reporter with the Complaint or case vocabulary in advance
VERITEXT VIRTUAL	<ul style="list-style-type: none"> • Depose witnesses remotely using Web conferencing technology 	<ul style="list-style-type: none"> • An inexpensive and convenient way to depose remote witnesses • As easy to use as video chat software but much more secure 	<ul style="list-style-type: none"> • Each participant must have Internet access and a webcam
MYVERITEXT CLIENT WEB REPOSITORY	<ul style="list-style-type: none"> • Access transcripts, video and exhibits 24/7 from any computer • Schedule depositions online and receive immediate email confirmation 	<ul style="list-style-type: none"> • Easy to use and no training required • Powerful searching across exhibits and transcripts • One-click file downloads 	<ul style="list-style-type: none"> • Call Veritext and request your secure MyVeritext login and password
OCR'D EXHIBIT	<ul style="list-style-type: none"> • Word searchable document • Ability to reprint exhibits 	<ul style="list-style-type: none"> • Save time reviewing documents 	<ul style="list-style-type: none"> • Clean, high-quality documents will result in the most accurate OCR product

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LEF FILE	<ul style="list-style-type: none"> • A transcript delivery format for LiveNote or Case users • Includes hyperlinked exhibits and synchronized video/transcript 	<ul style="list-style-type: none"> • Easily click to the depo exhibits • Click anywhere within the transcript to play the video 	<ul style="list-style-type: none"> • LEF file must be ordered unless there is a standing order for it
TEXTMAP FILE (XMEF)	<ul style="list-style-type: none"> • A transcript delivery format for LiveNote or Case users • Includes hyperlinked exhibits and synchronized video/transcript 	<ul style="list-style-type: none"> • Easily click to the depo exhibits • Click anywhere within the transcript to play the video • Included with every transcript delivery 	<ul style="list-style-type: none"> • TextMap Reader can be downloaded for free from the MyVeritext Web Repository
VIDEO CONFERENCING	<ul style="list-style-type: none"> • Host a deposition with attendees around the globe • Participate in deposition without traveling 	<ul style="list-style-type: none"> • Eliminates the need to travel • See the demeanor of a witness from a remote location 	<ul style="list-style-type: none"> • Incorporate the use of exhibits and presentations into your video conference
VIDEO STREAMING	<ul style="list-style-type: none"> • See and hear the witness in realtime over the Internet • Messaging features for onsite and offsite participants 	<ul style="list-style-type: none"> • Cost effective • Easy to use • See the demeanor of a witness from a remote location 	<ul style="list-style-type: none"> • Wired Internet connection needed at deposition site
VIDEO DEPOSITION	<ul style="list-style-type: none"> • Capture witness demeanor for later use at trial or settlement talks • Record testimony from witnesses who many not appear at trial • Memorialize critically ill witnesses' testimony 	<ul style="list-style-type: none"> • Powerful impeachment tool for trial • Create impactful video clips for use at trial 	<ul style="list-style-type: none"> • Request MPEG-1 format • Request video and transcript synchronization (DVT)



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