

Exhibit Share

Getting Started Check List For Court Reporters

What is Exhibit Share?

Exhibit Share is a software tool that allows attorneys to introduce and share exhibits electronically to all attending parties, including the witness, court reporter, and all other counsel, regardless of location. Court Reporters can easily access Exhibit Share directly within the Veritext Partner Portal.

1. Accept The Exhibit Share Invitation

(Prior to the Deposition)

When Exhibit Share has been ordered by the Taking Party you will receive an invitation from notify@egnyte.com to set up your Exhibit Share account. Accept the Terms of Service and set your credentials.

2. Sync Exhibit Share & Partner Portal

(Prior to the Deposition)

At least one day before the deposition, and after creating an Exhibit Share account, you should then log into the Partner Portal and:

1. Navigate to the **ASSIGNMENT** page
2. Locate the **REMOTE SERVICES** tab
3. Click the **GO TO EXHIBIT SHARE** button

The first time Exhibit Share is accessed via Partner Portal, users will be prompted to enter their Exhibit Share credentials to sync their Partner Portal account. **This is a one-time process.**

Once synced, the connection between the Veritext Partner Portal and Exhibit Share will be maintained for future depositions. **Please be sure to do this at least one day before the deposition.**

3. Conduct A Speed Test

(Prior to the Deposition)

It is highly recommended that all users test their Internet connection, prior to the meeting. This test must be done with the same equipment that will be used for the actual session. The recommended speed is 5 MBps up and down.

[Take the Speed Test Now](#)

4. Log Into The Partner Portal

Just prior to the deposition start time, visit portal.veritextllc.com to log in. You should have already synced your Exhibit Share account to the Portal. As the reporter, you will have access to the exhibits as they are introduced.

5. Access The Exhibits

After opening Exhibit Share through the Partner Portal, navigate through the folder structure to the case of your current deposition.

DEPOSITIONS FOLDER: Within this folder you will access the case you've been assigned to. Here you will see a folder called "Marked Exhibits."

MARKED EXHIBITS FOLDER: All exhibits will automatically file into this folder as they are marked. As files are introduced you will need to refresh the folder – just double click on the folder name.

PREVIOUSLY MARKED FOLDER: Here you can access all previously marked files for this case.

6. Download The Exhibits

If permitted by the Taking Attorney, you may also download exhibits to view them on your computer or retain copies of the files. Just hover over the file to download individual exhibits or check the boxes to download them all.

7. Access the Exhibits

Following the deposition you can access the Exhibits a few different ways:

VIA EXHIBIT SHARE

Exhibits will be available in Exhibit Share up to 36 hours after the deposition.

VIA THE VERITEXT PARTNER PORTAL

After the deposition exhibits will also be available in the Veritext Partner Portal.

WATCH THESE TUTORIALS:

[Accessing Exhibit Share Via the Portal](#)

We also recommend watching the short tutorials for the Taking Attorney, the Participating Attorney, and the Witness so you have an understanding of their process:

- [For Taking Attorneys](#)
- [For Participating Attorneys](#)
- [For The Witness](#)

Find more Exhibit Share Video Tutorials at WWW.VERITEXT.COM/SHARE

For technical assistance with the meeting,
please call the Veritext Exhibit Share Technical Help Line at (866) 642-9574.

For more information on taking remote depositions,
please visit www.veritext.com/remotereporter

