

EXHIBIT SHARE 4.0 | FOR PARTICIPATING PARTIES

GETTING STARTED CHECKLIST

You've been invited to a proceeding utilizing Exhibit Share...
but what is it?

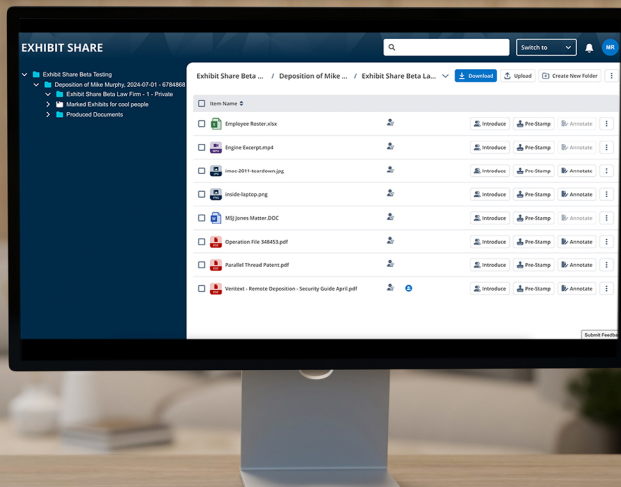


Exhibit Share is a platform that allows proceeding participants to share, view, and download exhibits electronically. Follow the instructions below to participate.

1. SETUP A MYVERITEXT ACCOUNT

(First Time Users Only)

Upon ordering Exhibit Share, you will receive an invitation to participate in a Veritext Exhibit Share proceeding. If you do not already have MyVeritext credentials, you will need to sign up for an account.

[NEED A MYVERITEXT ACCOUNT?](#)

2. ACCESS EXHIBIT SHARE

On the day of your proceeding, you can access Exhibit Share via [MyVeritext](#), or via the following webpage with your MyVeritext credentials:
<https://exhibitshare.veritext.com/login>

3. AT THE DEPOSITION

Once in Exhibit Share you will see a list of your Exhibit Share Cases.

• **Find the Marked Exhibits Folder:**

Locate the current case and navigate through the folder structure to the **Marked Exhibits folder**. This folder will contain any of the exhibits that are marked during the deposition.

• **View Exhibits:** Upon notification, newly introduced exhibits will appear. To view the exhibit, simply click on the file name to launch the file viewer.

4. ANNOTATE (OPTIONAL)

The attorney will begin the deposition or proceeding and introduce and mark the exhibits:

- Select the “Introduce” button next to file the you desire to introduce.
- A new window will open with a preview of the document.
- A panel on the left of the document will enable the attorney to customize the Exhibit Sticker.
- Click “Add Stamp” to stamp the document. the stamp can be moved by clicking and dragging.
- The attorney clicks the “Introduce Exhibit” button to introduce and distribute the file.
- The attorney introduces the exhibit into the record, e.g, “I am introducing this document as Exhibit 1, which is a Memo dated December 15, 2019.”
- The attorney should instruct the witness and all other parties to please click on the exhibit to display it on your screen.

The exhibit is then introduced and all parties have access to it.

5. BATCH DOWNLOAD ALL EXHIBITS:

Exhibit Share includes a convenient feature that allows users to download all exhibits in a folder with only three clicks.

• **Select Exhibits:**

In the **Marked Exhibits folder**, check the box next to items. Then in the upper right toolbard click the download button.

• **Download Exhibits:** Click “Download” and a zipped folder of all the **Marked Exhibits** will be placed on your computer.

For technical assistance with the meeting, please call the Veritext Exhibit Share Technical Help Line at (866) 642-9574 or visit the [Veritext Exhibit Share Help Library](#)

