

EXHIBIT SHARE 4.0 | FOR WITNESSES

GETTING STARTED CHECKLIST

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

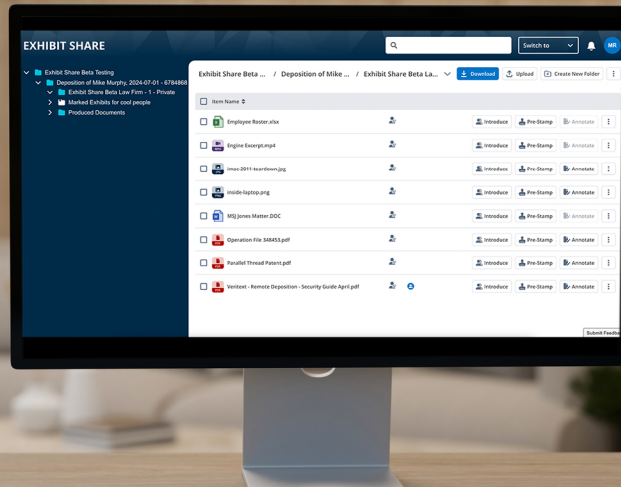


Exhibit Share is a platform that allows proceeding participants to share, view, and download exhibits electronically. Follow the instructions below to participate.

1. BRING YOUR OWN DEVICE

If your proceeding takes place in person remember to bring your own device. Any type of Windows, Mac, iOS or Android device will work with Exhibit Share.

2. ACCESS EXHIBIT SHARE

You will receive an email invitation with a link to access Exhibit Share. Click the link for access.

3. PARTICIPATE AT THE DEPOSITION

Once in Exhibit Share you can:

- **Find the Marked Exhibits Folder:** After logging into Exhibit Share, navigate to your current deposition 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 EXHIBITS (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 pre-view 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” 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.