

# EXHIBIT SHARE 4.0 | FOR TAKING ATTORNEY

## GETTING STARTED CHECKLIST

### 1. SETUP YOUR ACCOUNT

*(First Time Users Only)*

Upon ordering Exhibit Share, you will receive an email that you have ordered Exhibit Share for an upcoming proceeding and includes an overview of all of the steps necessary for access. To prepare for seamless access please setup your MyVeritext account.

#### NEED A MYVERITEXT ACCOUNT?

### 2. CONDUCT A SPEED TEST

It is a highly recommended that all Exhibit Share users test the Internet connection that they will use for the actual Exhibit Share session prior to the meeting. This test must be done at the same location and with the same equipment that will be used for the actual session. The recommended speed is 8 up and down for 4 users.

#### Take the Speed Test Now

If you need additional assistance or if your system fails any part of the Speed Test – please contact us at (866) 642-9574.

### 3. UPLOAD YOUR EXHIBITS

Upload any exhibits you may wish to introduce during the meeting in your folder marked Private.

#### **CAUTION:**

Do not upload documents directly to the “!!Marked Exhibits” folder. That folder and its contents can be viewed by all parties and is reserved for marked exhibits.

### 4. ADD EXHIBIT SHARE TO THE DEPOSITION NOTICE

Notify other participants about the use of electronic exhibits.

#### **SAMPLE LANGUAGE:**

NOTICE IS FURTHER GIVEN that we reserve the right to conduct this deposition utilizing the secure web-based deposition option afforded by Veritext or in the alternative video conferencing (VTC) services or telephonically to provide remote/virtual access for those parties wishing to participate in the deposition via the internet and/or telephone. Also take notice that we reserve the right to record the deposition either by stenographic means by a court reporter certified to record depositions or a digital reporter utilizing state-of-the-art digital recording equipment or other methods of capture, including the use of automated speech transcription, audiovisual, and summarization services. Both the court reporter and digital reporter are authorized to administer the oath and serve as the deposition officer in the State of [state]. Take note that the deposition officer may also be remote and out of the presence of the deponent via one of the options above for the purposes of providing the oath/affirmation to the deponent and capturing the proceeding. We further reserve the right to utilize the following: (1) Record the deposition utilizing audio or video technology; (2) Instant visual display such that the reporter’s writing of the proceeding will be available to all who are a party to this proceeding to request and receive it in realtime; (3) Exhibit Capture (picture-in-picture) technology in which any exhibit reviewed by the deponent during the deposition can be captured visually; (4) To conduct this deposition utilizing a paperless exhibit display process called Exhibit Share or a similar paperless virtual display platform and (5) use of automated speech transcription, audiovisual and summarization services [using artificial intelligence]. The parties are advised that in lieu of a paper set of exhibits they may be provided and displayed digitally to the deposition officer, deponent, parties and counsel. The exhibits will be compiled by the deposition officer for the purposes of exhibit stamping, and ultimate production of the final certified transcript.

Please contact the noticing attorney at least five (5) calendar days prior to the deposition to advise that it is your desire to appear via this remote participating means so that the necessary credentials, call-in numbers, firm name, email address, services, testing and information, if necessary, can be arranged and provided to you prior to the proceeding(s).

### 5. REMIND IN PERSON PARTICIPANTS TO BRING A DEVICE

Any type of Windows, Mac, iOS or Android device will work with Exhibit Share.

### 6. CONSIDER YOUR WITNESS

It may be a good idea to bring along paper copies of your exhibits for the Witness, especially if they have little knowledge of computers or devices.

### 7. LOG INTO EXHIBIT SHARE

Once in Exhibit Share, select any exhibit from your Private folder and click the

“Introduce Exhibit” button. From the new window, click “Add Stamp” to add the exhibit sticker. Then click “Introduce Exhibit” to stamp and distribute the file to the other participants logged into the platform.

### 8. PRESENTING EXHIBITS

Review tutorials on how to introduce and present exhibits using Exhibit Share.

#### [VIEW EXHIBIT SHARE HELP LIBRARY](#)

*\*For instructions on how to create Exhibit Share annotations, see the guide on page two.*

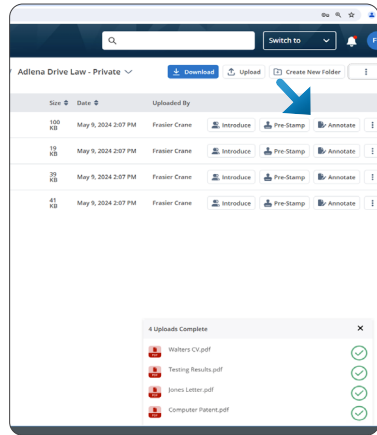
Visit [VERITEXT EXHIBIT SHARE HELP LIBRARY](#) Tutorials

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

# EXHIBIT SHARE ANNOTATIONS HOW TO GUIDE

Our Annotation features enable you and other participants to collaboratively annotate exhibits in realtime. This guide will walk you through the steps of annotating an exhibit in Exhibit Share.

1. From the folder view, select the file to annotate.



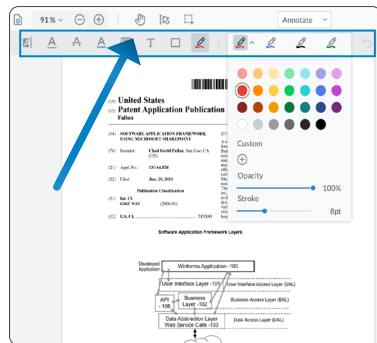
2. Select the “Annotate” button for the file you would like to introduce.

3. The Session Leader controls other users’ rights to annotate.

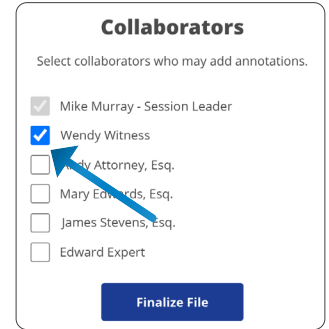
4. Other participants can view the annotations live, by also selecting the same file and clicking “Annotate”.



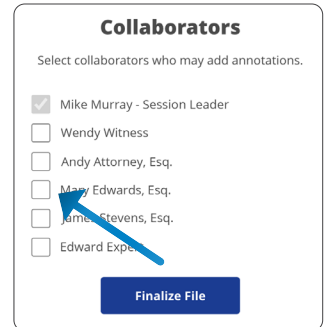
5. The Session Leader can now annotate the document using the annotation toolbar at the top of the document.



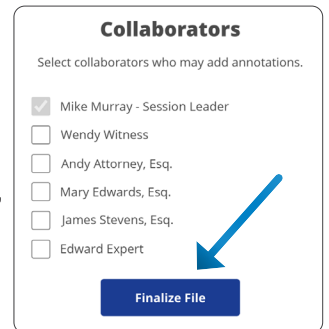
6. To enable annotation rights for other users, simply select their name from the “Collaborator” list on the left-hand side.



7. Permission to annotate may be revoked by removing the checkbox next to the user’s name.



8. When all annotating is complete, click the “Finalize File” button to complete the session. The newly annotated version will be saved in the same folder as the original file with “(annotated DATE TIME)” appended to the end of the file name.



## PRO TIPS:

Files in your Private Folder can be annotated, but since others do not have access, they will not be able to “collaborate” and see annotations in realtime.

Permission to annotate can be given to any user that selects the same file and click “Annotate”.

Ensure files are “Finalized” to save your annotations.