

DEPOSITION CHECKLIST AND STANDING ORDER



DETERMINE THE PROPER VENUE:

With over 60 locations nationwide and a network of affiliates globally, we have conference rooms for you. Some considerations when choosing your deposition location are:

- Size of the space
- Breakout rooms if needed
- Facility technology capabilities (copy machines, wireless and hard wire connection, etc.)



WAYS TO SCHEDULE:

When you are ready to schedule the deposition and your notice is complete, we offer multiple ways to schedule.

- Schedule Online at <http://www.myveritext.com>
- Snap Scheduling at <http://www.myveritext.com>
- Email Your Request to your local Account Executive, Betty Hsu bhsu@veritext.com and Client Services Manager, Daniel Luke dluke@veritext.com
- Call your local Veritext office at **(866) 299-5127** (please call if the deposition is within 24 hours)



STANDING ORDER:

- Fenwick's standard order with Veritext is: E-Transcript, PDF, Linked PDF, TextMap load file, and scanned searchable exhibits. If video is ordered it also includes: Video in MPEG 1 format, synchronization with MDB, CMS and Veritext's DepoView. All invoices are sent to fenwick.capture@chrome.com If you would like to set up an additional case specific standing order, please advise your Client Services Manager.



SCHEDULING DETAILS AND MAKE SELECTIONS OF SERVICES NEEDED:

- Location address contact name and phone number
- Start time and estimated duration
- Taking attorney and anything we need to know to accommodate their needs
- Rough (within 24 hours or sooner?) **Fenwick default is no rough**
- Realtime (complimentary iPads/laptops upon request. How many connections? **Fenwick default is no realtime**)
- Expedite (if an expedite is needed, it is best to know upfront, so expectations are met, Same Day, 1 Day etc)
- Video
- Interpreting
- Veritext Virtual (Web video streaming, Video + Text streaming, Secure messaging)
- Videoconferencing (need to consider bandwidth and conference room equipment)
- Please be sure to include your CMID # for billing purposes.
- Please provide Case Caption and documents that contain key case terminology (complaint, transcript etc),
- Please advise who and hard & soft copy deliverables go to
- Certified Copy - **Fenwick default** is Go Green electronic only. Hard Copy Sealed original delivered when available.



CHANGES IN TIME, DATE, VENUE OR SERVICES NEEDED:

- Depositions details change multiple times throughout the entirety of the case. We are very flexible and understanding, but it is imperative to inform us as soon as you are made aware. If it is within 24 hours of the deposition, we suggest calling in addition to sending an email.



LARGE CASE ADVISEMENT:

- We understand the intricacies of complex multi-party litigation. Upon scheduling, we suggest a consultation with your local Account Executive, Betty Hsu bhsu@veritext.com and Client Services Manager, Daniel Luke dluke@veritext.com to discuss case needs and best practices (i.e. standing order, handling of exhibits, etc.)