

EXHIBIT SHARE | FOR TAKING ATTORNEY

GETTING STARTED CHECKLIST

1. SETUP YOUR ACCOUNT

(First Time Users Only)

Upon ordering Exhibit Share, you will receive two emails.

- The first is a notification that you have ordered Exhibit Share for an upcoming proceeding and includes an overview of all of the steps necessary for access.

[SAMPLE EXHIBIT SHARE INVITATION FOR TAKING ATTORNEYS](#)

- The second is an invitation from notify@egnYTE.com which will walk you through the establishment of your Exhibit Share account.

[WATCH THE SETTING UP YOUR EXHIBIT SHARE ACCOUNT VIDEO](#)

2. SYNCHING YOUR EXHIBIT SHARE ACCOUNT WITH MYVERITEXT

(One Time Synch Only)

To access your Exhibit Share account, sign into MyVeritext.com.

- Within MyVeritext, go to the upper navigation bar and click “Open In Exhibit Share”.
- Follow the prompts to enter your Exhibit Share credentials within MyVeritext to synch the accounts.

[NEED A MYVERITEXT ACCOUNT?](#)

3. UPLOAD YOUR EXHIBITS

Once MyVeritext and Exhibit Share are connected upload any exhibits you may wish to introduce during the meeting in your folder marked Private.

[VIEW THE UPLOADING YOUR EXHIBITS VIDEO TUTORIAL](#)

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:

“The deposition will be recorded by stenographic means by a court reporter certified to record deposition in the State of {STATE}, and deposition exhibits will be presented and exchanged electronically.”

5. REMIND IN PERSON

PARTICIPANTS TO BRING THEIR OWN 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 to stamp and distribute the file to the other participants logged into the platform.

8. PRESENTING EXHIBITS

View the quick video tutorial on how to introduce and present exhibits using Exhibit Share.

[WATCH USING EXHIBIT SHARE FOR THE TAKING ATTORNEY](#)

Visit www.veritext.com/share for Exhibit Share Video Tutorials

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

Veritext is the leader in deposition and litigation support solutions with a proven track record of industry excellence. Our solutions utilize the latest easy-to-use technologies to streamline the deposition process, and reliably handle the most complex cases. All of this combined with unmatched data security (including HIPAA and PII compliance) ensure that Veritext clients have the best tools available and the confidence of working with the market leader.

