

NEXSEN PRUET SCHEDULING GUIDE CHECKLIST



SCHEDULING YOUR NEXT DEPOSITION

Veritext is pleased to be your preferred provider for court reporting services

PREPARATION FOR SUCCESSFUL SCHEDULING:

For easy scheduling please have the following information at hand.

- **Firm Information:** Your Name, Email, Phone & Office Location
- **Case Information:** Noticing Attorney Name & Case Caption (including a Word document to upload)
- **Deposition Information or Notice:** Date, Time, Witness Name & Claim Number for Billing
- **Billing Information:** Client/Matter Number & Primary Contact Name and Email Address
- **Location Information:** Including City, State, Street Address and Suite Number, along with the Location, Contact Person
- **Special Requests:** Which services you will need? (see 'Services')

WAYS TO SCHEDULE:

When your notice is complete and you are ready to schedule, visit www.veritext.com/nexsenpruet to find your local scheduling contact and select one of these methods:

- **Online and Snap Scheduling:** www.myveritext.com
- **Email Your Request to Your Local Account Executive:** www.veritext.com/nexsenpruet
- **Contact your local Veritext office:** Please schedule all services taking place within 24 hours via phone. www.veritext.com/nexsenpruet

DETAILS TO CONSIDER BEFORE SCHEDULING



VENUE:

With over 130 locations nationwide and a network of affiliates globally, we have conference rooms for you. Some considerations when selecting your deposition location are:

- **Size of the Space or Amount of Attendees**
- **Breakout Rooms** (if necessary)
- **Facility Technology Capabilities** (copiers, wireless and hard wire connection, etc.)
- **Remote Participants & Proceeding Details:** Visit www.veritext.com/remot for key details and a checklist practice guide.



SERVICES:

- Rough**
- Realtime:** *Will you require complimentary iPads or laptops? How many connections are needed?*
- Expedite**
- Video**
- Interpreting**
- Veritext Virtual:** web video streaming, video text streaming and secure messaging
- Exhibit Share:** share exhibits securely and virtually
- Videoconferencing:** *What is the bandwidth and current conference room equipment?*



LARGE CASE ADVISEMENT:

We understand the intricacies of complex multi-party litigation. Upon scheduling, we suggest a consultation with your local Account Executive and Client Services Manager to discuss case needs and best practices. Our team can arrange a standing order of your requested needs for each case to ensure exhibits are handled properly, and communications are directed to the appropriate team members, etc.