

# REMOTE PROCEEDINGS:

## TAKING THE RECORD FROM YOUR HOME BASE



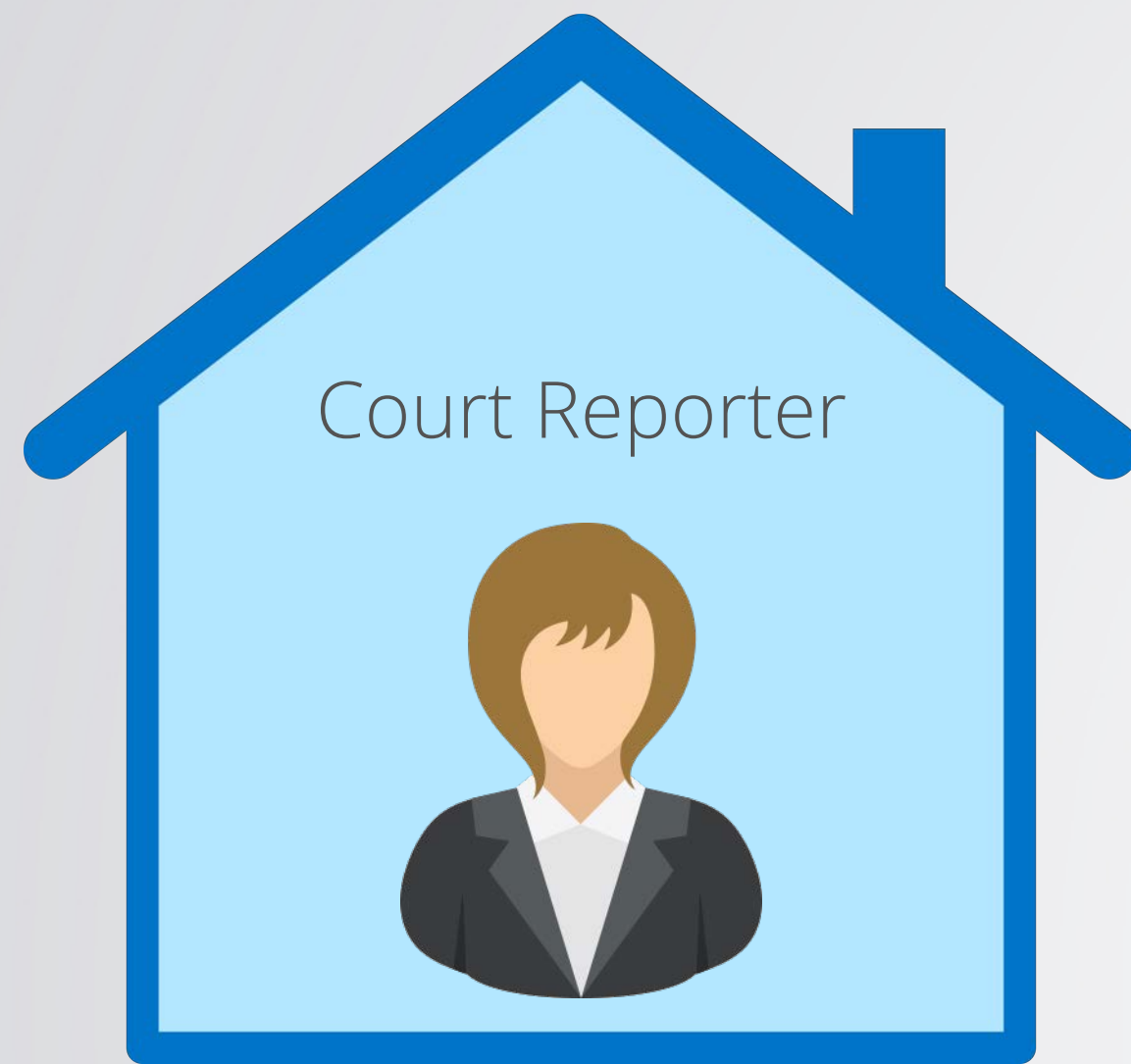
*This recording was created from a live webinar broadcast hosted on 7/30/2020. Reporters and videographers are not eligible for Continuing Education Credits through the NCRA or any other association by watching this recorded video. If you have any questions, please contact [CourtReporter@veritext.com](mailto:CourtReporter@veritext.com). © This webinar is owned and copyrighted by Veritext. Any recording, transcribing, or distribution of the webinar in whole or in part is prohibited without the express written permission of Veritext.*



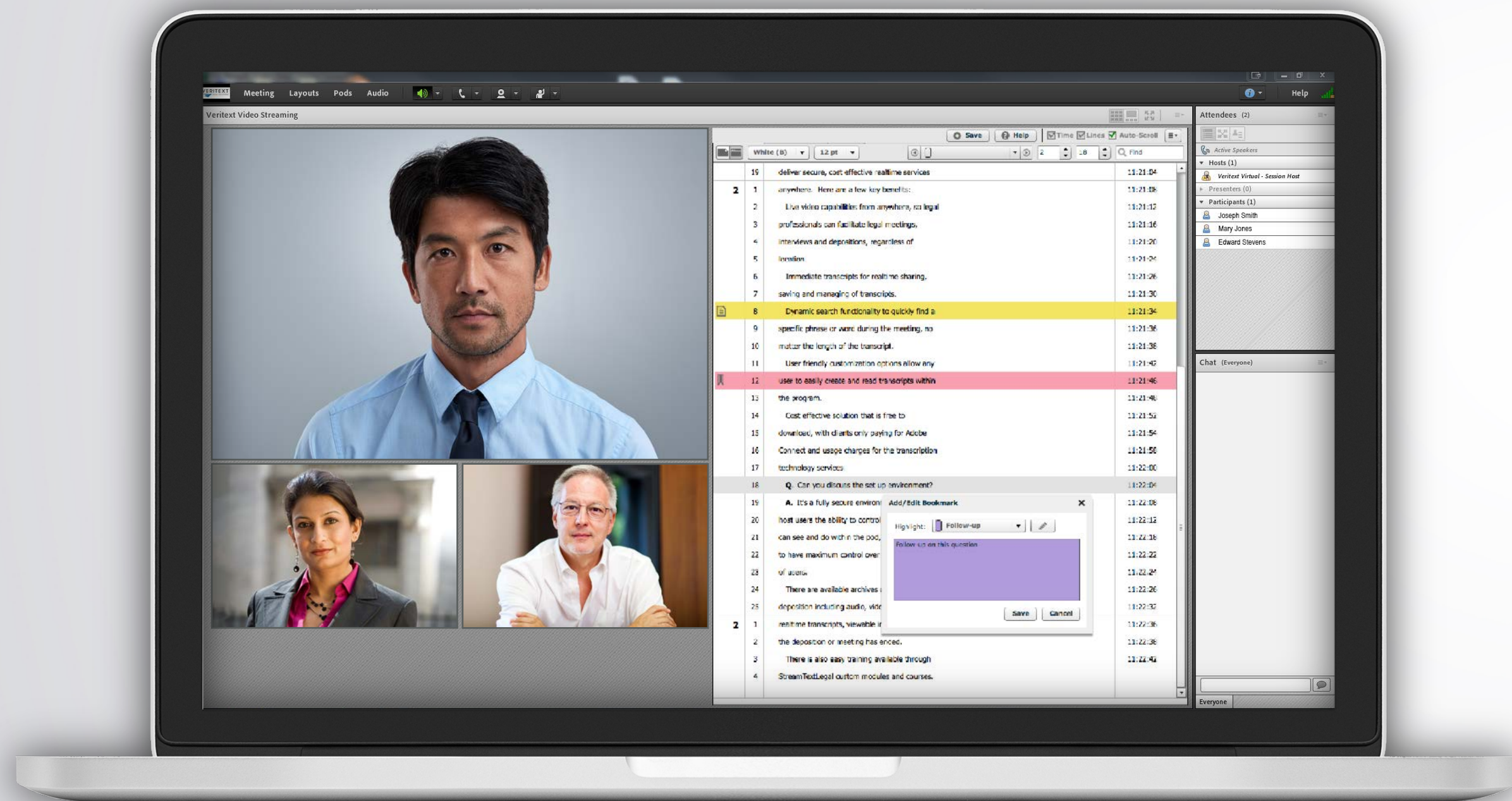
**“SUCCESS TODAY REQUIRES THE  
AGILITY AND DRIVE TO CONSTANTLY  
RETHINK, REINVIGORATE, REACT,  
AND REINVENT” — BILL GATES**



# FULLY REMOTE DEPOSITION



# SETTING YOURSELF UP FOR SUCCESS



- ✓ EQUIPMENT REQUIREMENTS
- ✓ ESSENTIAL TIPS
- ✓ BEST PRACTICES
- ✓ SWEARING IN THE WITNESS
- ✓ CONNECTING TO A PROCEEDING
- ✓ REALTIME
- ✓ EXHIBITS
- ✓ QUESTIONS



# RESOURCES

[WWW.VERITEXT.COM/REMOTEREPORTER](http://WWW.VERITEXT.COM/REMOTEREPORTER)



# Veritext Virtual

Veritext Virtual lets everyone involved in the proceeding participate remotely by using their webcam-enabled computers or mobile devices with Internet connection.

**Veritext Virtual vs Virtual Zoom**  
**Veritext Virtual** is a proprietary system that runs through the Adobe platform and is fully supported by the Veritext team. **VIRTUAL ZOOM** is a virtual system that runs the Zoom platform through Remotex Counsel and is fully supported by the Remotex Counsel team.

## WATCH THESE TUTORIALS

**On-Demand Webinar For Reporters**

We also recommend watching the short tutorials created for attorneys so you have understanding of their process:

- Veritext Virtual Tips Video
- General Remotex Proceeding Tutorials
- On-Demand Webinar for Attorneys

**IMPORTANT:** Please test your equipment the virtual system prior to the proceeding order to avoid technical issues that may delay the virtual session.

please call the V

For more information on taking please visit [www.veritext.com](http://www.veritext.com),

# Veritext Virtual

## Getting Started Check List For Court Reporters

BEFORE THE DEPOSITION

DURING THE DEPOSITION

**Accept the Invitation**  
 One day prior to the assignment you will receive a Virtual Invitation from the Veritext Virtual team to connect from.

**Join the Meeting**  
 To join the meeting, just click the link provided in the invitation email to launch Veritext Virtual. You will login using the

**What is Exhibit Share?**  
 Exhibit Share is a software tool that allows attorneys to introduce and share exhibits electronically to all attending parties, including the witness, court reporter, and all other counsel, regardless of location. Court Reporters can easily access Exhibit Share directly within the Veritext Partner Portal.

**1. Accept the Exhibit Share Invitation (Prior to the Deposition)**  
 Once Exhibit Share has been ordered by the Taking Party you will receive an invitation from [notify@paysite.com](mailto:notify@paysite.com) to set up your Exhibit Share account. Accept Terms of Service and set your credentials.

**2. Sync Exhibit Share & Partner Portal (Prior to the Deposition)**  
 At least one day before the deposition, and after creating an Exhibit Share account, you should then log into the Partner Portal and:

1. Navigate to the **ASSIGNMENT** page
2. Locate the **REMOTE SERVICES** tab
3. Click the **GO TO EXHIBIT SHARE** button

The first time Exhibit Share is accessed via Partner Portal, users will be prompted to enter their Exhibit Share credentials to sync their Partner Portal account. **This is a one-time process.**

Once synced, the connection between the Veritext Partner Portal and Exhibit Share will be maintained for future depositions. **Please be sure to do this at least one day before the deposition.**

**3. Conduct A Speed Test (Prior to the Deposition)**  
 It is highly recommended that all users test their internet connection, prior to the meeting. This test must be done with the same equipment that will be used for the actual session. The recommended speed is 5 Mbps up and down.  
[Take the Speed Test Now](#)

**4. Log Into The Partner Portal**  
 Just prior to the deposition start time, visit [partner.veritext.com](http://partner.veritext.com) to log in. You should have already synced your Exhibit Share account. As the reporter, you will have access to the exhibits as they are introduced.

**5. Access the Exhibits**  
 After opening Exhibit Share through the Partner Portal, navigating through the folder structure to the case of your current deposition.

**DEPOSITIONS FOLDER:** Within this folder you will access the case you've been assigned to. Here you will see a folder called "Marked Exhibits."

**MARKED EXHIBITS FOLDER:** All exhibits will automatically file into this folder as they are marked. As files are introduced you will need to refresh the folder – just double click on the folder name.

**PREVIOUSLY MARKED:** Here you can access all previously marked files for this case.

**6. Download The Exhibits**  
 If permitted by the Taking Attorney, you may also download exhibits to view them on your computer or retain copies of the files. Just hover over the file to download individual exhibits or check the boxes to download them all.

**7. Access the Exhibits**  
 Following the deposition you can access the Exhibits in a different way:

**VIA EXHIBIT SHARE**  
 After the deposition is over, you will have access to 56 hours after the deposition.

**VIA THE VERITEXT PARTNER PORTAL**  
 After the deposition exhibits will also be available in the Veritext Partner Portal.

## WATCH THESE TUTORIALS:

**Accessing Exhibit Share Via the Portal**

We also recommend watching the short tutorials for the Taking Attorney, the Participating Attorney, and the Witness so you have an understanding of their process:

- For Taking Attorneys
- For Participating Attorneys
- For the Witness

Find more Exhibit Share Video Tutorials at [WWW.VERITEXT.COM/SHARE](http://WWW.VERITEXT.COM/SHARE)

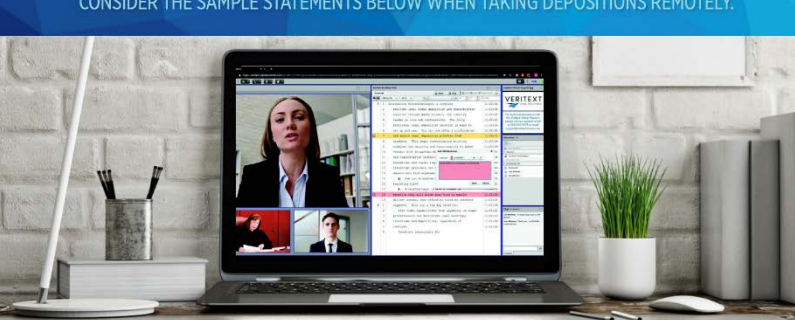
For technical assistance with the meeting, please call the Veritext Exhibit Share Technical Help Line at (866) 642-9574.

For more information on taking remote depositions, please visit [www.veritext.com/remotereporter](http://www.veritext.com/remotereporter)



# REPORTING REMOTELY?

CONSIDER THE SAMPLE STATEMENTS BELOW WHEN TAKING DEPOSITIONS REMOTELY.



## Sample Statements For Remote Proceedings

During this COVID-19 pandemic, many states, for example, TX, NY and CA, have suspended the requirement for the court reporter to be in the same room with the witness when swearing them in. We suggest you check with your local **notary laws** regarding witness oathes for the most up-to-date information.

Regardless, it's always good idea to stipulate on the record that you, the court reporter, can swear in the witness remotely. All applicable statements should be read into the record prior to the start of the proceeding.

### SWEARING IN THE WITNESS:

Federal Rule 30(b)(6) provides: The parties may stipulate – or the court on motion order – that a deposition may be taken by telephone or other remote means. For the purpose of this rule and Rules 28(b), 37(c)(2), and 37(d)(3), the deposition takes place where the deponent answers the questions.

### SAMPLE OPENING STATEMENT

This is a suggested script to read to all participants before swearing in the witness. This statement is intended to help you set the tone of the deposition to ensure a clean and accurate record.

"Consent. I have a short statement I would like to make to help everything go as smoothly as possible considering we are not all in the same room. Because we are all appearing remotely, I would like to ask everyone to be more concise than ever of not speaking over each other. If I cannot hear the end of a question or the beginning of an answer, you are going to have a very poor record. If the witness can take a pause before answering to allow the attorneys to object this will be extremely helpful. I really don't want to disrupt your deposition flow and will try to keep interruptions to a minimum, but will if I cannot hear or understand something that is said. If I have to interrupt, please be patient and understand my goal is to provide you with a clear record of these proceedings.


If there is an objection, it would be very helpful if you state your name first, before your objection, so I know who is talking. Before we get started, I would request you move your papers and/or legal pads away from your phone or microphone to avoid that ambient noise.

If everyone is ready, I will swear in the witness. Before I do that, I am going to need a stipulation to allow me to swear the witness remotely. When you're ready, I will read the stipulation into the record, followed by each attorney stating their appearance, and anyone in the room with who is also attending, and stipulate to allow me to swear in the witness, starting with taking attorney."

### SAMPLE STIPULATION SCRIPT

"Due to the need for this deposition to take place remotely because of the Government's order for social distancing, the parties will stipulate that the court reporter may swear in the witness over the phone/VeriText virtual videoconference and that the witness has verified that he/she is in fact (name of witness)."

**NOTE:** The sample scripts are available for informational purposes only and not for the purpose of providing legal advice. It is important that you track and comply with the most recent developments in your state, as well as the notary laws regarding witness oaths.



VERITEXT  
LEGAL SOLUTIONS

VERITEXT.COM/REMOTEREPORTER

# REPORTING REMOTELY?

Are you prepared to take the record from your home base? Safeguard your health and learn how to conduct a deposition using remote technologies like VERITEXT VIRTUAL!



## From Your Own Home

Remote technologies such as VeriText Virtual let **anyone involved in the deposition participate remotely** by using their webcam-equipped computers or mobile devices with an internet connection!

When you take the record from your home, you can "speak in the witness", mark exhibits, perform readbacks, and produce a certified transcript, just as you would if you were on-site.

### \*SWEARING IN THE WITNESS:

Federal Rule 30(b) provides: The parties may stipulate - can the court on motion order - that a deposition may be taken by telephone or other deposition technology. For the purpose of this rule and Rules 28(a), 30(a)(2), and 30(b)(3), the deposition takes place where the deponent answers the questions.

It is important that all parties stipulate that you, the court reporter, can swear in the witness remotely and that you confirm all replies with your local **INTERVIEW**, if applicable.

## GETTING STARTED & BEST PRACTICES

### CONNECTING TO THE PROCEEDING

One day prior to the assignment you will receive a Virtual invitation from the VeriText Virtual team to connect. There is no cost associated for court reporters. This email invitation will include a **link to join, instructions to test your equipment, and the date and time of the deposition**, and the case caption.

### EQUIPMENT

In addition to your state machine, you should have your own CAT software, your computer will have an organized workspace that includes:

- Webcam-equipped laptop or computer with a stable internet connection and an adequate power source.
- Telephone landline or cell phone with good reception.

### CONNECT TO A HARDLINE

Wi-Fi transportation can be temperamental. Use a wired connection for a more stable feed.

### TAKE THE WITNESS CONNECTION SELF-TEST

Without a test Internet connection, transcription may be choppy. Take a **5-minute test** the equipment you will be using the day of your live session to make sure your equipment is set to speed.

### TEST YOUR AUDIO

The integrated telephone conference call on a Bluetooth conference speaker is recommended for the best audio results. However, if you speak very loudly and have high-quality speakers or headphones.

### TEST YOUR WEBCAM

If you would like other participants to be able to see you, make sure your computer has a webcam. For best results, use an external HD webcam and test it beforehand.

### ORGANIZE YOUR APPEARANCES PAGE

Before the deposition begins, provide your email address to all participants and email your name, contact information, where they report, and their turnout if possible, with the VeriText job number in the subject line.

If you do not want to give your personal email, you can create a professional one using a professional email provider (Gmail, Outlook, etc.). Create a simple email address that you can log quickly and easily.

### IDENTIFY YOURSELF PLEASE!

Before the deposition starts request that each person identify themselves by their last name before they speak.

### DESS APPROPRIATELY

If you are going to be on camera, wear proper business attire. Solid color shirts and simple jewelry are best for video.

### ELIMINATE BACKGROUND NOISE

Consider your surroundings; close your office door and mute your phone when you are not speaking.

### INVEST IN GEAR (SUGGESTION ONLY)

If you are new to taking remote depositions, consider purchasing a quality Bluetooth conference speakerphone and/or noise cancelling headphones to make it easier on yourself to deal with parties. It is always a best practice to read reviews or ask for suggestions from your fellow court reporters before making a purchase.

## RESOURCES

### REALTIME

**CASEWITNESS**  
CaseWitness provides interactive realtime access to testimony using CallSign on their [LIVEpage](#).  
You can find resources and guides for CaseWitness [here](#).

**ELIPSE CAT SOFTWARE**  
Elipse Media Viewer is an app for realtime viewing that works with the [Elipse](#) software. You can find more information at [Elipse](#).  
[Click here for more information on Elipse](#).

### VERITEXT VIRTUAL & VIRTUAL ROOM

VeriText Virtual and VeriText Room can both integrate a realtime feed. One can guide the assignees you will receive a virtual invite with detailed instructions on how to connect and the software required to stream your remote deposition.

- **Streamlink** [For additional support using Streamlink please visit the \[Streamlink support documents\]\(#\) page.](#)
- **Current phase and the [LIVE for Court Reporter](#) webpage.**

### ROOM

### RESOURCES

**VeriText**  
[VeriText](#)  
[VeriText](#)  
[VeriText Audio Issues](#)

### SHARE BY VERITEXT

For more information about VeriText's Exhibit Share and [Exhibit Share for Court Reporters](#) or [VeriText Exhibit Share](#), visit our [Exhibit Share](#) [LIVE](#) document.

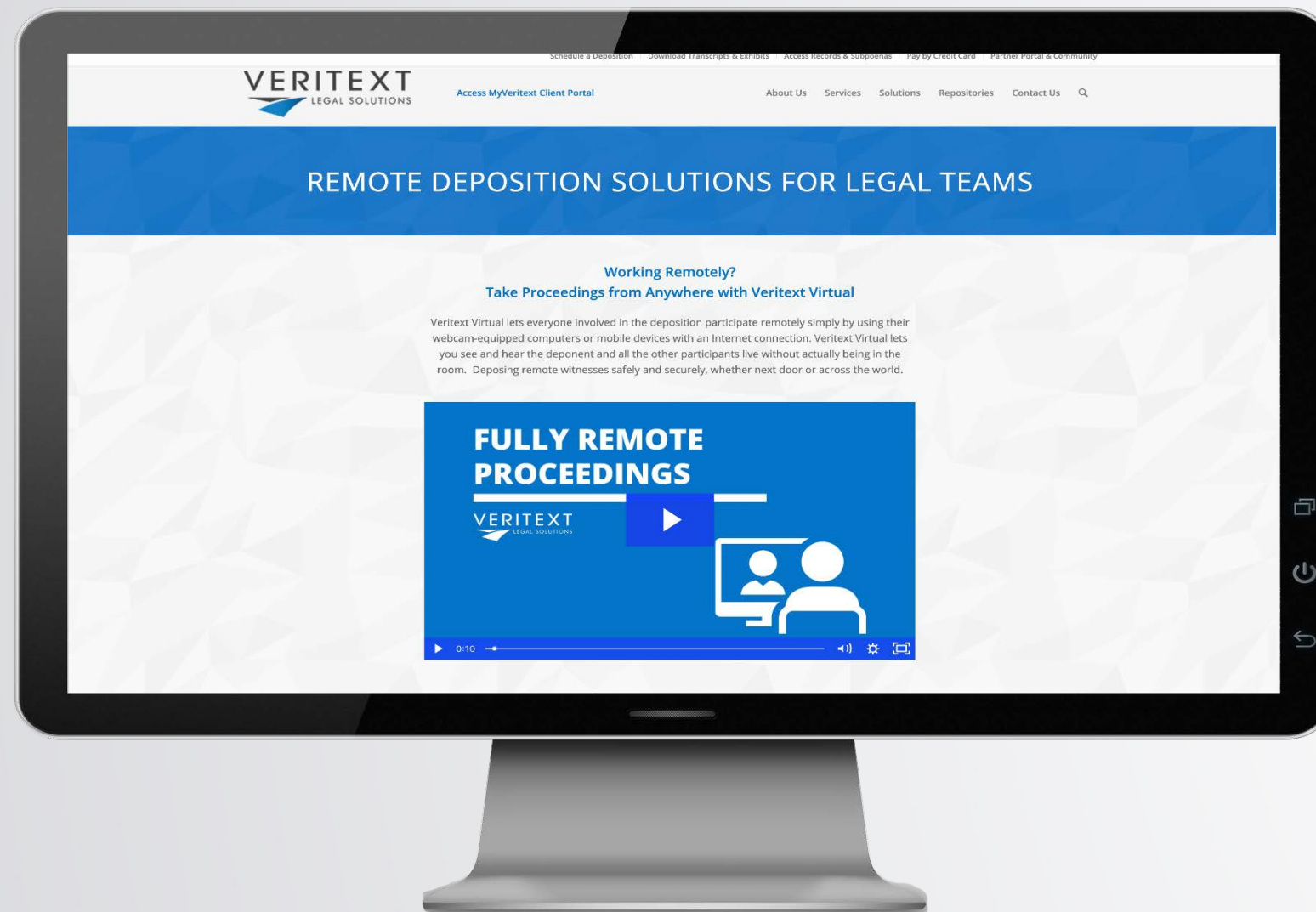
Join the [VeriText](#) job that features Exhibit Share, you will receive a free invitation on demonstration prior

## VERITEXT SOLUTIONS





# VERITEXT IS TRAINING ATTORNEYS!



[VERITEXT.COM/REMOTE](https://www.veritext.com/remotetext)



CLE WEBINARS



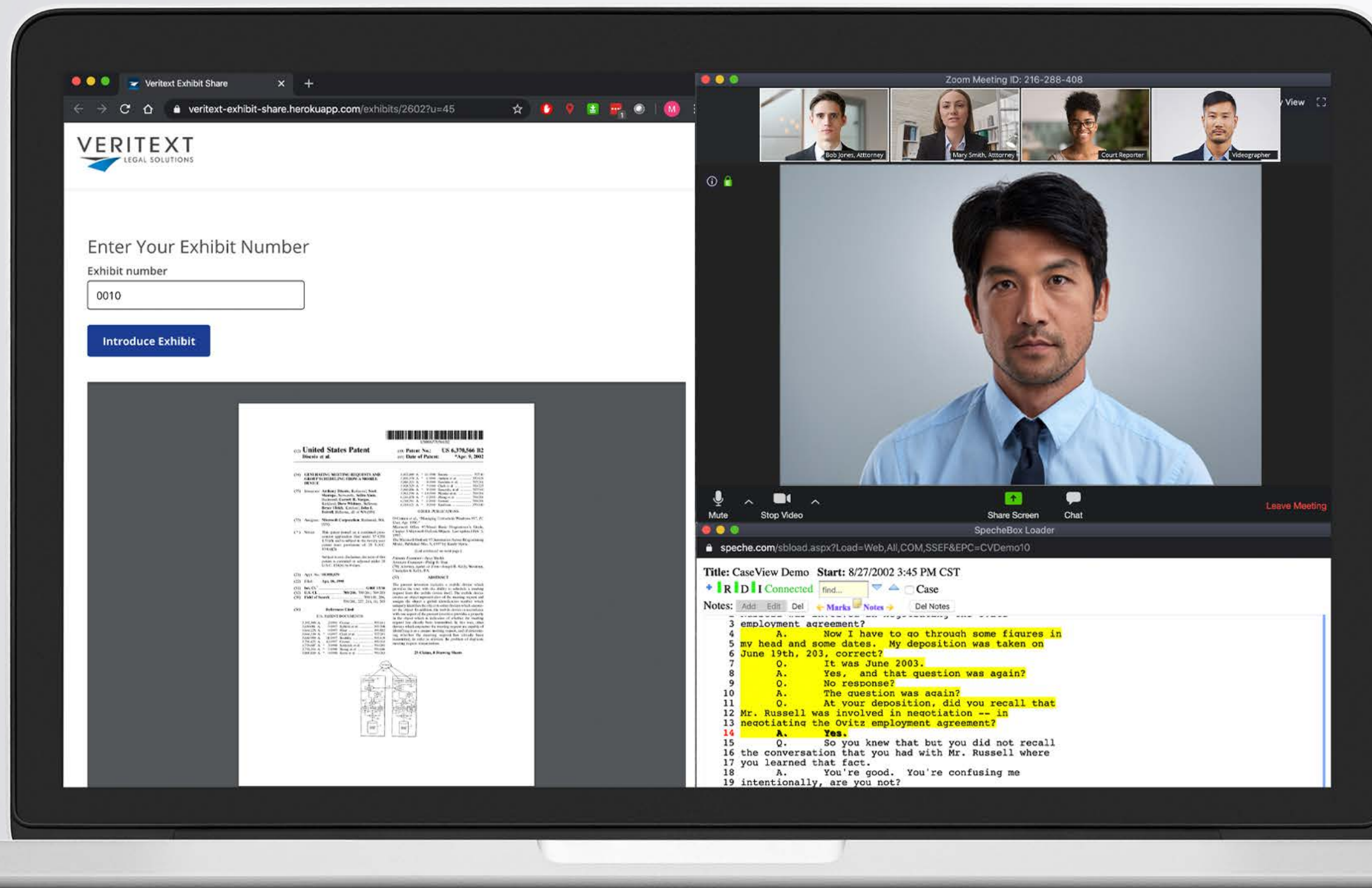
ONE-ON-ONE  
WALK-THROUGHS



# KEY CONSIDERATIONS

# KEY REMOTE CONSIDERATIONS

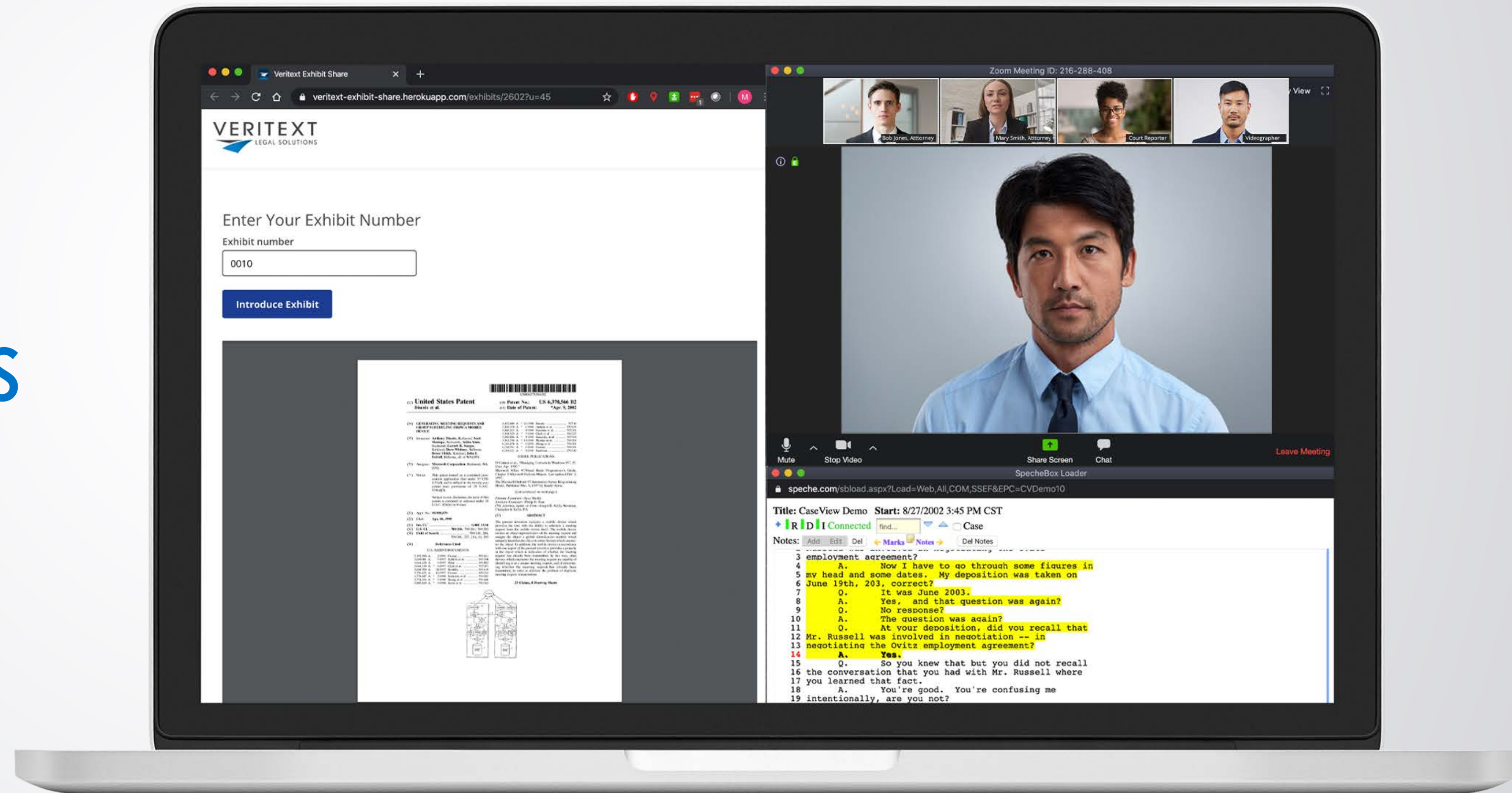
- ✓ PREPARE & TEST
- ✓ CONNECT EARLY
- ✓ CAPTURE THE RECORD
- ✓ EXHIBITS
- ✓ VIDEOGRAPHY





# ADDITIONAL CONSIDERATIONS

- ✓ APPEARANCE PAGE
- ✓ STIPULATIONS
- ✓ SWEARING IN THE WITNESS
- ✓ EXHIBITS
- ✓ TECHNICAL ISSUES





# EQUIPMENT REQUIREMENTS





# ADDITIONAL EQUIPMENT | SUGGESTIONS ONLY

## CONFERENCE SPEAKERPHONES

\$180



Beats Pill+ Portable Speaker

\$130



Jabra Wireless USB  
Bluetooth Speaker

\$99



Kaysuda Bluetooth  
Conference Speakerphone

## HEADPHONES

\$180



Logitech Gaming  
Headphones

\$350



Bose Noise  
Cancelling Headphones

\$55



TaoTronics Active Noise  
Cancelling Headphones



# AUDIO SPLITTER



An audio splitter allows two headphones or headphones and a recording device to be connected through to one audio jack.



# ZOOM RECORDING KITS



[WWW.SOUNDPROFESSIONALS.COM](http://WWW.SOUNDPROFESSIONALS.COM)  
SEARCH | ZOOM RECORDING KIT



[WWW.MARTELELECTRONICS.COM](http://WWW.MARTELELECTRONICS.COM)  
SEARCH | ZOOM COMPATIBLE COURT  
REPORTER RECORDING KIT



# TESTING BANDWIDTH

## RECOMMENDED BANDWIDTH

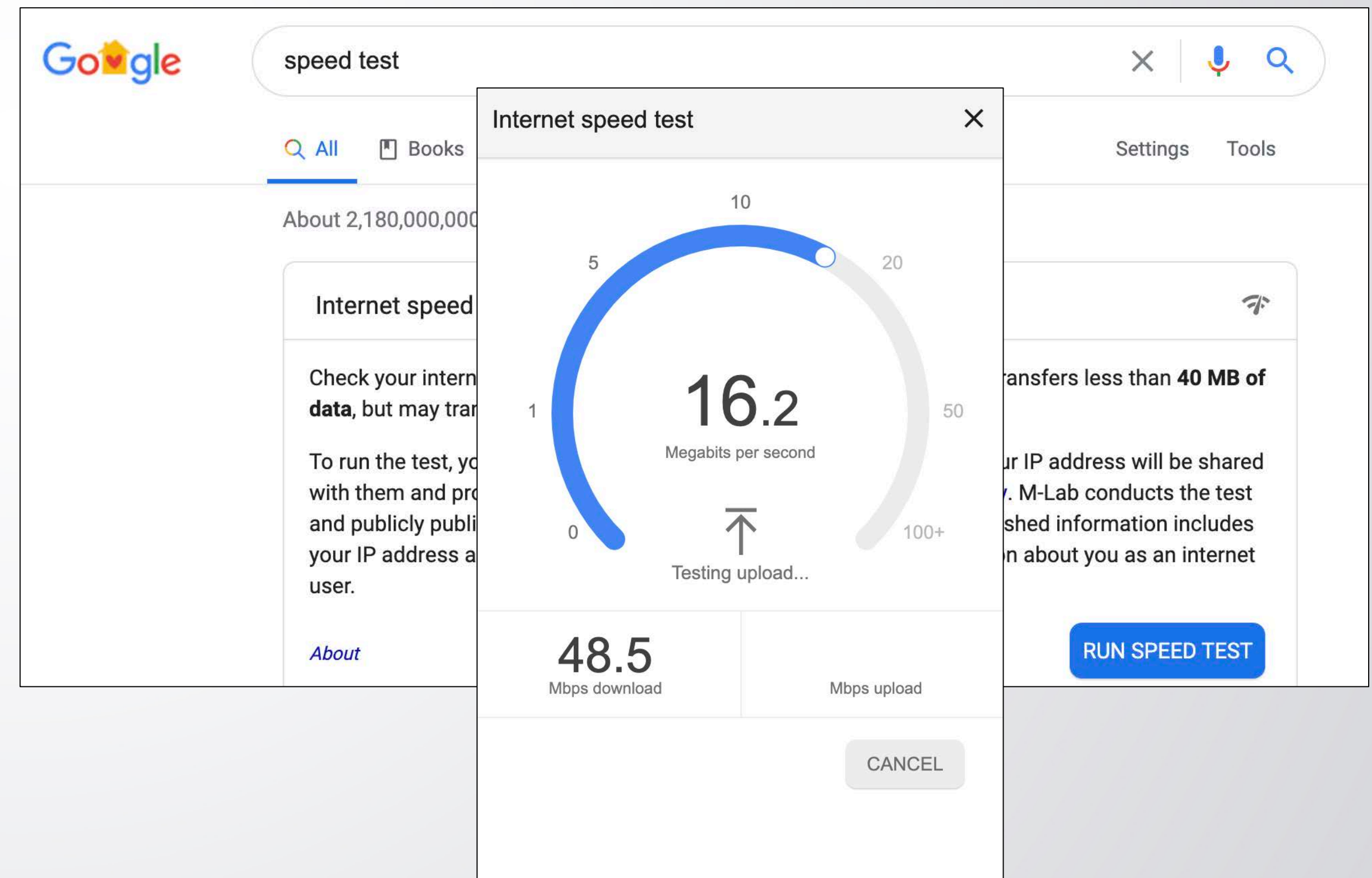
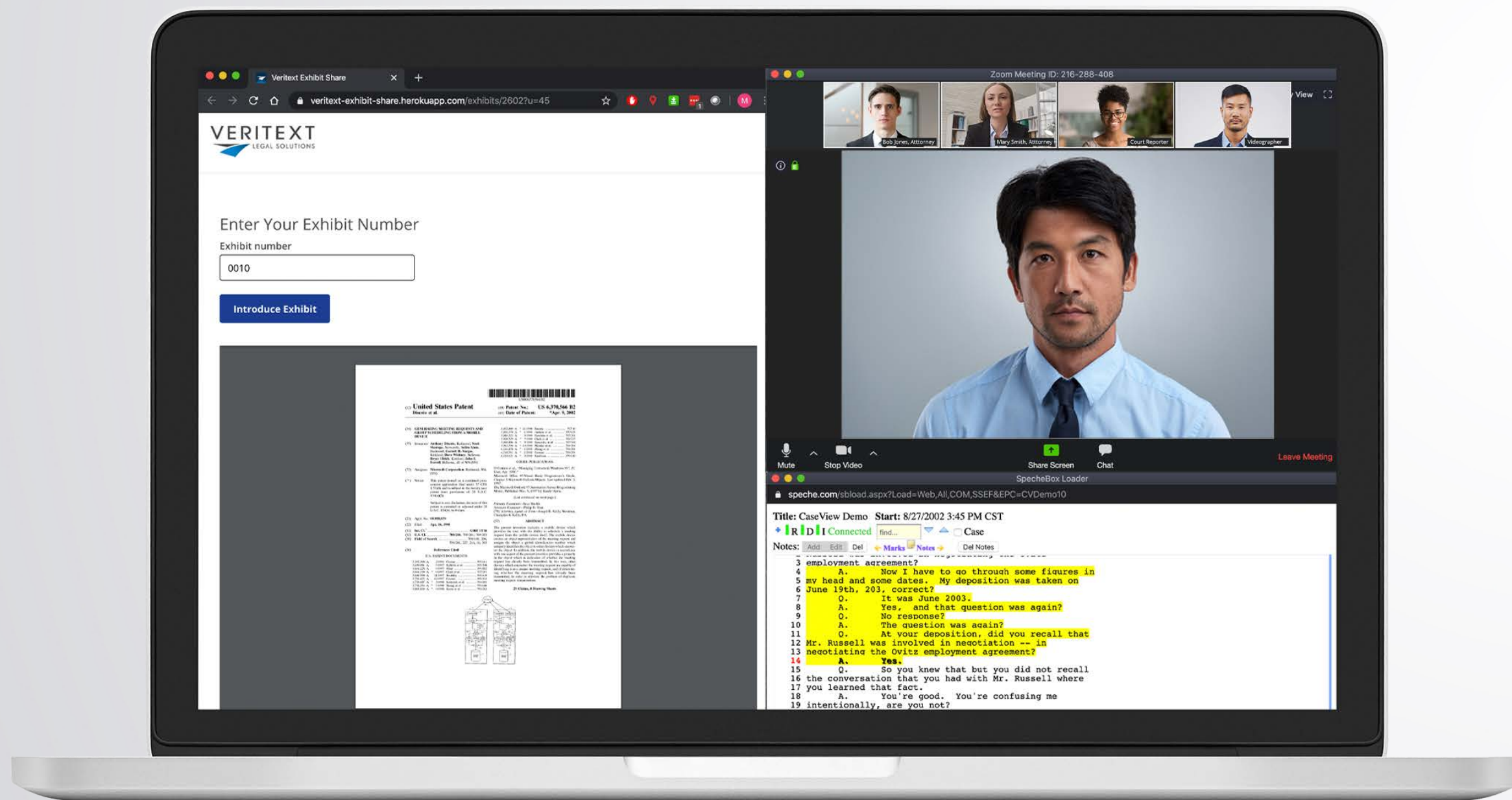
~1.5 MBps Download

~1.5 MBps Upload

## HOW TO TEST:

[www.SpeedTest.net](http://www.SpeedTest.net)

or, just Google “Speed Test”





# PREVENTING UNAUTHORIZED ACCESS



**SECURITY  
CERTIFICATIONS**



**IDENTIFICATION PROTOCOLS**



**PRESENTATION PROTOCOLS**



**ENCRYPTION ASSESSMENT**



**WAITING ROOM PROTOCOLS**

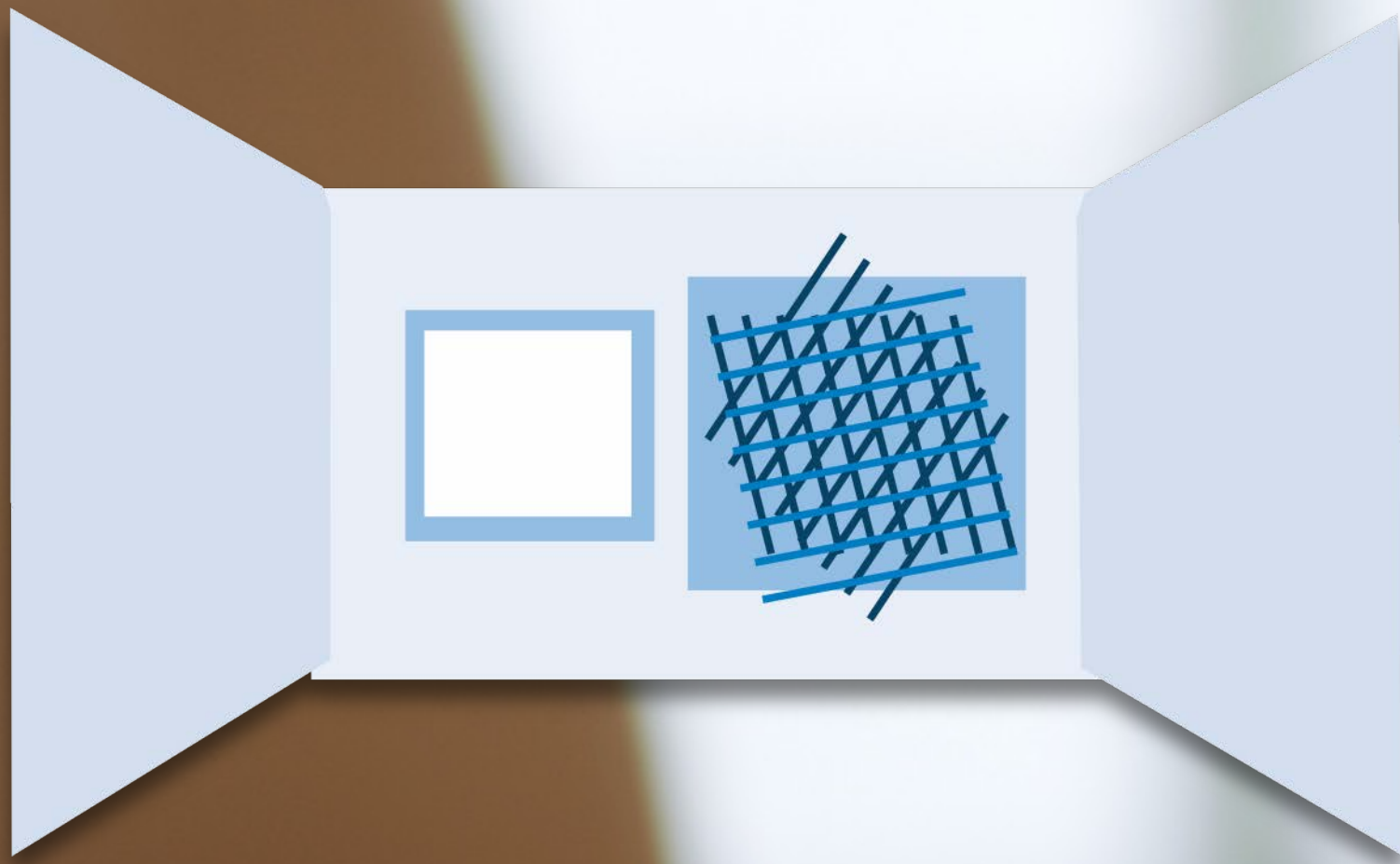




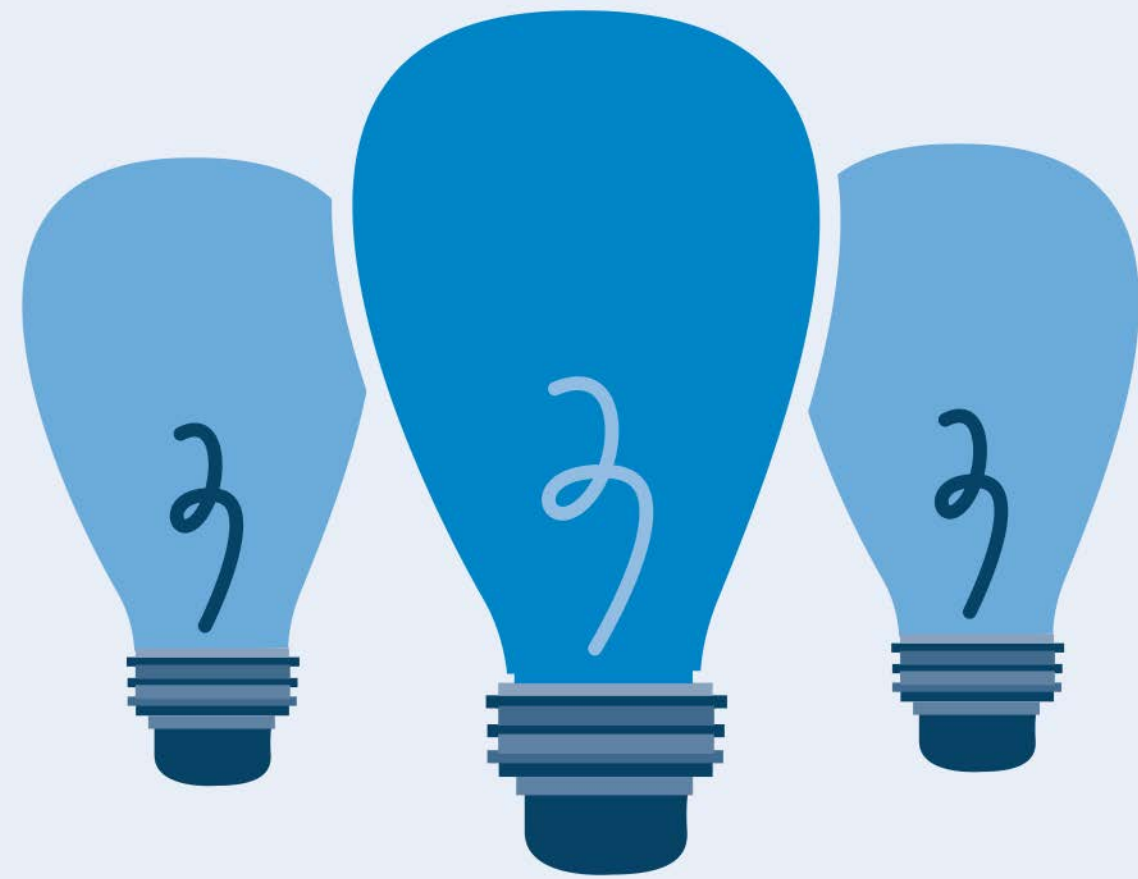
# ESSENTIAL TIPS



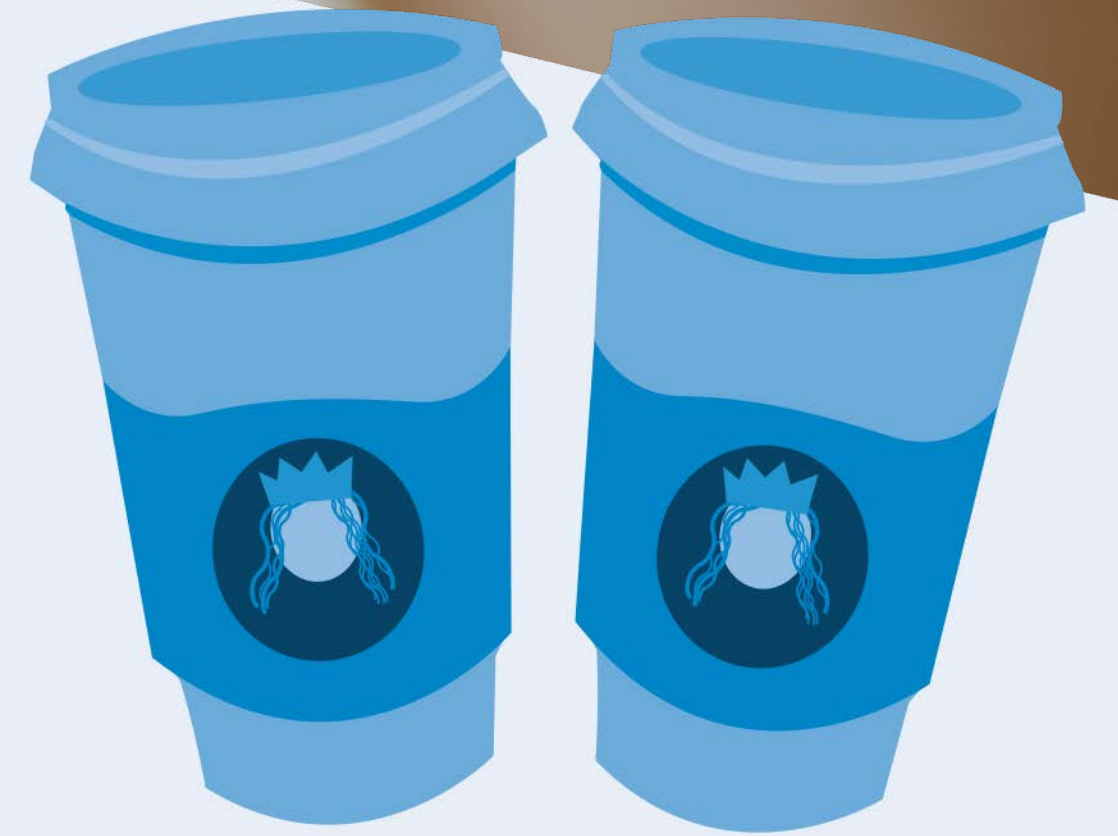
# PICKING THE RIGHT SPOT



Avoid windows and other reflective / distracting backgrounds like noisy art or wallpaper.



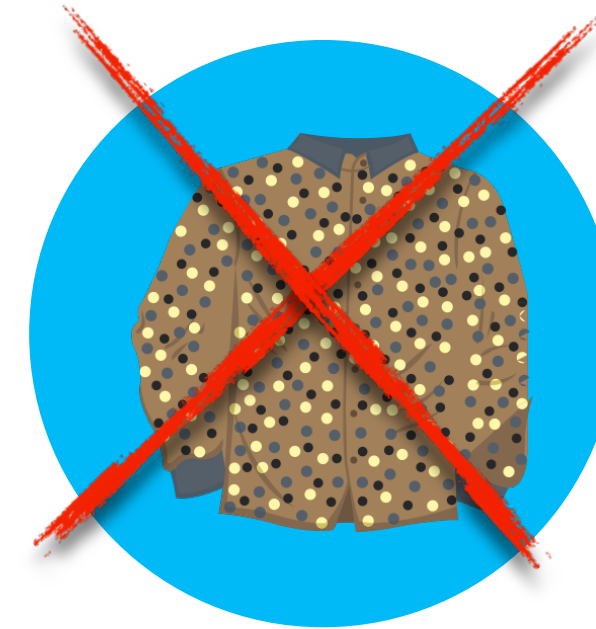
Set up where lighting is even without excessive shadows.



Remove any “props” that may disturb the camera line or create witness stereotypes.



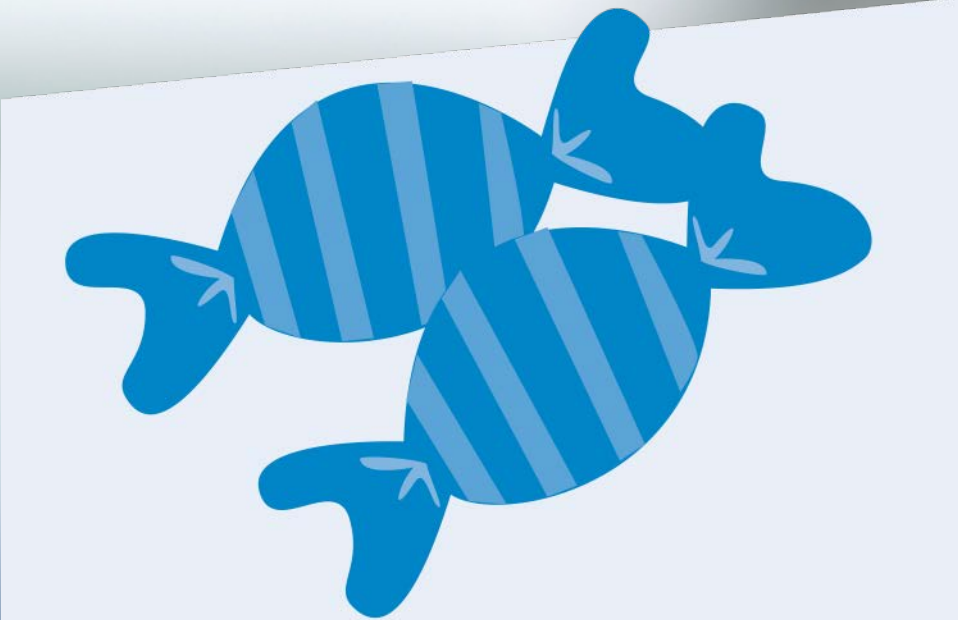
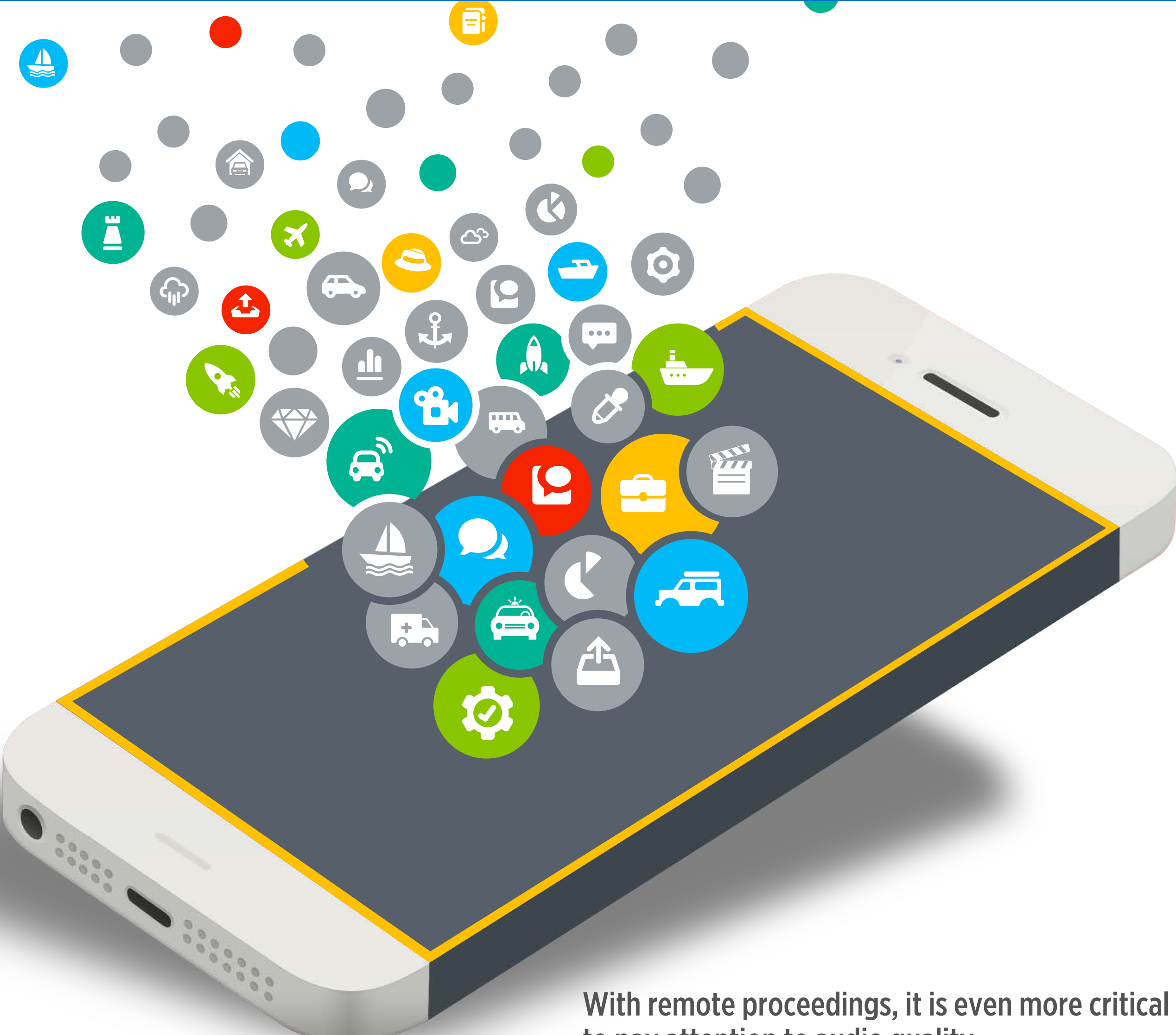
# WHAT TO WEAR *(or not wear)*



**Simple, neat and groomed**



# NOISES OFF!



**Avoid chewing gum or unwrapping candy or cough drops**



**Find a quiet room in your house away from others and sources of noise.**



**Do not rub or cover the microphone with shuffled papers**



**Go off record and MUTE all microphones during proceeding**



# ORGANIZE YOUR APPEARANCE PAGE

1	Jane Attorney; SBN 234234	
2	LAW OFFICES OF JANE ATTORNEY	
3	123 Any Street	
4	Anytown, California 92663	
5	Tel: (555) 555-555	
6	Attorney for the Defendant	
7		
8		
9		
10		
11	JOHN SMITH,	Case No.: 03CL42341
12	Plaintiff,	
13	vs.	NOTICE OF DEPOSITION
14	JANE DOE.	
15	Defendant.	
16		
17		
18	To each party and to the counsel of record for each party:	
19	You are hereby notified that the deposition of JOHN SMITH will be taken on 06/22/2020 at 20	
20	Corporate Park, #350, Irvine, CA 92606, commencing at 09:00 and continuing from day to day	
21	thereafter until completed.	
22		
23	You are further notified that:	
24	The deposition proceedings will be recorded both stenographically and by video recording.	
25		
26	A list of all parties or attorneys for parties on whom this Notice of Deposition is being served is	
27	shown on the accompanying proof of service.	
28	///	
	<hr/>	
	NOTICE OF DEPOSITION - 1	



Provide your email address



Request attorneys full name and website



Use the Partner Portal

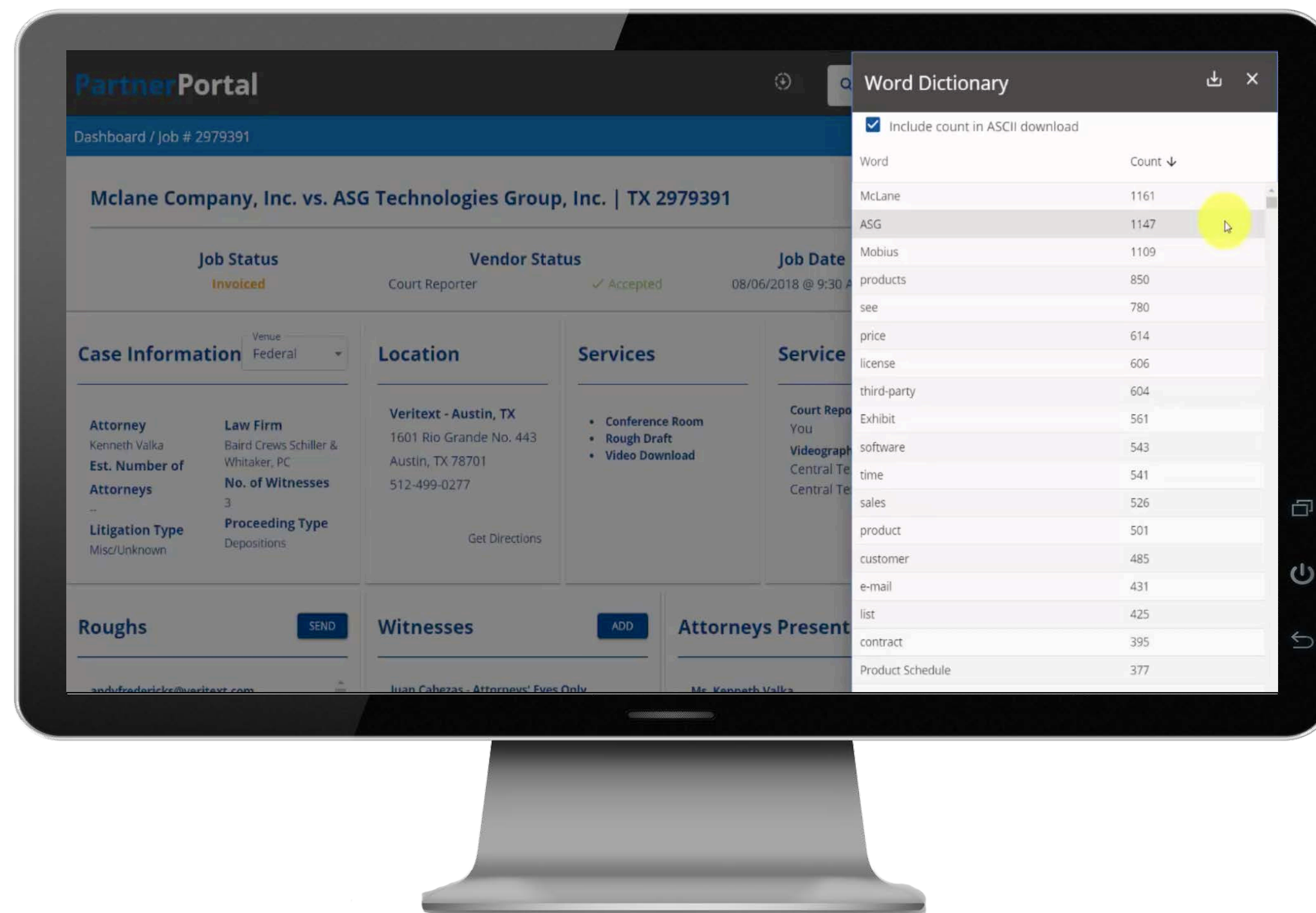


List how the attorney appeared: videoconference or telephonically



# DID YOU KNOW?

## IN THE PARTNER PORTAL!



**DOWNLOAD NOTICES!**



**DOWNLOAD WORD DICTIONARIES!**



**GENERATE APPEARANCE PAGES!**

[www.Veritext.com/remote-gettingconnected](http://www.Veritext.com/remote-gettingconnected)



# REPORTER OPENING STATEMENT

## SAMPLE OPENING STATEMENT SCRIPT

“Counsel, because we are all appearing by telephone, everyone is going to have to be more conscious than ever of not speaking over each other. If I cannot hear the end of a question or the beginning of an answer, you are going to have a very poor record. If I must consistently interrupt because I cannot hear or understand something that is said, you will not have a good deposition flow. If there is an objection, I must be able to hear it and know who is objecting.

Please state your last name before you speak your objection so I can know who is talking. This is especially important if there is more than one attorney who might object.

If I do have to interrupt, please be patient and understand my goal is to provide you with a perfect record of these proceedings.

Please move your papers and/or legal pads away from your phone so there is no ambient noise. If you are using a cell phone and you are on “speaker,” I may ask you to speak directly into your device if I can’t hear you.

When you mark exhibits, please identify the document by stating the date and number of pages and any other clarifying information.”



# TURN OFF SMART DEVICES

**MR. JONES:** For about four hours?

**WITNESS:** Yes. The video file suggests slightly longer, but I think --

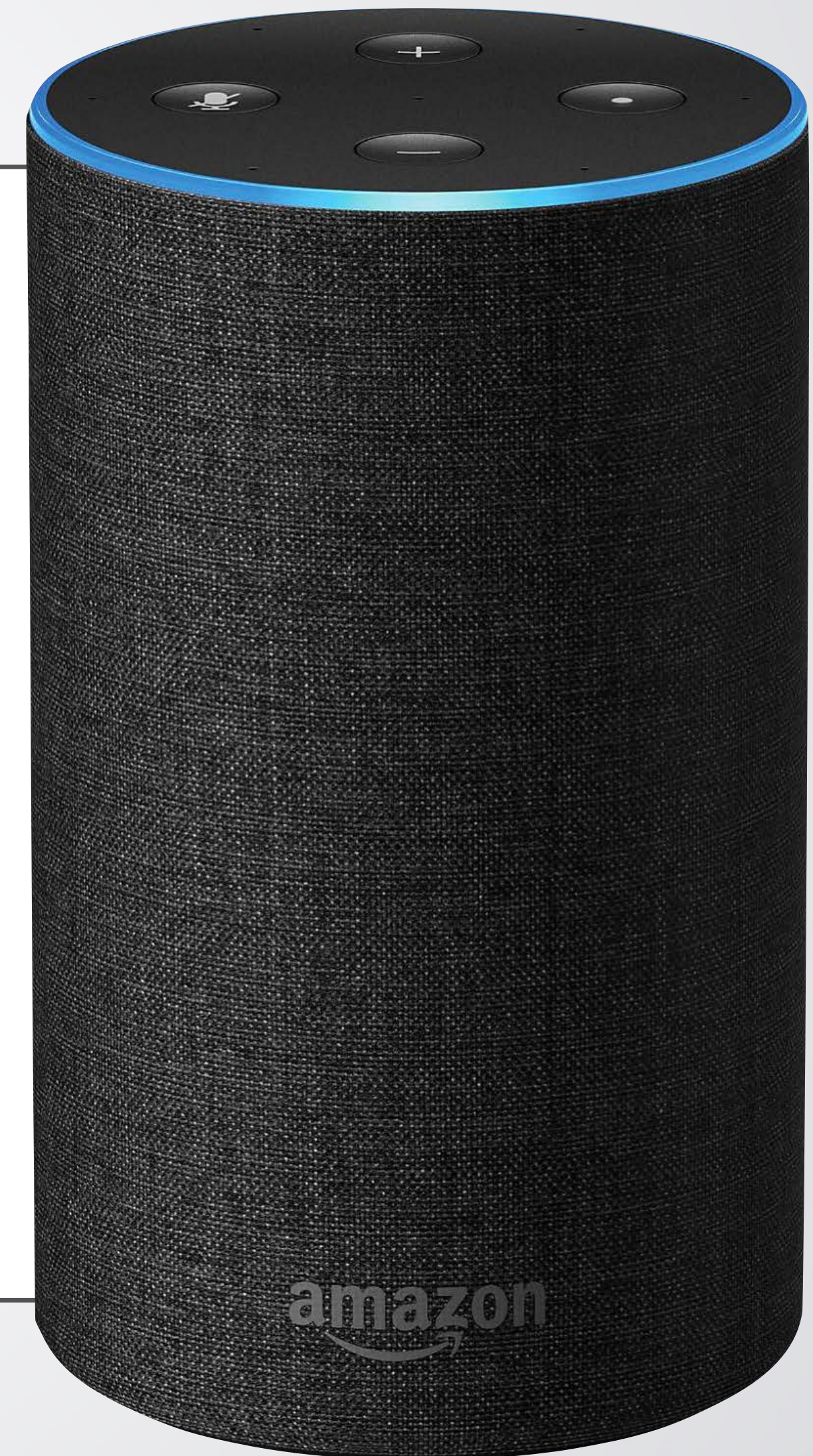
**AMAZON ALEXA:** Steve, I'm having trouble hearing you.

**WITNESS:** Yes.

**MR. JONES:** I can hear you just fine. Maybe turn up the volume on whoever that is that said that.

**MR. SMITH:** That was Alexa.

**VIDEOGRAPHER:** Yeah, that was Alexa. If you have Alexa on, just go ahead and unplug your Alexa.





# CONFIDENCE IS KEY

A man with a beard and blue sweater is holding a large, light green speech bubble above his head. The speech bubble contains the text 'IDENTIFY YOURSELF, PLEASE' in blue capital letters.

**IDENTIFY  
YOURSELF,  
PLEASE**



**BE CONFIDENT**



**SET THE TONE**



**SPEAK UP**



# OVERCOMING OBJECTIONS



**“I CAN HEAR YOU FINE”**



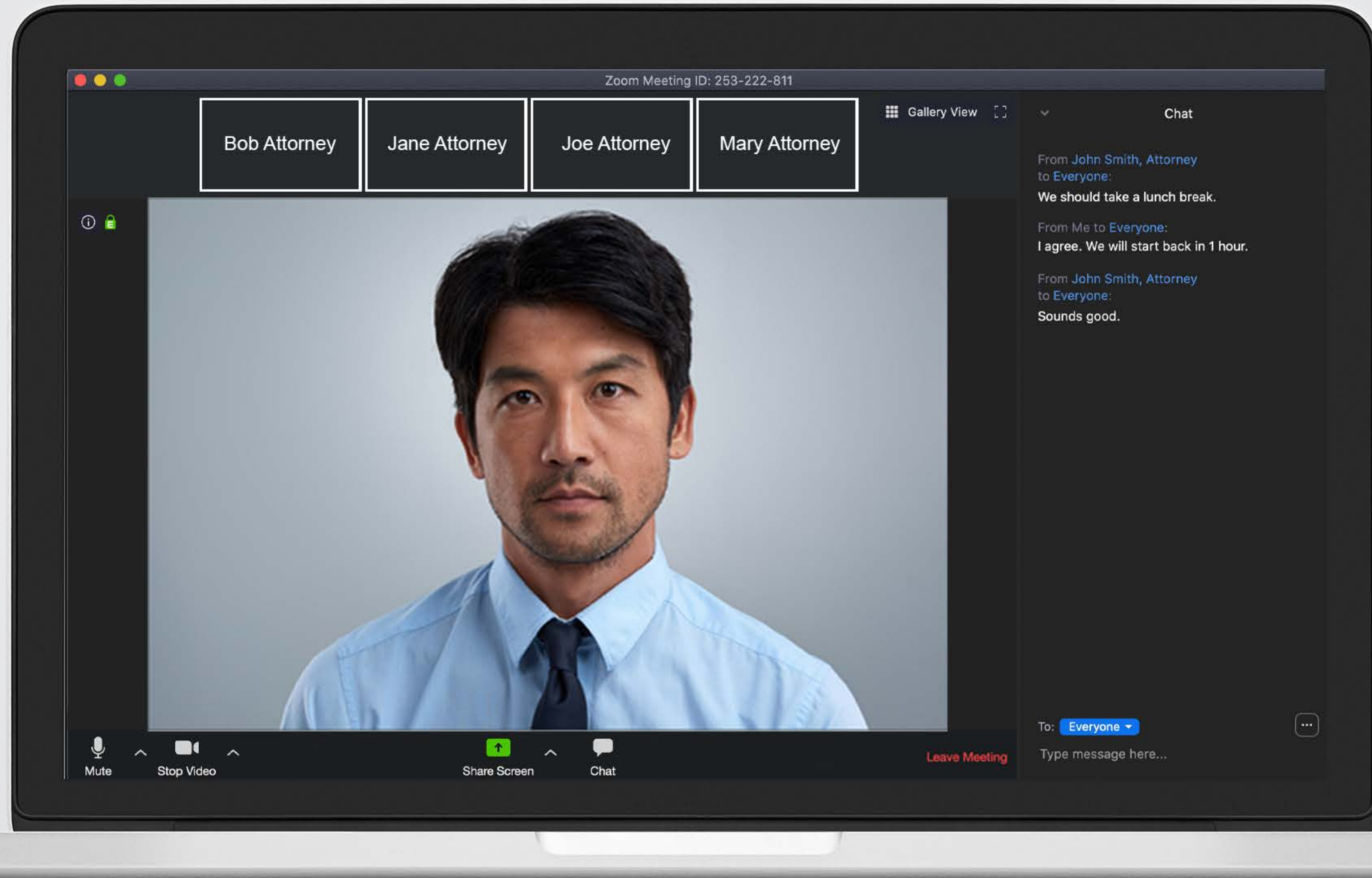
**“I DON'T WANT TO USE MY PHONE”**



**“I DON'T WANT TO BE ON CAMERA”**



# WHO SHOULD BE ON CAMERA?





# **SWEARING IN THE WITNESS**



# SWEARING IN THE WITNESS

Federal Rule 30(3) provides: The parties may stipulate – or the court on motion order – that a deposition may be taken by telephone or other remote means. For the purpose of this rule and Rules 28(a), 37(a)(2), and 37(b)(1), the deposition takes place where the deponent answers the questions.

It is important all parties stipulate that you, the court reporter, can swear in the witness remotely and to confirm all rules with your local notary laws.

[nationalnotary.org/](https://nationalnotary.org/)

## SAMPLE STIPULATION SCRIPT

“Due to the need for this deposition to take place remotely because of the Government’s order for social distancing, the parties will stipulate that the court reporter may swear in the witness over the phone/Veritext virtual videoconference and that the witness has verified that he/she is in fact (name of witness).”

## IMPORTANT

Track the most recent developments in your state, as well as the notary laws regarding witness oaths.



## **Rule 29. Stipulations About Discovery Procedure**

Unless the court orders otherwise, the parties may stipulate that:

(a) a deposition may be taken before any person, at any time or place, on any notice, and in the manner specified—in which event it may be used in the same way as any other deposition; and

## **Rule 30. Depositions by Oral Examination**

(b)(4) By Remote Means. The parties may stipulate—or the court may on motion order—that a deposition be taken by telephone or other remote means.



## **Effective April 6, 2020 - Emergency Rule 11 – Deponents Appearing Remotely**

(a) Notwithstanding any other law, including Code of Civil Procedure section 2025.310(a) and (b), and rule 3.1010(c) and (d), a party or nonparty deponent, at their election or the election of the deposing party, is not required to be present with the deposition officer at the time of the deposition.

(b) Sunset of rule: This rule will remain in effect until 90 days after the Governor declares that the 6 state of emergency related to the COVID-19 pandemic is lifted, or until amended or 7 repealed by the Judicial Council.

<https://www.courts.ca.gov/documents/appendix-i.pdf>

# SWEARING IN THE WITNESS

# FLORIDA


**Effective March 18, 2020**

...it is the intent of this order to suspend any actual or implied requirement that notaries, and other persons qualified to administer an oath in the State of Florida, must be in the presence of witnesses for purposes of administering an oath for depositions and other legal testimony, so long as the notary or other qualified person can both see and hear the witness via audio-video communications equipment for purposes of readily identifying the witness...

<https://www.floridasupremecourt.org/content/download/632105/7182680/AOSC20-16.pdf>



# OTHER RESOURCES

**AMERICAN SOCIETY OF  
NOTARIES**

Temporary Notary Procedures: COVID-19

Temporary Notary Procedures During COVID-19  
Pandemic: State Emergency Orders/Guidance

HOME  
NOTARY LOCATOR  
ASN MEMBERSHIP  
JOIN ASN  
NOTARY TRAINING  
NOTARY SUPPLIES  
NOTARY INFORMATION  
BY STATE  
ABOUT ASN  
CONTACT ASN

Returning members,  
students, and  
customers,  
please log in:


Account Login

ASN ID

PASSWORD


LOGIN

the Notary  
Authority

 Your data is safe with us! ([read our privacy and security policy](#))

Temporary Notary Procedures During COVID-19  
Pandemic: State Emergency Orders/Guidance

**ASN Office Status During Coronavirus Threat**  
Effective immediately, ASN staff is working remotely as much as possible in an effort to help fight the spread of coronavirus. Our operations are in full swing, but we will be on-site at our headquarters only to perform functions that cannot be performed remotely. Email is the best method of communication. Please send your message to [carly@asnnotary.org](mailto:carly@asnnotary.org) and it will be forwarded to the correct staff member. We will respond as quickly as possible to your request.



Be safe and well, and know that we appreciate you.  
*Kathleen Butler, ASN Executive Director*

The summaries provided below are general in nature. Carefully review the **full** terms and requirements detailed in each document of interest to you. To view each official document (order, proclamation, etc.) click on the **dark blue, underlined text** in each summary.

These orders establish temporary procedures or measures; please consult each for information on when its terms will expire or be lifted.

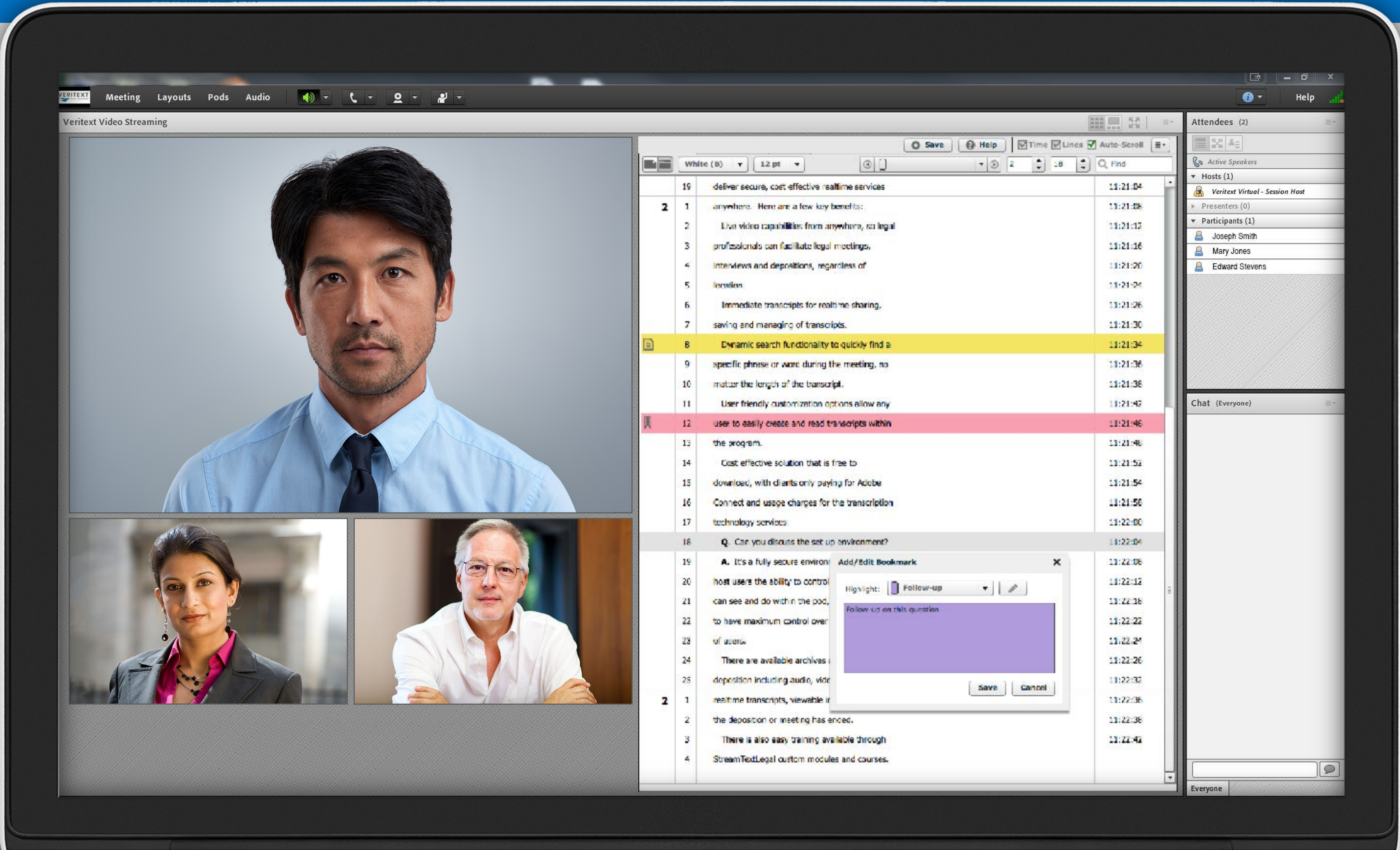
American Society of Notaries  
**[www.ASNnotary.org](http://www.ASNnotary.org)**

Temporary Notary Procedures During COVID-19 Pandemic:  
<https://www.asnnotary.org/?form=covid19temporarynotaryprocedures>

# CONNECTING TO A SESSION



# USING ZOOM





Veritext Partner Portal

portal.veritextllc.com/#/login

VERITEXT

PARTNERS

Username \*

Password \*

☐ Remember Me

LOG IN

[Forgot Password](#) | [Create Account](#)

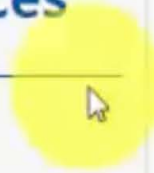
[Contact Us](#)

Version: 3.4.4





<p>Julian Perez</p> <p><b>Est. Number of Attorneys</b></p> <p>--</p> <p><b>Litigation Type</b></p> <p>Commercial</p> <p><b>Law Firm</b></p> <p>Veritext Test</p>	<p>0</p> <p><b>Proceeding Type</b></p> <p>Depositions (med/tech, phone, multimedia depo, etc.)</p> <p><b>Case Number</b></p> <p>--</p>	<p>707 Wilshire Blvd Suite 3500 Los Angeles, CA 90017 213-623-5005</p> <p><a href="#">GET DIRECTIONS</a></p> <p><b>Remote Services</b></p> <p>Veritext Virtual</p> <p>The meeting will open 1 hour prior to the deposition.</p> <p><a href="#">TEST CONNECTION</a></p> <p><a href="#">START MEETING</a></p> <p><a href="#">GO TO EXHIBIT SHARE</a></p>	<ul style="list-style-type: none"><li>Exhibit Share</li><li>Veritext Virtual(Participant)</li><li>Virtual Audio</li><li>Virtual Video</li><li>Virtual Zoom</li></ul>	<p>Private (0)</p>
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Roughs

[SEND](#)

Witnesses

Venue  
None

Attorneys Present

[ADD](#)

Orders

[ADD](#)



←→↺🏠🔒zoom.us/s/97042298279?status=success

☆🔥📍📄🔊📶3MPaused⋮

zoom

SupportEnglish ▾

Launching...

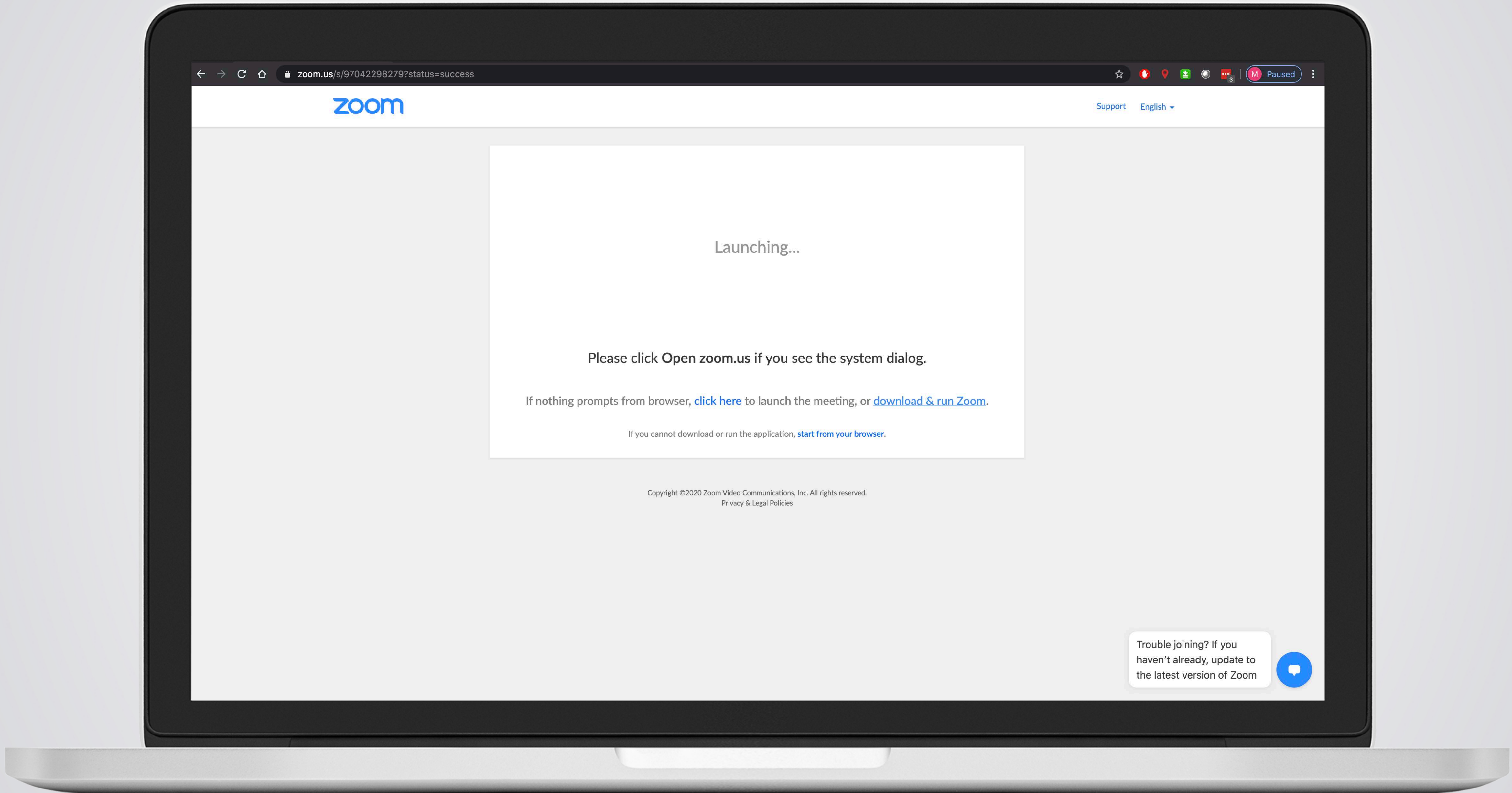
Please click **Open zoom.us** if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

If you cannot download or run the application, [start from your browser](#).

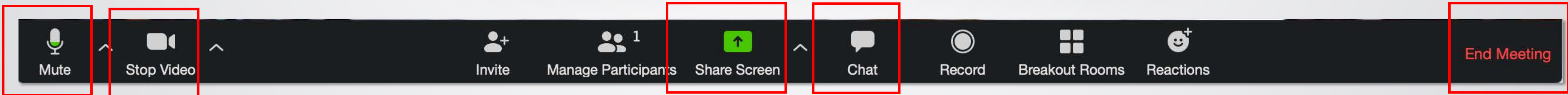
Copyright ©2020 Zoom Video Communications, Inc. All rights reserved.  
Privacy & Legal Policies

Trouble joining? If you haven't already, update to the latest version of Zoom





# GENERAL FEATURES | ZOOM

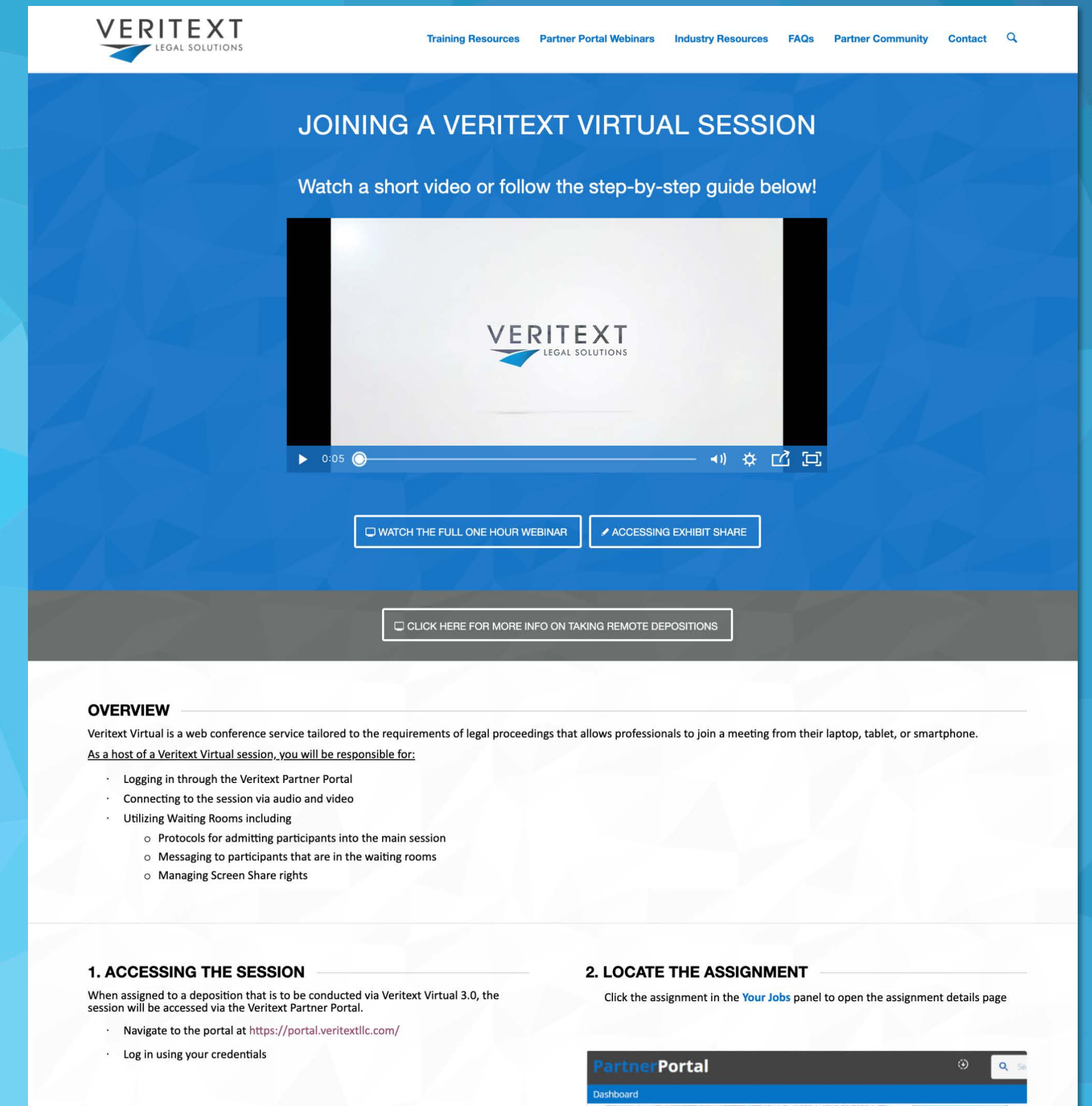


Webcam & Audio Settings, Screen Share, and Chat Features



# FOR MORE ZOOM FEATURES

<http://vhelk.wpengine.com/veritext-virtual/>





# NEW PROTOCOLS FOR REPORTERS



**ENTER WITH HOST  
CREDENTIALS**



**MANAGE THE  
WAITING ROOM**



**ADMIT ALL PARTICIPANTS  
INTO THE SESSION**



**ENABLE  
SCREENSHARE**



**ENABLING RENAME**



**LOCKING THE  
MEETING**

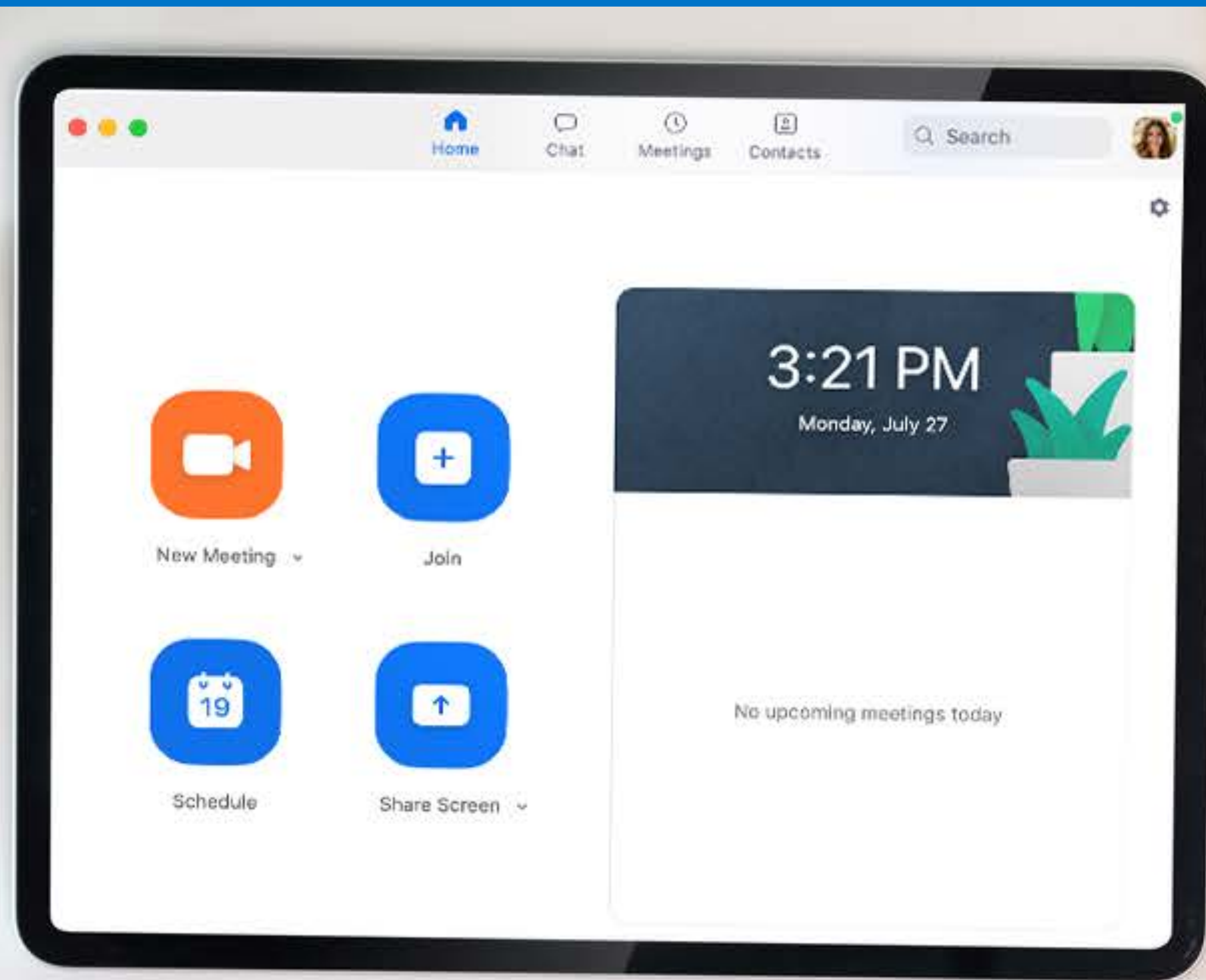
## **SAMPLE LANGUAGE FOR VIRTUAL WAITING ROOM:**

Hello! You are currently in the waiting room. I will begin the meeting as soon as all participants have joined, and we are ready to get started. My name is (insert your name) and I'll be your court reporter / videographer today.

[www.veritext.com/remotereporter](http://www.veritext.com/remotereporter)  
[vhelpp.wpengines.com/veritext-virtual/](http://vhelpp.wpengines.com/veritext-virtual/)



# USING ZOOM AN iPad



SEARCH | [SUPPORT.APPLE: ZOOM FOR THE iPad](https://support.apple.com/en-us/HT208491)



SEARCH | [SUPPORT.ZOOM: APPLE iOS](https://support.zoom.us/apple-ios)



# EXHIBITS

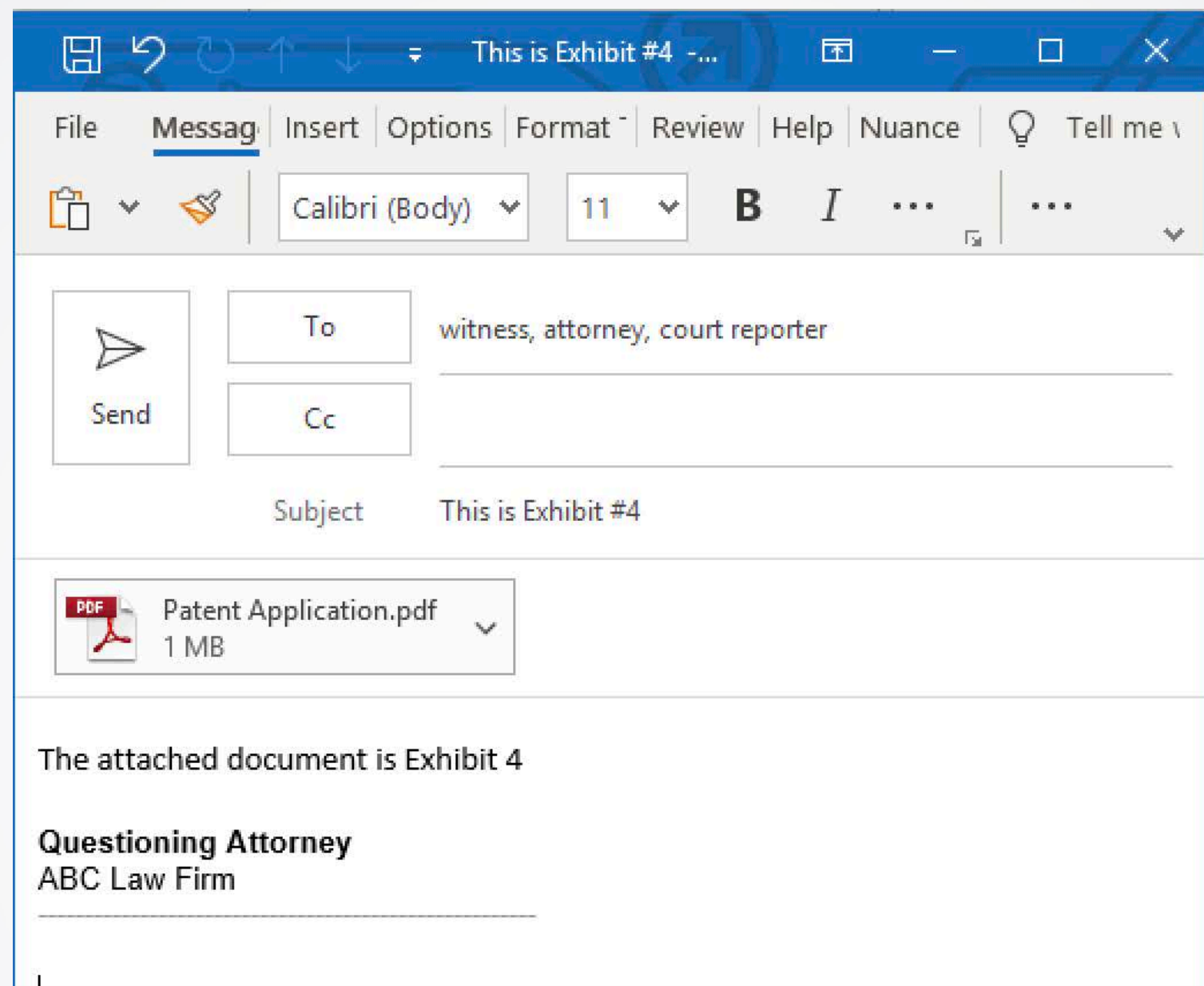


# EXHIBIT DISTRIBUTION



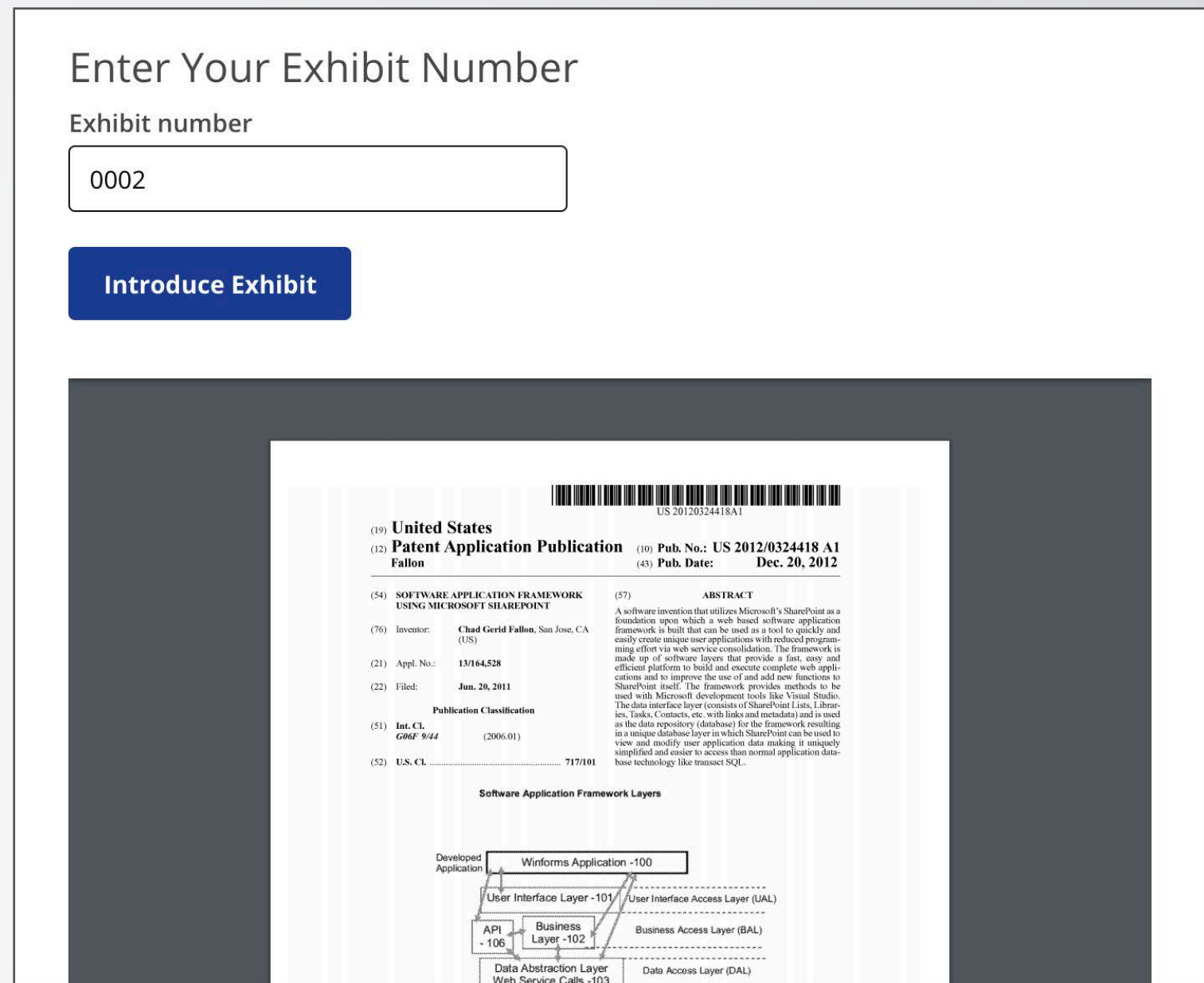
## SENT IN ADVANCE

Exhibits sent in advance to the witness and all other parties. This can be done physically or digitally.



## SENT ONE AT A TIME

Exhibits are sent one at a time to the witness and all other parties. NOT RECOMMEND for sensitive documents.



## EXHIBIT SPECIFIC TOOL

A specific exhibit sharing tool is utilized to mirror the paper exhibit process.



# INTRODUCING EXHIBITS



## GENERAL SCREENSHARE

- Share the exhibits using platform screenshare feature
- All parties can view the documents
- Attorney sends the exhibits to the reporter/Veritext after the deposition

## EXHIBIT SHARE

BY VERITEXT

GO!



## EXHIBIT SHARE | By Veritext

- Exhibits introduced electronically using Exhibit Share
- All parties can access the exhibits as they are introduced
- Reporter will have an automatic copy available at the end of the proceeding
- Exhibits are marked and sent to Veritext automatically following the proceeding

<https://www.veritext.com/exhibit-share-tutorial-at-the-depo-for-the-courtreporter/>



# MARKING EXHIBITS

RENAME

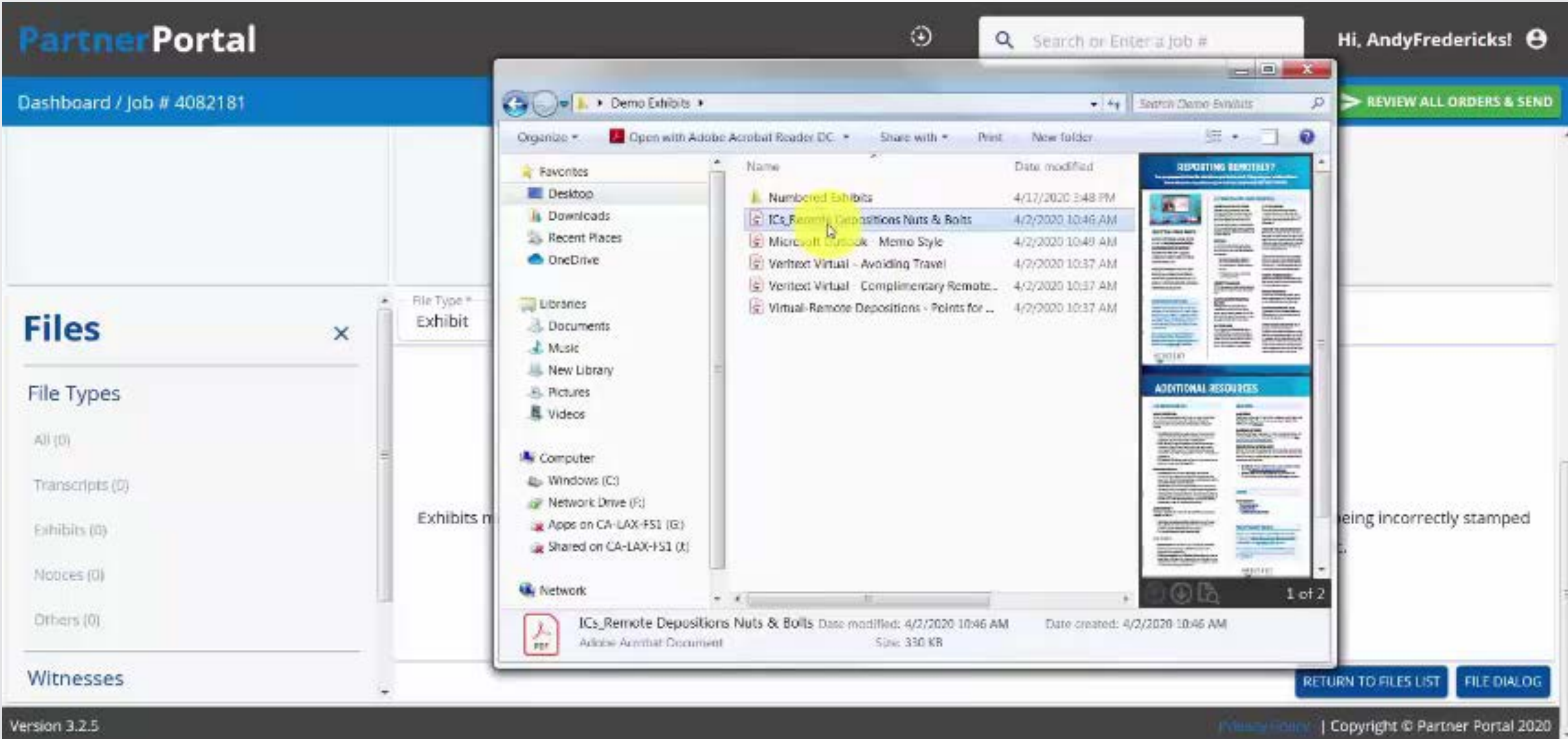
*Deposition Notice Andy  
Fredericks, to Exhibit 1*

UPLOAD TO PORTAL

*Upload Multiple Exhibits Through the Portal by  
Drag and Dropping or Using the “File Dialog”*

ADD A NOTE

*Put a note in the “Private Notes” – “Electronic  
exhibits were uploaded via the portal.”*





Veritext Partner Portal

portal.veritextllc.com/#/login

VERITEXT

PARTNERS

Username \*

Password \*

☐ Remember Me

LOG IN

[Forgot Password](#) | [Create Account](#)

Contact Us

Version: 3.4.4





<p>Julian Perez</p> <p><b>Est. Number of Attorneys</b></p> <p>--</p> <p><b>Litigation Type</b></p> <p>Commercial</p> <p><b>Law Firm</b></p> <p>Veritext Test</p>	<p>0</p> <p><b>Proceeding Type</b></p> <p>Depositions (med/tech, phone, multimedia depo, etc.)</p> <p><b>Case Number</b></p> <p>--</p>	<p>707 Wilshire Blvd Suite 3500 Los Angeles, CA 90017 213-623-5005</p> <p><a href="#">GET DIRECTIONS</a></p> <p><b>Remote Services</b></p> <p>Veritext Virtual</p> <p>The meeting will open 1 hour prior to the deposition.</p> <p><a href="#">TEST CONNECTION</a></p> <p><a href="#">START MEETING</a></p> <p><a href="#">GO TO EXHIBIT SHARE</a></p>	<ul style="list-style-type: none"><li>• Exhibit Share</li><li>• Veritext Virtual(Participant)</li><li>• Virtual Audio</li><li>• Virtual Video</li><li>• Virtual Zoom</li></ul>	<p>Private (0)</p>
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Roughs

[SEND](#)

Witnesses

Venue  
None

Attorneys Present

[ADD](#)

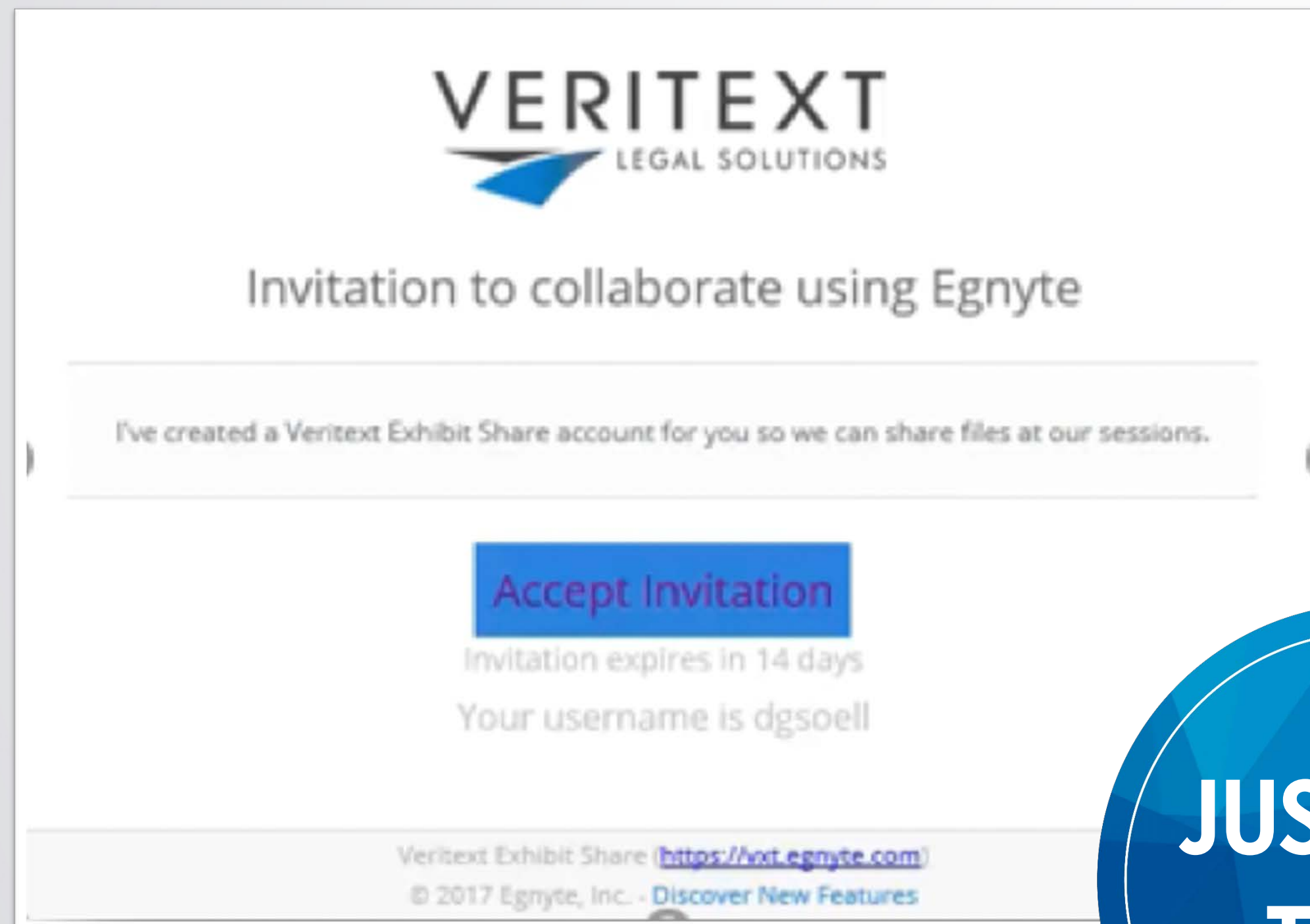
Orders

[ADD](#)

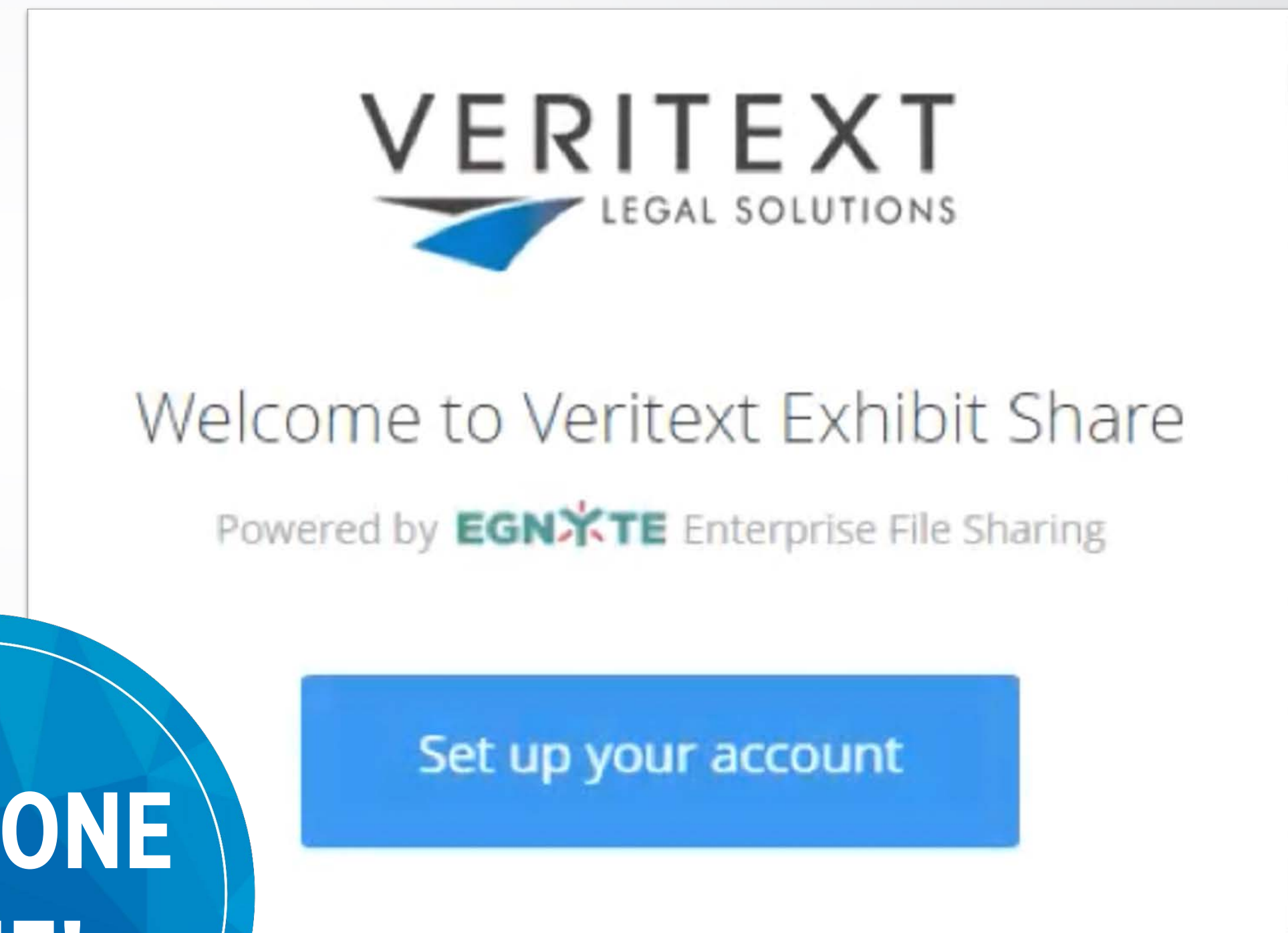


# FIRST TIME EXHIBIT SHARE USER?

## ACCEPT INVITATION



## SET UP YOUR ACCOUNT



**JUST ONE  
TIME!**





Dashboard / Job # 2631639

[REVIEW ALL ORDERS & SEND](#)

Julian Perez 0  
**Est. Number of Attorneys**  
 --  
**Litigation Type**  
 Commercial  
**Law Firm**  
 Veritext Test

**Proceeding Type**  
 Depositions (med/tech,  
 phone, multimedia  
 depo, etc.)  
**Case Number**  
 --

3500  
 Los Angeles, CA  
 213-623-5005

## Remote Se

## Veritext Virtua

The meeting will op  
 prior to the deposit

TEST CONNE

START MEE

GO TO EXHIBI

## Veritext Exhibit Share Login

**First-Time Exhibit Share Users**  
 Please complete the Exhibit Share Setup  
 Instructions e-mailed to you before proceeding  
 with the form below.

This one time login is required to access Exhibit  
 Share.



**Need Help? Contact Us**

E-mail: [techservices@veritext.com](mailto:techservices@veritext.com)

Phone: 1 (866) 642-9574

Cancel

Login

**Roughs**

[SEND](#)

**Witnesses**

Venue  
 None

**Attorneys Present**

[ADD](#)

**Orders**

[ADD](#)











MyVeritext

Veritext Exhibit Share

vxte.egnyte.com/app/index.do?restrictPath=true#storage/files/1/Shared/Exhibit%20Share/Mary%20Manning%20vs.%20Insurance%20Company%20Inc/Depo...

☆📍🔒🔍📧🔔👤

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LEGAL SOLUTIONS

Veritext Exhibit Share

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Shared ▾

Exhibit Share ▾

Mary Manning vs. Insurance Company Inc ▾

Depositions ▾

Deposition of Mary Manning 6-19-20 ▾

!! Marked Exhibits

Murray Szilagyi Law - Private ▾

Expert Reports ▾

Pictures

Computer Images

Previously Marked

&lt; ... / Depositions / Deposition of Mary ... / Murray Szilagyi La... ☆

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INTRODUCING EXHIBITS



MyVeritext

Veritext Exhibit Share

vxte.egnyte.com/app/index.do?restrictPath=true#storage/files/1/Shared/Exhibit%20Share/Mary%20Manning%20vs.%20Insurance%20Company%20Inc

☆🔥📍🌱🔊📧9M

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FilesMy LinksMy Tasks🔔MM

VERITEXT  
LEGAL SOLUTIONS

Veritext Exhibit Share

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★ Bookmarks >

📁 Files ▾

▾ 📁 Shared

▾ 📁 Exhibit Share

▾ 📁 Mary Manning vs. Insurance Company Inc

> 📁 Depositions

> 📁 Previously Marked

< Exhibit Share / Mary Manning vs. Insurance Company Inc ☆

📤 Upload+ New Folder☁ DownloadMore ▾

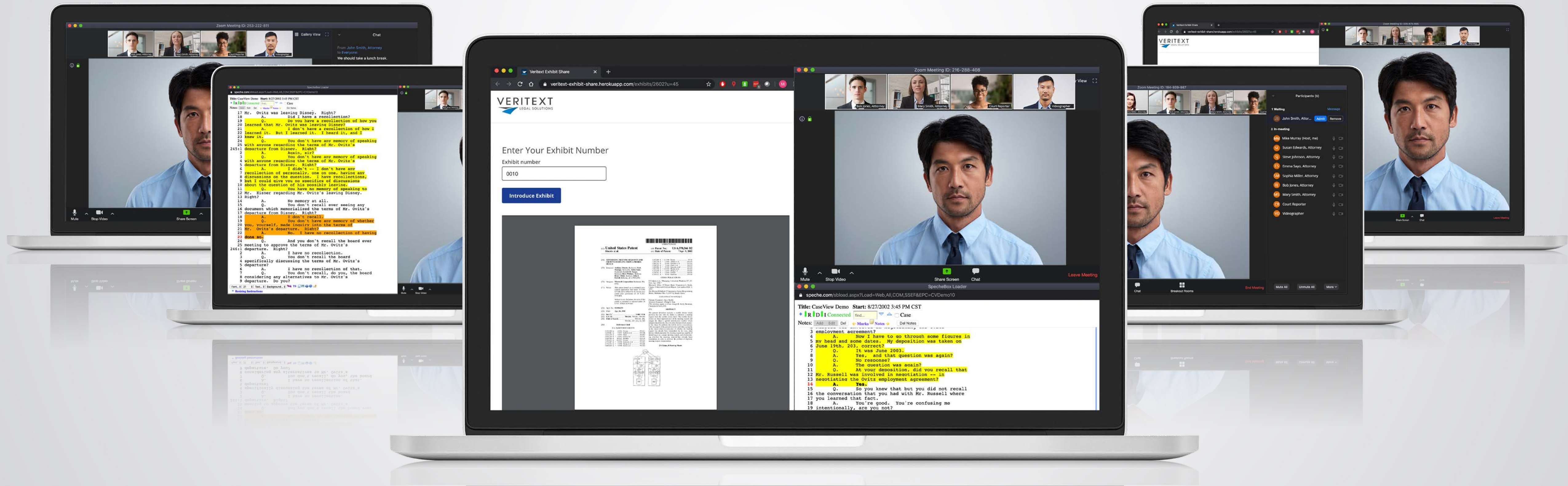
<input type="checkbox"/>	ITEM NAME ^	SIZE	DATE MODIFIED	UPDATED BY	⋮ <<
<input type="checkbox"/>	📁 Depositions	-	Jun 5, 2020 10:47AM	-	
<input type="checkbox"/>	📁 Previously Marked	-	Jun 5, 2020 10:47AM	-	

Search for files... 🔍

OTHER PARTIES/WITNESS VIEW



# PARTICIPANT VIEWS



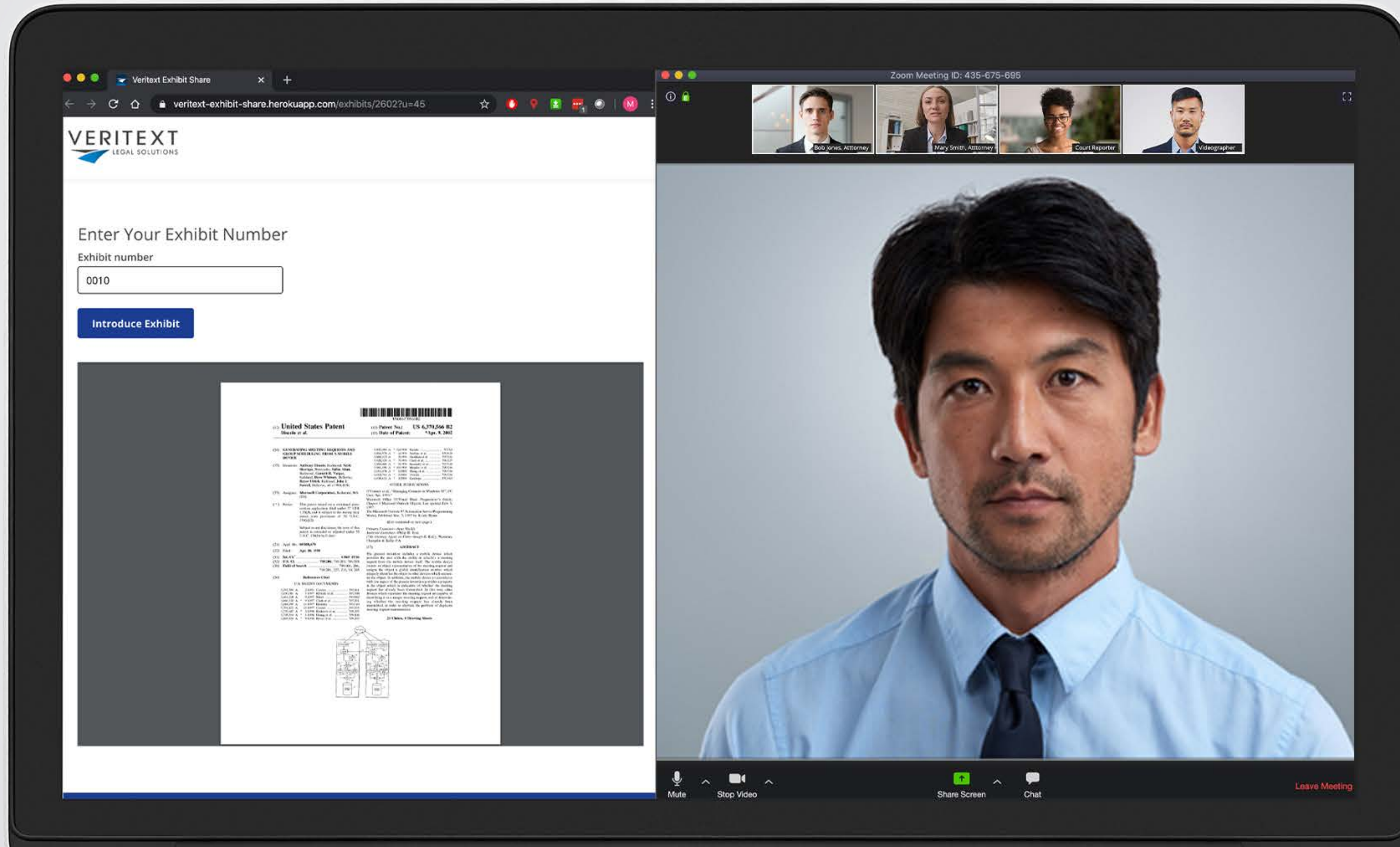


# VIDEO ONLY VIEW



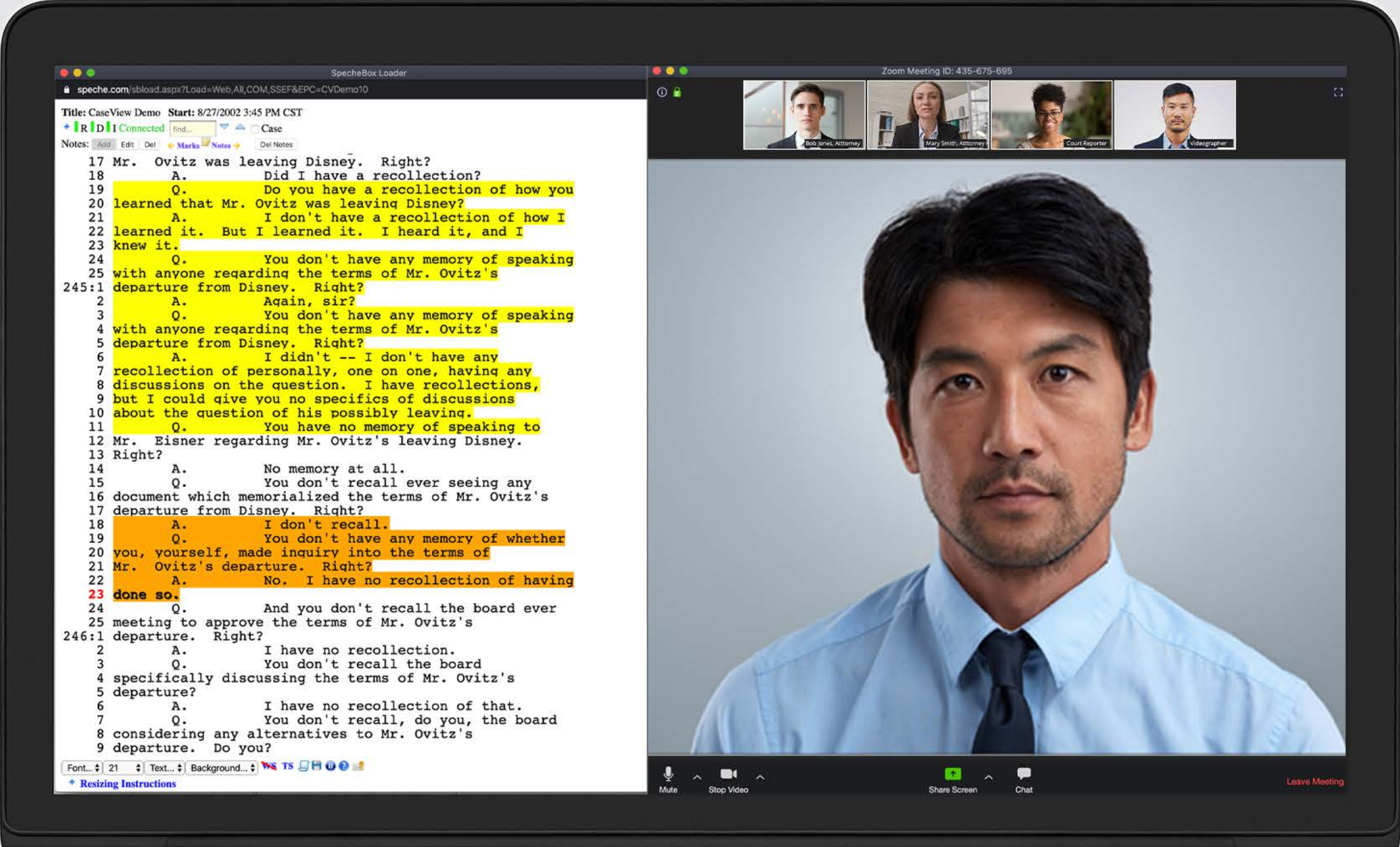


# VIDEO & EXHIBITS VIEW



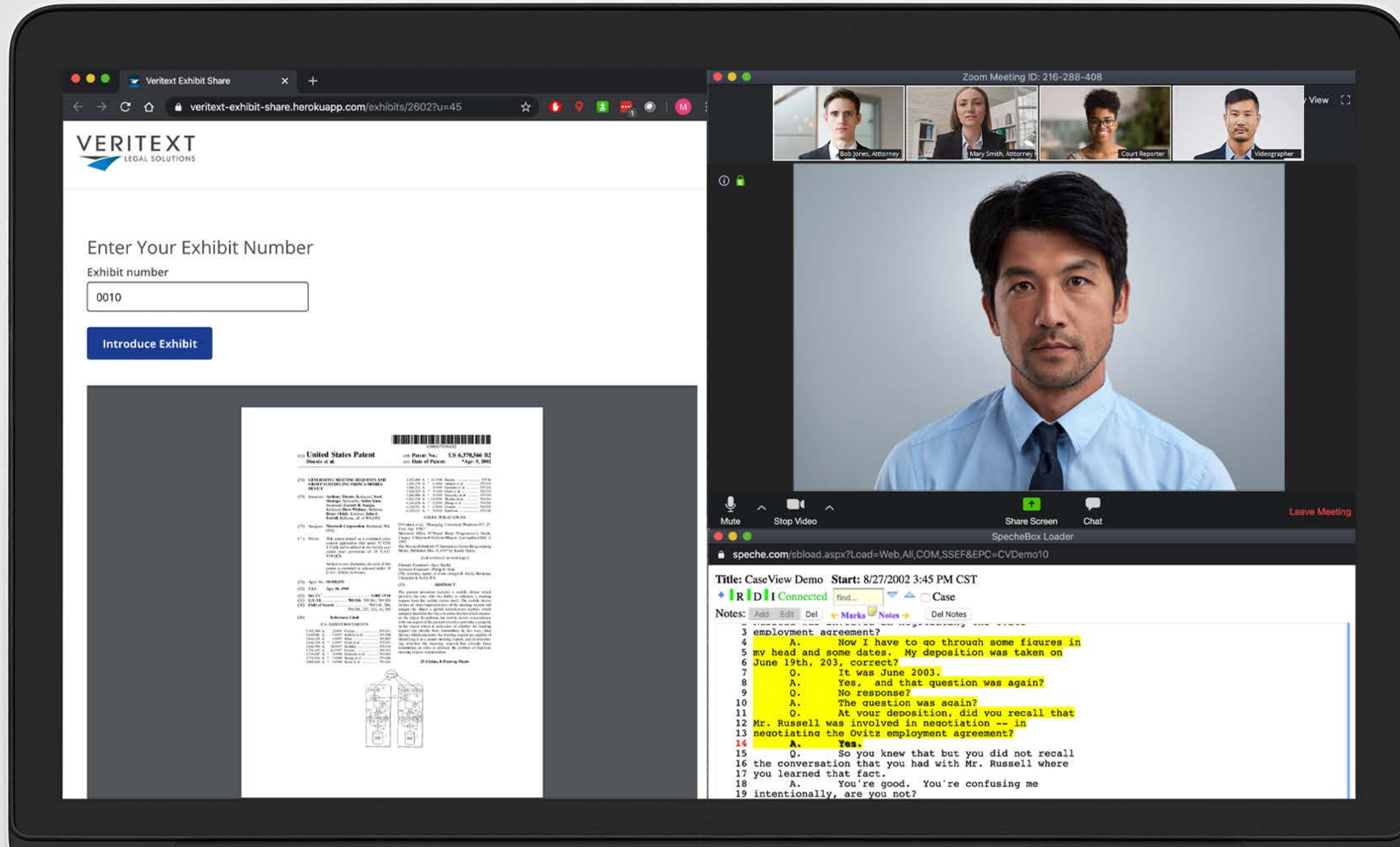


# VIDEO & REALTIME VIEW





# VIDEO, REALTIME & EXHIBITS VIEW





# VIDEO ONLY - LARGE GROUP VIEW





**REALTIME**



# DIFFERENT REALTIME CONNECTIONS

SETUP THROUGH VERITEXT



VERITEXT VIRTUAL ZOOM

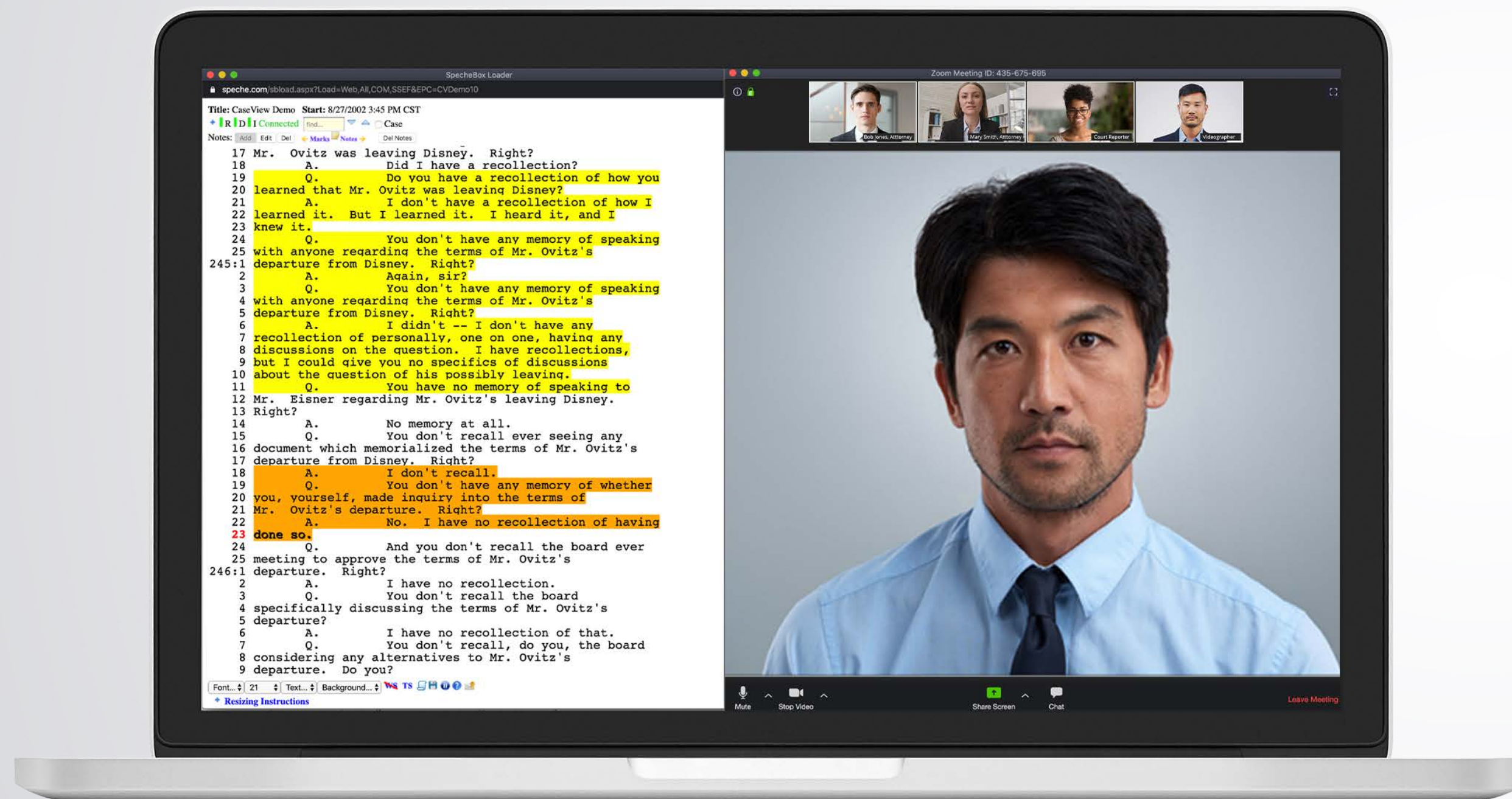
REPORTER DRIVEN & CONTROLLED



WRITING SOFTWARE



# REALTIME | REMOTE COUNSEL / VIRTUAL ZOOM



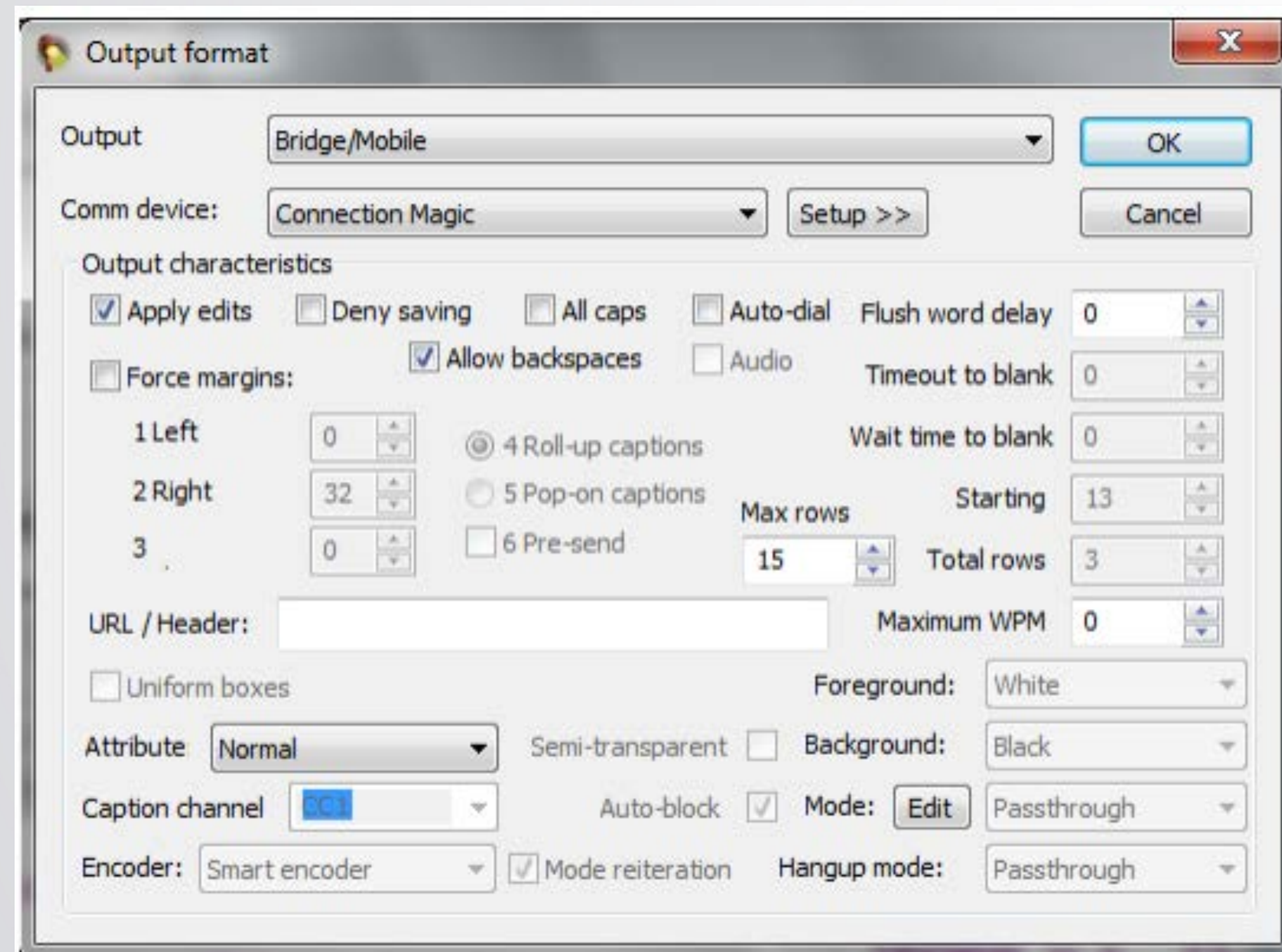
Remote Counsel is a **free program** that allows court reporters the ability to **stream from any CAT Software.**

Prior to the deposition Veritext will send you information to install the connector and configure your software.



# REALTIME | ECLIPSE

## To set up Eclipse to transmit realtime data to Bridge/Bridge Mobile:



Step 1: Go to User settings/Realtime and under Output formats, select Add.

Step 2: The Output format dialog opens. Select Bridge/Mobile from the drop-down list labeled Output.

Step 3: For the Comm device, select Connection Magic

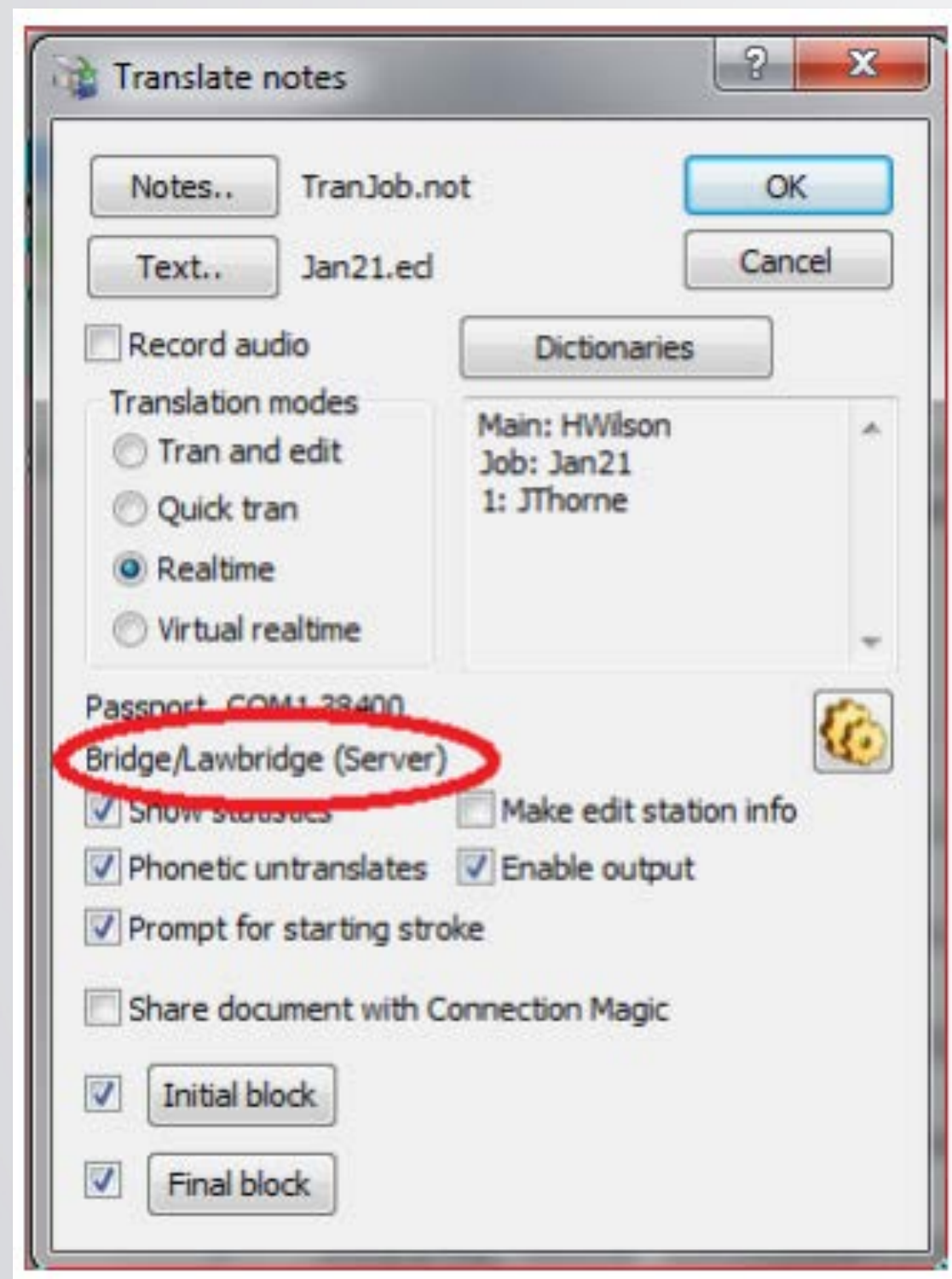
Step 4: With Connection Magic selected as your Comm device, no further settings are required. (Clicking the Setup>> button has no effect)

Step 5: Place a check in the Apply edits box, and realtime edits will be reflected in the output.

Step 6: Click OK and OK to exit the dialogs, and you are ready to go!

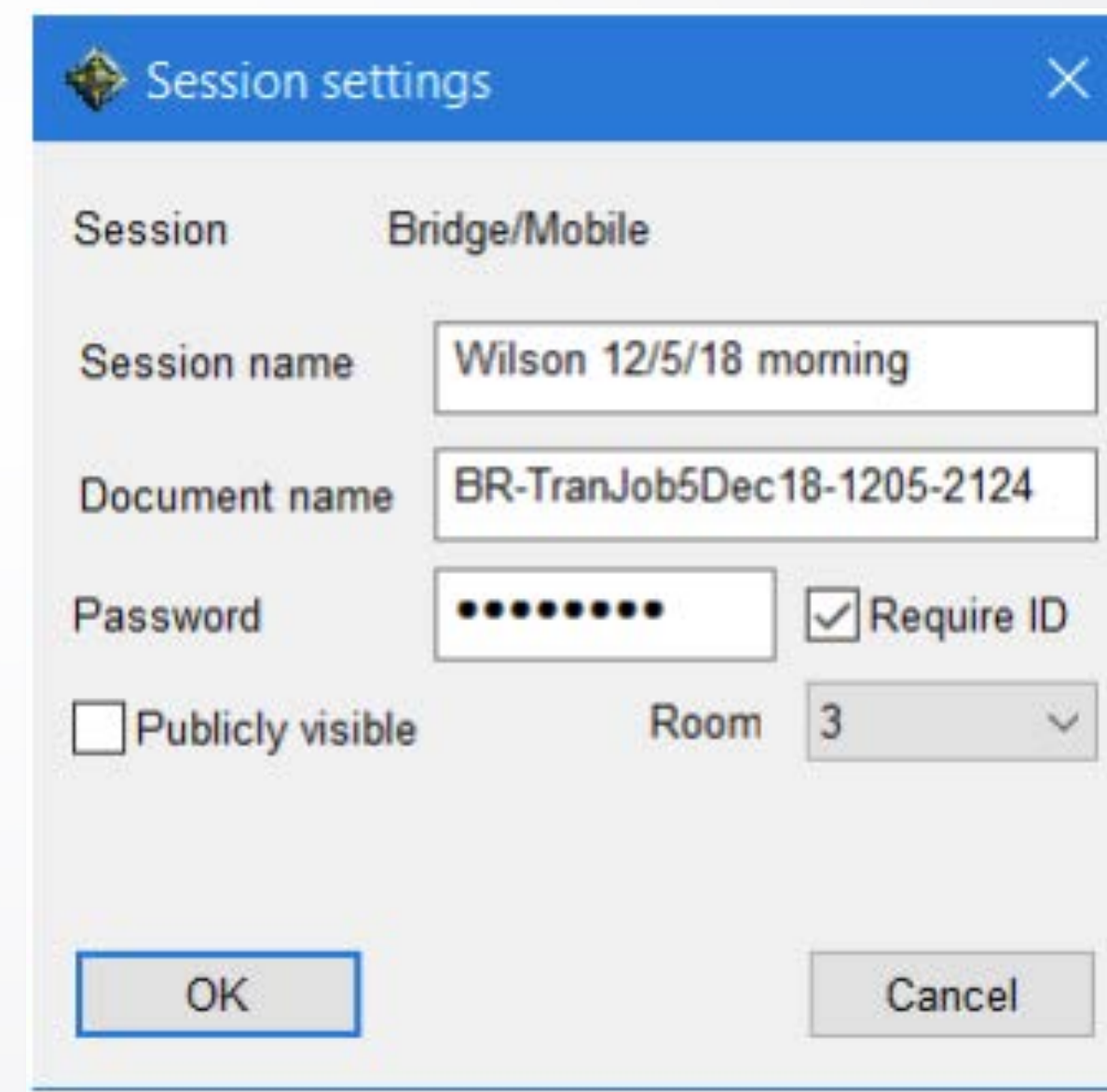


## Transmitting a Realtime Translation to Bridge/Bridge Mobile



Step 1: When you open the Translate notes dialog, you will see the output format listed as Bridge/Bridge mobile.

Step 2: After selecting your other settings, click OK to start the Realtime session. The Session settings dialog opens. (Note: In the status bar at the bottom of the Eclipse window, SRV indicates that the connection to a Connection Magic server is active. If not, it will be blank. This is similar to the status bar indicators for HYP for hyperkeys, INS/OVR for insert/overtyping mode, etc.)



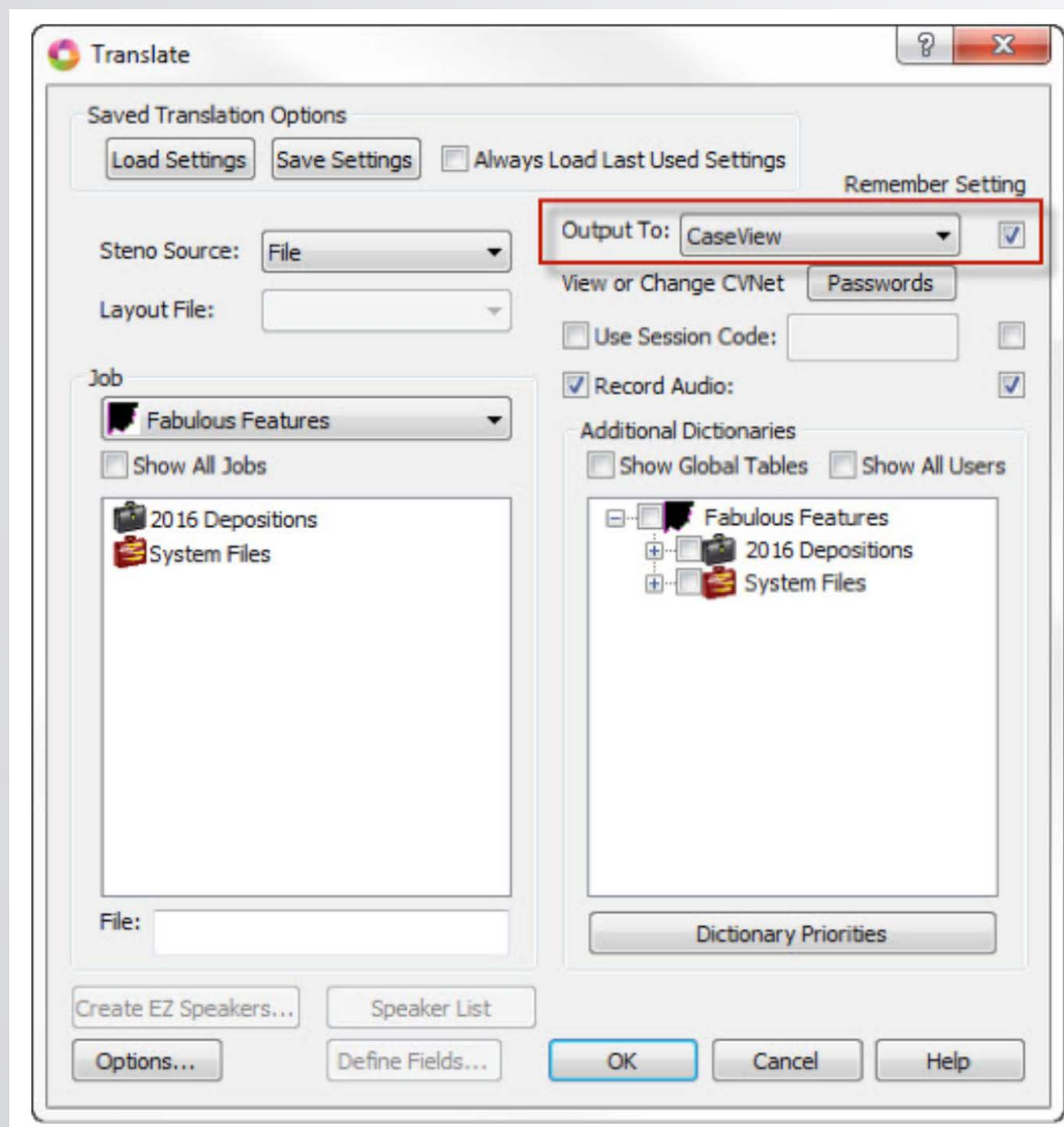
Step 3: In the Session settings dialog, you can change the Session name, as well as adding a Password and choosing whether or not to make it publicly visible. If you leave Publicly visible checked, the client can select the name from a list of all active sessions. The default name for Bridge/Bridge Mobile sessions begins with BR-. You may want to change that to make it easier for your client to find the session. Another tool to make it easier for clients to find the session is to use a Room. There are 8 rooms available, and when you select one, and the client looks in that room, there will be far fewer sessions listed. Click OK.



# REALTIME | CASEVIEWNET

## Using Case CATalyst to wirelessly send CaseViewNet Realtime to remote viewers

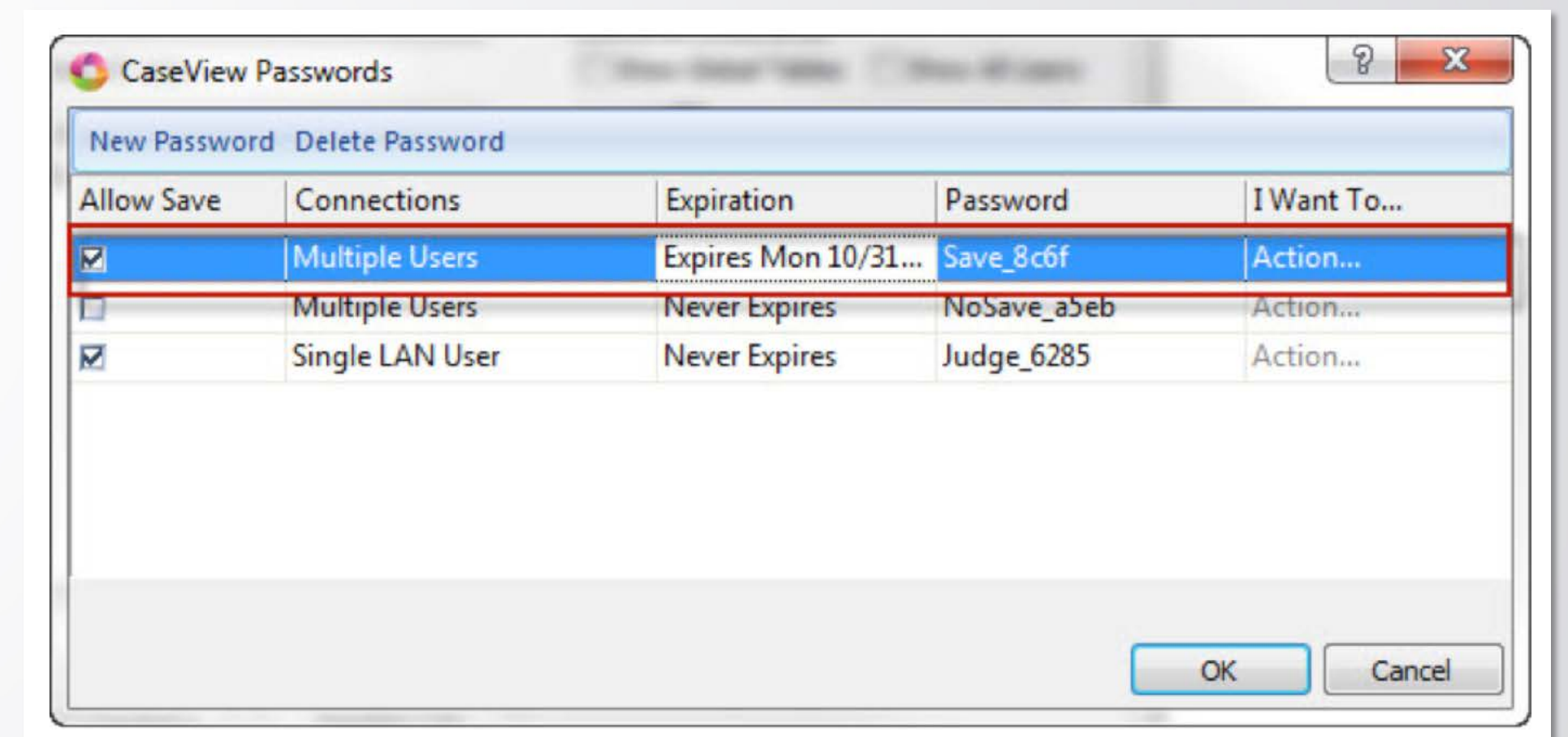
(<https://www.stenograph.com/caseviewnet-faq>)



Step 1: In the Case CATalyst Translate dialog, select CaseView in the Output To: drop down field.

Step 2: Click the Passwords button to set up your CaseViewNet output passwords. A “Multiple Users” connections password is required for CaseViewNet Cloud output. The viewers will need to use the password when connecting to the Realtime feed. Click OK to save the password and close the CaseView Passwords dialog.

Step 3: Check the box next to Use Session Code: and then type your Cloud Session Code into the field.





# RESOURCES



[WWW.VERITEXT.COM/REMOTEREPORTER](http://WWW.VERITEXT.COM/REMOTEREPORTER)



WE ARE CURRENTLY  
**OFF THE RECORD**

VERITEXT  
LEGAL SOLUTIONS

# REPORTING REMOTELY?

Are you prepared to take the record from your home base? Safeguard your health and learn how to conduct a deposition using remote technologies like VERITEXT virtually!



## From Your Own Home

Remote technologies such as VeriText Virtual let everyone involved in the deposition participate remotely by using their web-enabled computers or mobile devices with an internet connection!

When you take the record from your home, you can swear in the witness<sup>1</sup>, mark exhibits, perform readbacks, and produce a certified transcript, just as you would if you were on-site.

### "SWEARING IN THE WITNESS:

Federal Rule 30(b) provides: The parties may stipulate—or the court on motion order—that a deposition may be taken by telephone or by other remote means. For the purposes of this Rule and Rules 26(a), 26(a)(2), and 30(b)(7), the deposition takes place where the deponent answers the questions.

It is important that all parties stipulate that the witness, the court reporter, can swear in the witness remotely and that they confirm the rules with your local **RULES 30(b)**, if applicable.



## GETTING STARTED & BEST PRACTICES

### CONNECTING TO THE PROCEEDING

One day prior to the assignment, you will receive a Virtual invitation from the VeriText Virtual team to join the deposition, the date and time of the deposition, and the case caption.

### EQUIPMENT

In addition to your stereo machine and your computer with a CAT software, you should have an organized workspace that includes:

- A web-enabled laptop or computer with a stable internet connection and an adequate power source.
- A telephone landline or cell phone with good reception.

### CONNECT TO A HARDLINE

Wi-Fi transmission can be temperamental. Use a wired connection for a more stable line.

### TAKE THE INTERCOM ACTION TEST-TEST

Send a test Internet connection, transmission may be choppy. Take a **second test** on the equipment you will be using the day of your first session to make sure your equipment is up to speed.

### TEST YOUR AUDIO

The integrated telephone conference system of a Bluetooth conference speaker is recommended for the best audio results. However, if you can audio link your computer, test your volume and have high-quality speakers or headphones.

### TEST YOUR WEBCAM

If you would like other participants to be able to see you, make sure your computer has a webcam. For best results, use an external HD webcam and test it beforehand.

### ORGANIZE YOUR APPEARANCES PAGE

Before the deposition begins, provide your email address to all parties and have them email to you name, contact information, when they represent, and their court report number (if possible), with the VeriText job number in the subject line.

If you do not want to give your personal vtu you can create a professional one email you your professional email (Email, Outlook, etc.). Create a simple email the parties can use to get quickly and easily.

### IDENTIFY YOURSELF, PLEASE!

Before the deposition starts identify that each person identifies themselves by their first name before they speak.

### DESS APPROPRIATELY

If you are going to be on camera, wear proper business attire. Solid color shirts and simple jewelry are best for video.

### ELIMINATE BACKGROUND NOISE

Consider your surroundings: close your office door and mute your phone when you are not speaking.

### INVEST IN GEAR (CONSIDER QUALITY)

If you are new to taking remote depositions, consider purchasing a quality Bluetooth conference speakerphone and/or noise canceling headphones to make it easier on yourself to hear all parties. It is always a best practice to read review or ask for suggestions from your court reporter before making purchase.

## RESOURCES

### REALTIME

#### CASEVIEWNET

CaseViewNet provides interactive access to testimony using CaseViewNet Client. You can find resource and guides for CaseViewNet on their [FAQ page](#).

#### ECLOUD CASE SOFTWARE

ECLOUD Case Viewer is an app for real-time viewing that works with all modern OS software. You can find more information at [Work for more information and FAQs](#).

#### VERITEXT VIRTUAL & VIRTUAL DOOR

VeriText Virtual and Virtual Door can both integrate a real-time feed. One day prior to the assignment you will receive a virtual invite with instructions on how to connect and the software required to stream your deposition.

- StreamIt!** For additional support using StreamIt! please visit the [StreamIt! Support documents page](#).
- Remote Control!** For additional support using Remote Control, please visit their [FAQ for Remote Control](#) webpage.

### BOOKS

#### RESOURCES

- [eBook: E-Cloud](#)
- [eBook: VeriText](#)
- [eBook: VeriText Audio](#)

### WEBSITES

#### SHARE BY VERITEXT

For more information about VeriText's Exhibit Share or Exhibits that are **Not** Court Reporter Owned or have Exhibit Share, visit our [eBook: Exhibit Share](#) document.

It is a job that features Exhibit Share, you will see them for a hands-on demonstration prior to your assignment.

## TEXT SOLUTIONS



# REMOTE DEPOSITION PRACTICE GUIDE

[WWW.VERITEXT.COM/REMOTE-PRACTICEGUIDE](http://WWW.VERITEXT.COM/REMOTE-PRACTICEGUIDE)



**WELCOME TO THE REMOTE DEPOSITION PRACTICE GUIDE**

Your practical checklist for conducting a "fully-remote" legal proceeding or other witness examination.

**OVERVIEW**  
Key Considerations When Conducting a Remote Deposition

**KEY CONSIDERATIONS**

3:30

**Overview Checklist**

- 1. PREPARE NOTICES**  
Ensure any notices to other parties are general enough to allow for remote and/or videotaped taking of the record.
- 2. CONSIDER REQUIREMENTS**  
Confirm Veritext is aware of everything you will need for your proceeding. This will ensure proper preparation and setup. For example:
  - Will you need to introduce exhibits?
  - Will you require "breakout rooms" for private conversations?
  - Will you require a videographer?
- 3. PREPARE AND TEST**  
Prepare and test (all participants) well prior to the proceeding.
- 4. CONNECT EARLY**  
Arrive and connect early on the day of the proceeding to ensure everything is ready and you are comfortable with the controls.
- 5. PREPARE EXHIBITS**  
Ensure exhibits are ready for electronic display and/or distribution and that you, or an associate, are prepared to use the tools to mark and distribute exhibits electronically.
- 6. ARRANGE BREAKOUT ROOMS**  
Ensure appropriate arrangements for "breakout rooms" are prepared in advance for use at breaks in the proceeding if required and agreed by all parties.
- 7. CONSIDER STIPULATION**  
Ensure appropriate stipulations are made for the record being taken remotely.
- 8. SET RULES OF CONDUCT**  
Explicitly declare "rules of conduct" for the proceeding so that the risk of inappropriate participant communication is mitigated.

Your *practical* checklist for conducting a  
"fully-remote" legal proceeding.



**PREPARATION CHECKLISTS**



**SUGGESTED CONDUCT**



**VIDEO TUTORIALS**



# PARTNER PORTAL HELP

[HTTP://VHELP.WPENGINE.COM/PORTAL-TRAINING-RESOURCES/](http://vhelp.wpengine.com/portal-training-resources/)



VERITEXT  
LEGAL SOLUTIONS

[Training Resources](#) [Partner Portal Webinars](#) [Industry Resources](#) [FAQs](#) [Partner Community](#) [Contact](#) [Q](#)

## JOINING A VERITEXT VIRTUAL SESSION

Watch a short video or follow the step-by-step guide below!

VERITEXT  
LEGAL SOLUTIONS

0:05

[WATCH THE FULL ONE HOUR WEBINAR](#) [ACCESSING EXHIBIT SHARE](#)

[CLICK HERE FOR MORE INFO ON TAKING REMOTE DEPOSITIONS](#)

### OVERVIEW

Veritext Virtual is a web conference service tailored to the requirements of legal proceedings that allows professionals to join a meeting from their laptop, tablet, or smartphone. As a host of a Veritext Virtual session, you will be responsible for:

- Logging in through the Veritext Partner Portal
- Connecting to the session via audio and video
- Utilizing Waiting Rooms including
  - Protocols for admitting participants into the main session
  - Messaging to participants that are in the waiting rooms
  - Managing Screen Share rights

### 1. ACCESSING THE SESSION

When assigned to a deposition that is to be conducted via Veritext Virtual 3.0, the session will be accessed via the Veritext Partner Portal.

- Navigate to the portal at <https://portal.veritextllc.com/>
- Log in using your credentials

### 2. LOCATE THE ASSIGNMENT

Click the assignment in the [Your Jobs](#) panel to open the assignment details page

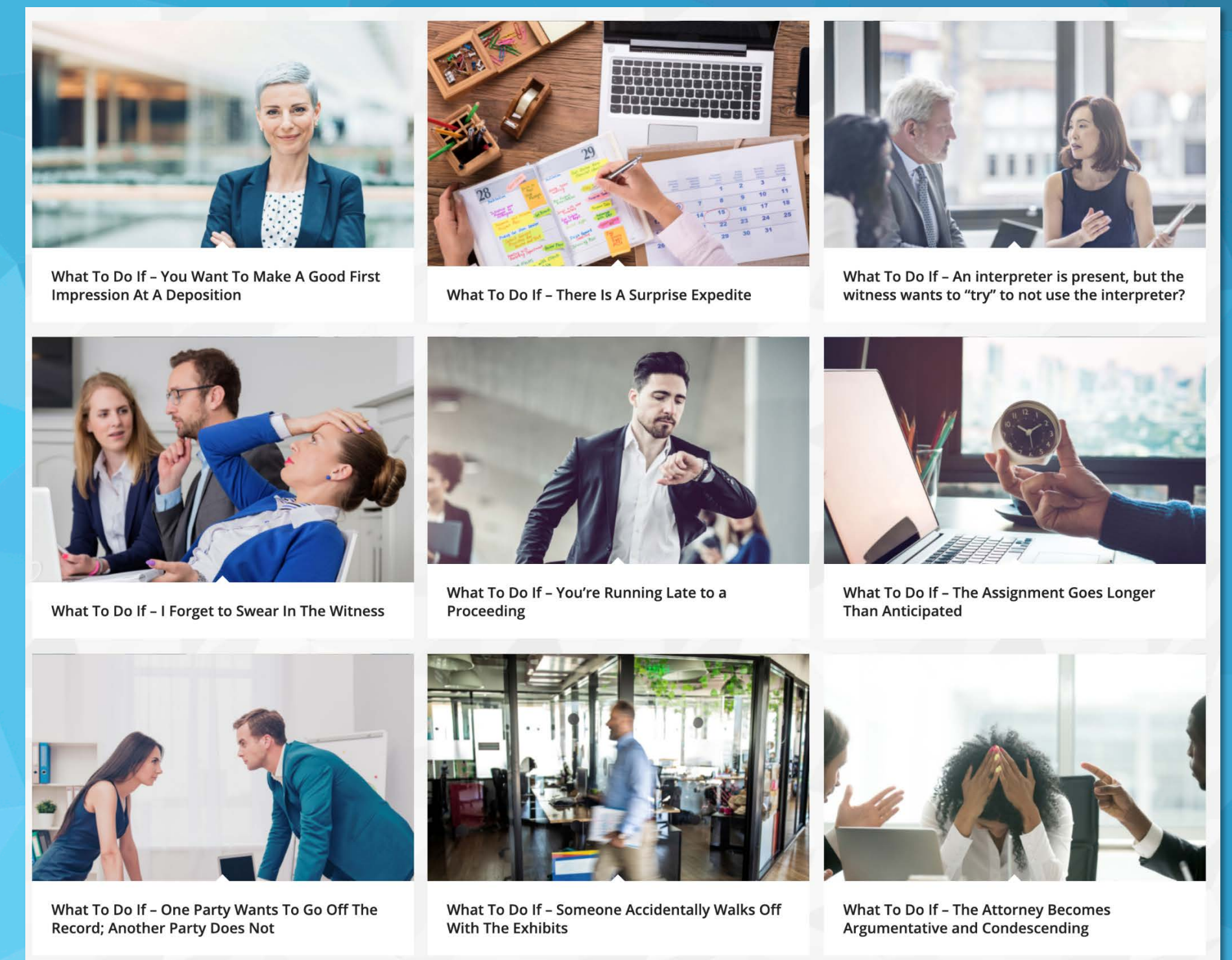
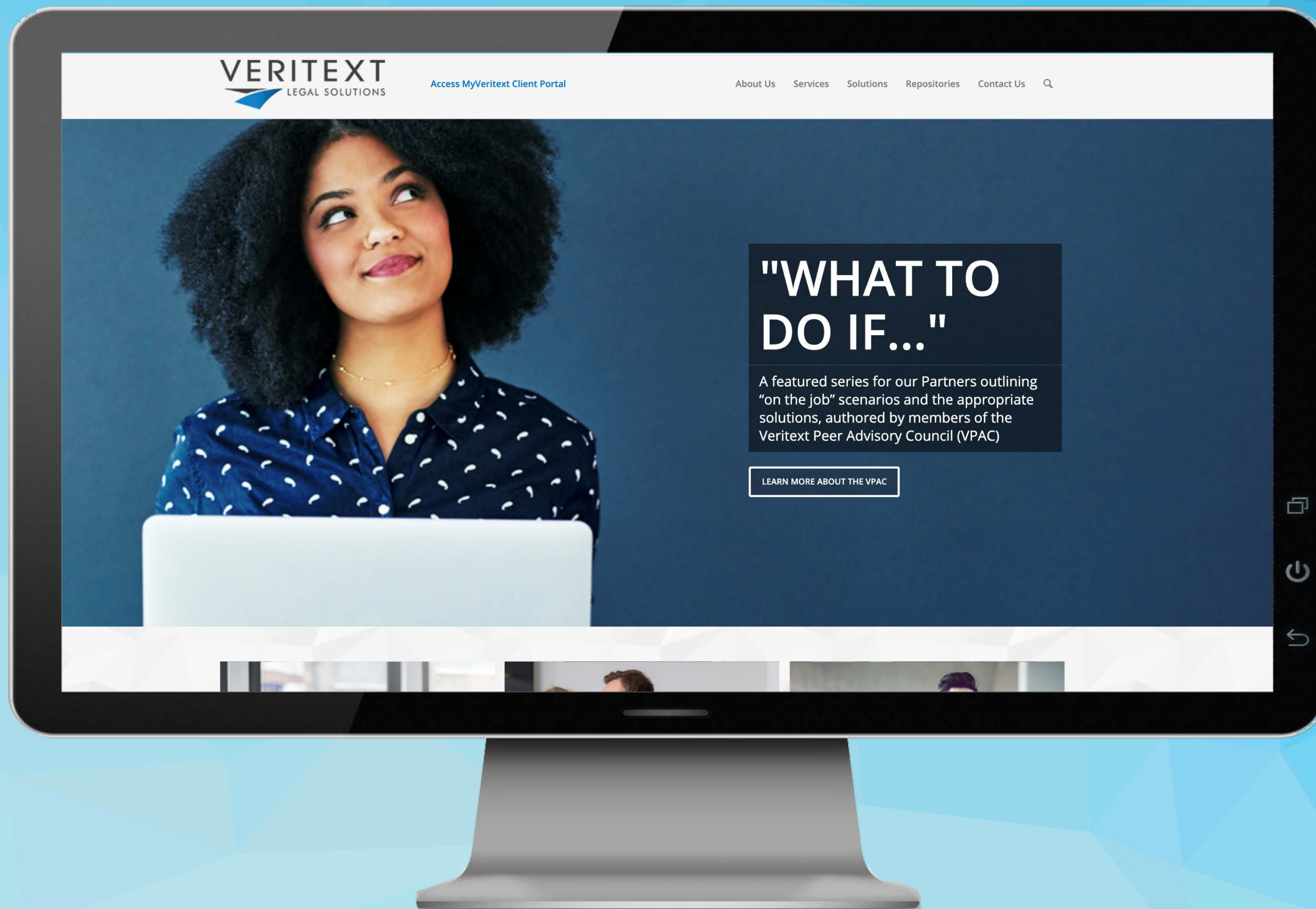
PartnerPortal

Dashboard



# WHAT TO DO IF

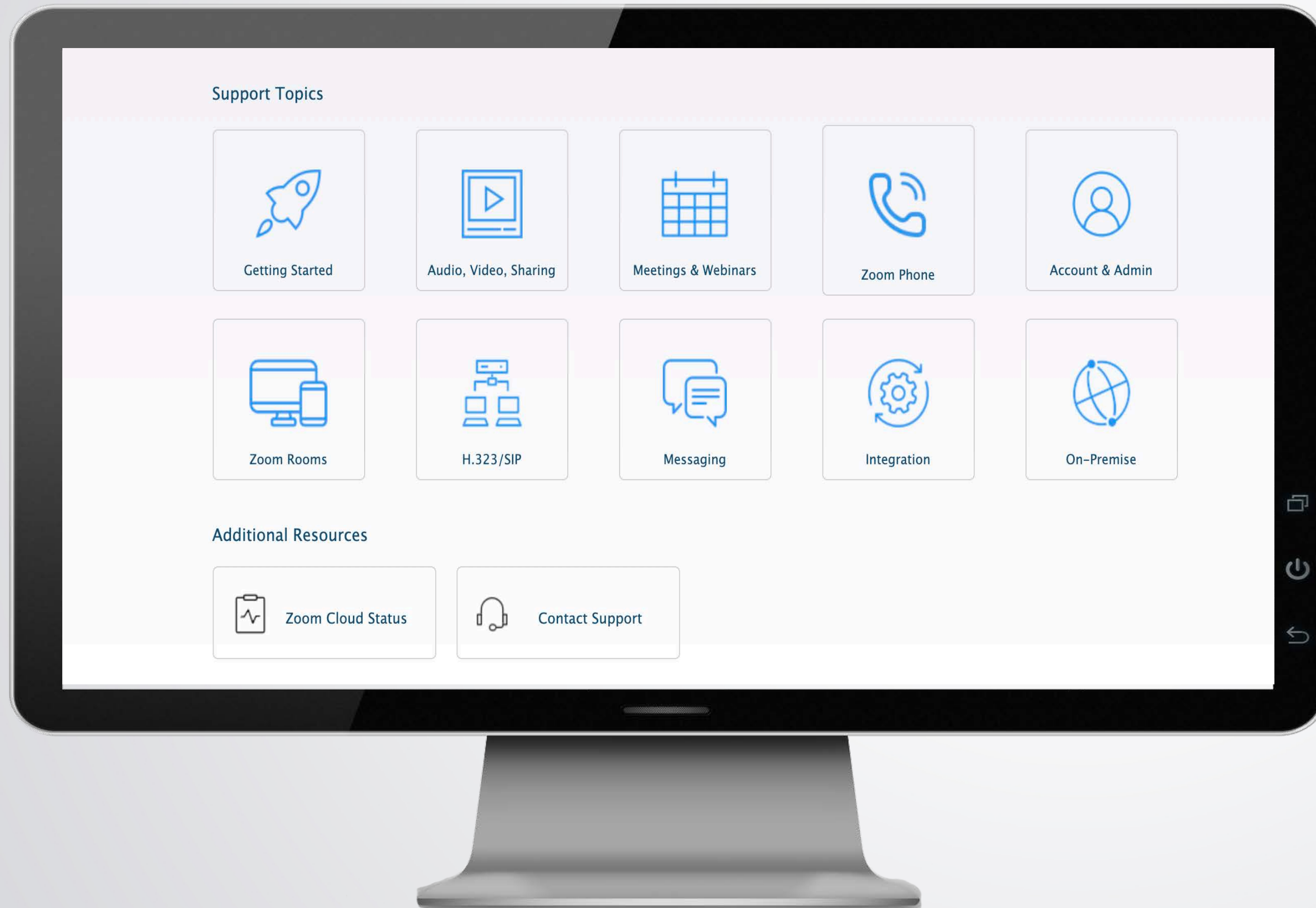
## WWW.VERITEXT.COM/WHAT-TO-DO-IF





# ZOOM SUPPORT & GUIDES

[HTTPS://SUPPORT.ZOOM.US](https://support.zoom.us)



## PLUS:

- ✓ iPHONE/iPAD APS & INFO
- ✓ RECORDING A MEETING
- ✓ CONNECTING TO AUDIO
- ✓ CONNECTING VIDEO
- ✓ SHARING YOUR SCREEN
- ✓ OTHER MEETING CONTROLS



# TECHNICAL SUPPORT



**I NEED URGENT TECH SUPPORT OR TO ADD A PARTICIPANT/CLIENT TO VERITEXT VIRTUAL, EXHIBIT SHARE OR REMOTE REALTIME!**

[Remote@veritext.com](mailto:Remote@veritext.com) / (855) 440-4861



**I NEED CHANGES MADE TO AN EXHIBIT SHARE SESSION, FOLDERS CREATED, OR NEW USERS CREATED!**

[TechServices@veritext.com](mailto:TechServices@veritext.com)



**MY CLIENT CAN'T FIGURE OUT HOW TO LOG IN VIA MYVERITEXT.COM AND I'VE DONE EVERYTHING, I NEED A LINK!**

Email your local calendar team



# HELPING ATTORNEYS TROUBLESHOOT

[WWW.VERITEXT.COM/REMOTE-GETTINGCONNECTED](http://WWW.VERITEXT.COM/REMOTE-GETTINGCONNECTED)



- ✓ Getting Connected
- ✓ Sharing Screen
- ✓ Introducing An Exhibit
- ✓ Realtime Transcripts
- ✓ Different Views
- ✓ Setting Up MyVeritext
- ✓ & More!



# THANK YOU!

**Andy Fredericks**

Director of Operations - California

**Any questions? Want to get involved?**

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