ROBBINS GELLER

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:** Date, Time & Witness Name
- **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/robbinsgeller** 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/robbinsgeller**
- **Call your local Veritext office:** Please schedule all services taking place within 24 hours via phone. **www.veritext.com/robbinsgeller**

DETAILS TO CONSIDER BEFORE SCHEDULING

VENUE:

With over 70 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**
- **Breakout Rooms** (if necessary)
- **Facility Technology Capabilities** (copiers, wireless and hard wire connection, etc.)
- **Complimentary Lunch** (served at most Veritext locations)

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
- ❑ **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 appropriate team members, etc.