

WEIL GOTSHAL

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/weilgotshal 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/weilgotshal
- **Contact your local Veritext office:** Please schedule all services taking place within 24 hours via phone.
www.veritext.com/weilgotshal

DETAILS TO CONSIDER BEFORE SCHEDULING



VENUE: _____

With over 136 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.