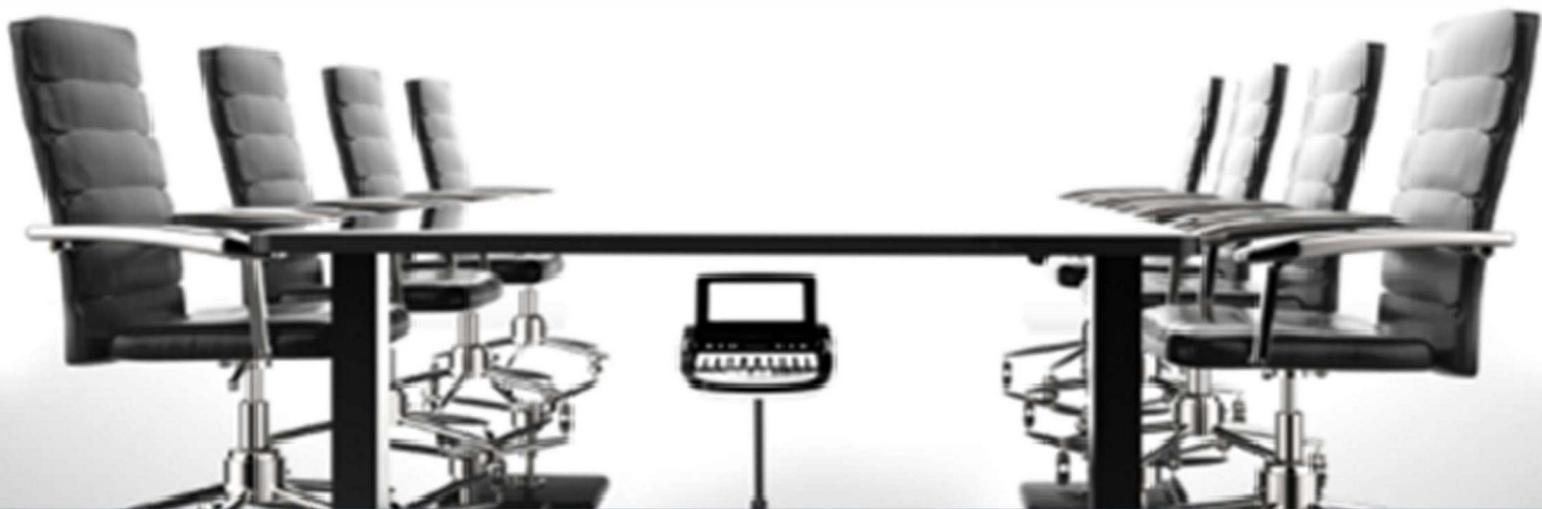


## TO PROTECT YOU, YOUR FAMILY, AND YOUR FIRM



### Concerned about the coronavirus? Centext Legal has remote deposition solutions.

Ensure your case continues uninterrupted with our cutting-edge solutions during the coronavirus (COVID-19) outbreak. Centext Legal wants our clients to know there are alternatives to attending depositions in person.

While the virus is a recent event, for many years we have been helping hundreds of our clients participate in depositions around the world without attending in person. Our reporters are experienced in conducting depositions remotely to ensure you receive the same great service as if you were sitting across from our reporter in the same room.

Centext remote reporters swear in the witness, take charge of all exhibits, perform all readbacks, and provide a verbatim certified transcript. A stipulation from all counsel for us to administer the oath and report the deposition remotely provides a fully admissible transcript.

*Centext Legal is a member of the National Association of Court Reporters (NACR).*

### If you or any of the parties are unable to attend a deposition in person, we can help:



#### Option No. 1

Conduct the deposition by phone. Depending on the situation, the court reporter can be present with the witness or appear telephonically. Centext will provide a dedicated and secure conference call-in number connecting all parties to the deposition. A quality speakerphone is the only requirement.



#### Option No. 2

Remote web-based videoconference technology is easy to use and affordable. This allows you to attend a deposition from any location with a secure Wi-Fi connection, laptop, smart phone, or iPad while watching the witness live. A quality speakerphone and hardwired internet connection is the preferred setup.



#### Option No. 3

As an add-on for Option No. 1 and Option No. 2, a live realtime reporter can be requested which enables a live realtime feed of the testimony while counsel appears remotely.

#### Steps are Simple:

- All counsel stipulate for the deposition to be taken remotely and for the oath to be administered remotely
- Utilize exhibit share through Zoom, eDepoze, or email electronic copies of exhibits to [csr@centextlegal.com](mailto:csr@centextlegal.com)

#### Available Upon Request:

- Videotaped Depositions
- Realtime Text Stream
- Rough Drafts
- Expedited Final Transcripts

**We look forward to assisting you with our Centext Remote Deposition Solutions. Contact us to schedule or switch your in-person deposition to a remote deposition today.**

### Centext Legal Services

855.CENTEXT (236.8398)  
[www.centextlegal.com](http://www.centextlegal.com)

Centext Legal offers court reporters, videographers, transcription, and trial presentation services worldwide.

[Click here to schedule by email](#)

[Click here to schedule online](#)

# FAQ

## FREQUENTLY ASKED QUESTIONS ON CONDUCTING A REMOTE DEPOSITION

### 1. What are my options to attending a deposition remotely?

There are two main ways for parties to attend a deposition remotely: telephonically and via videoconference.

### 2. What equipment is needed?

To attend a deposition telephonically, a quality speakerphone is needed. Centext Legal will provide a dial-in conference number with ID and a passcode to connect to the proceeding.

A videoconference must have a quality speakerphone, a laptop/monitor/desktop/iPad, or smart phone, a webcam, and a very reliable and strong internet connection. Wi-Fi works but hardwired internet is always recommended. We call our videoconference service CentextLIVE, which is powered by Zoom, and is entirely web based. No expensive videoconferencing equipment needed.

### 3. Do I need a videographer to do a videoconference?

No. This is a common misconception. A legal videographer will capture the testimony and provide a video recording after the fact. A videoconference (VC) displays a live video feed and does not require a videographer's technology and equipment. A VC is not recorded, and when the deposition ends, so does the feed and any permanent video record. If you want a compelling visual and lasting tool to use at your trial, you must hire a videographer to do so.

### 4. Why do I need a phone if I'm attending via videoconference?

The sound can be easily played from the computer or device being used, but we always prefer to run our sound through an additional and separate source. The telephone serves as a

backup, so that if a connection fails due to internet traffic or another issue, the deposition can still proceed. The sound is typically better and a higher quality when run through the phone instead of directly through the computer. We request that you mute your computer audio to utilize the quality speakerphone.

### 5. Wi-Fi vs. hardwired? Why does it matter?

Wi-Fi is convenient and oftentimes very reliable; however, many things can influence the quality of a wireless connection, such as additional users/guests, others downloading/uploading a large file, and sending/receiving communication. Hardwired internet provides a constant stream that tethers you and your device directly to the internet source providing stability and security. An ethernet connection plugged directly into your device will always be faster and more secure. We will always suggest hardwired internet to ensure the best connectivity possible.

### 6. What about the reporter appearing remotely and how do they administer the oath?

Our reporters will make sure a stipulation on the record is placed and agreed to by all prior to swearing in the witness.

# FAQ

## FREQUENTLY ASKED QUESTIONS ON CONDUCTING A REMOTE DEPOSITION

### 7. How are exhibits handled?

Exhibits can be handled three different ways.

1. Emailing the exhibits to our office and to all counsel prior to the deposition, or during the deposition, or after the deposition by sending an electronic scanned version of exhibits. Our reporter email for exhibits is [csr@centextlegal.com](mailto:csr@centextlegal.com).
2. Zoom/VC has the ability to share a screen to display a document from your files, Google map, or online image, video, etc., as well as upload a document to everyone using the chat feature. It is extremely user-friendly. Video tutorials as well as training, demos, and a tech are available upon request. It can occasionally hinder the connection if a slow or problematic internet connection is being used by one of the parties.
3. eDepoze is a dynamic and additional internet-based platform that can be used on iPads and computer devices that allows securely introducing exhibits when you are ready to show them mimicking in-person capabilities and more. A specialized electronic-only exhibit program that has the ability to annotate, mark, and publish while foregoing copying, printing, and shipping needs. Exhibit stickers are electronically produced in realtime and a downloadable link of marked exhibits is provided to all parties instantaneously at the conclusion of the deposition.

### 8. How much does it cost?

Regular deposition rates, appearance, and ancillary rates apply. There is a telephonic surcharge of \$0.55/page as well as a conference call setup of \$50.00/half day or \$100.00/full day. All telephonic setup fees will be waived at this time.

Videoconference rates are normally \$400.00/day per participating remote party. In light of the COVID-19 crisis, we are providing all videoconference connections at a reduced flat-rate cost of \$100.00/day.

### 9. How do I schedule a remote deposition?

Simply email [calendar@centextlegal.com](mailto:calendar@centextlegal.com) asking for remote solutions today or call us at 855.CENTEXT (236.8398). Please provide us the names of all participating parties as well as their contact information so that our IT and calendar department can coordinate details.

### 10. What's next?

A detailed email will be sent out with a test link and instructions on proper equipment at the time of setting. The day before the deposition a unique and secure link and login will be sent to all parties to connect successfully. IT support through Centext Legal is available 24 hours a day.

### 11. What if I want to see the witness but not be seen?

You have the ability to use a setup without a webcam or turn off your video feed so that you are not displayed during a deposition.

### 12. Body language and demeanor gives me a lot of information during depositions and remote can't possibly match a physical deposition.

True. Nothing replaces face-to-face contact and interactions. However, remote means and technology provide convenience, extreme cost savings, and opportunity. Videoconference is the next best thing to being physically there. You can still pick up facial cues and non-verbal communication. In addition, you have instant messaging and chats available and advanced technology to add hours to every week.