



CONDUCTING REMOTE DEPOSITIONS

LAKE COOK REPORTING

(847) 236-0773

INFO@LAKECOOKREPORTING.COM

TOPICS



Video Conferencing
and Zoom



Equipment You Already
Have



Equipment You Can
Buy



Deposition Strategies
Over Video
Conference



Questions/Comments

WHAT IS VIDEO CONFERENCING?

- Video Conferencing enables reporters, attorneys, and witnesses to see and hear each other from remote locations.
- We've typically used dedicated video conference "room" systems, but the technology provides for "web conferences" conducted on PCs and tablets.
- Services available: Skype, GoToMeeting, WebEx, FaceTime, Zoom (with our webinar primary focus on Zoom).



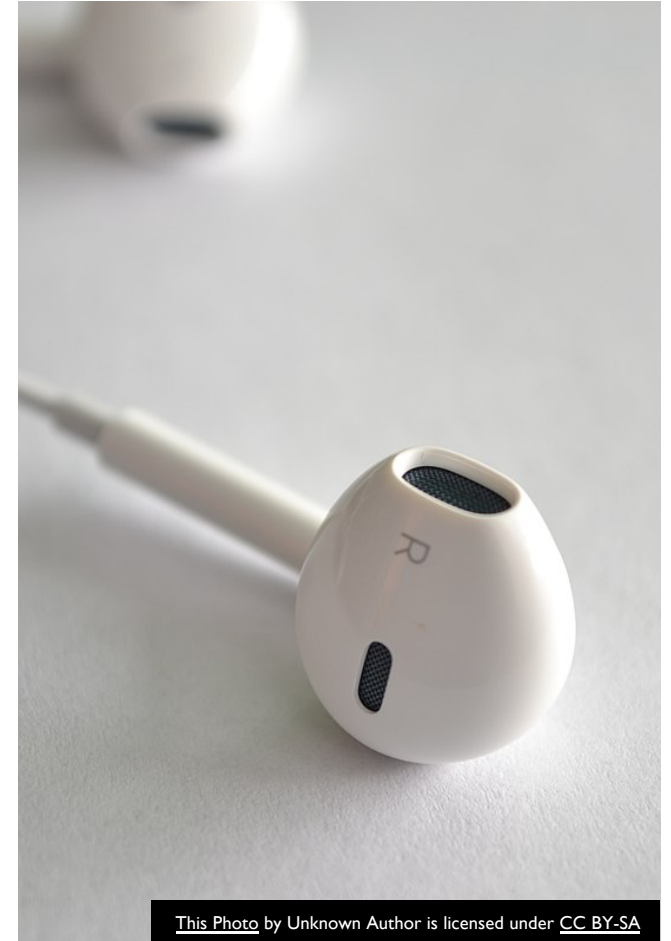
ZOOM VIDEO CONFERENCING

- Free version has meeting minutes cap of 40 minutes, pro plan is ~\$15 a month with unlimited minutes.
- Lake Cook Reporting has three Zoom monthly plans.
- Easy link to click and join – Email link to clients/reporters, software downloads, and they are connected.
- Share computer screen, electronic documents/exhibits, and more.
- Connect via computer audio or by telephone audio.
- Works with video conference systems.



EQUIPMENT PART I – WHAT YOU ALREADY OWN AND CAN USE

- Computer For Zoom
 - Can be court reporting computer or separate computer
 - External monitors will help with seeing steno software and Zoom
- Tablets are easy secondary devices, or prop up smartphone
 - Zoom works on iOS, Android, Mac, PC
- Camera for court reporter not essential but it helps
- Audio is Key!
 - Apple EarPods make a great headset used with Apple devices
 - USB Headsets also work great for PCs
 - Headsets with headphone/microphone can work if your computer has mic port
 - Bluetooth-enabled speaker
- Stable internet connection for all participants
 - Wired internet preferred, but be sure to check Speedtest.net
 - Speeds are important but also packet loss



This Photo by Unknown Author is licensed under [CC BY-SA](#)

DEPOSITION STRATEGIES

Pre-Deposition

- Ensure a test call has been conducted with all participants
- See if witness equipment is adequate, otherwise suggest solutions such as in this slideshow
- Worst case have witness use telephone audio and/or smartphone with headset

Swearing In The Witness Remotely

- Can be done if both sides agree to it
- Many state courts are enacting emergency motions for swearing in witness
- In the past we've had reporters ask witness to hold ID to camera
- Adjusting oath to deal with COVID-19

Exhibits

- Have attorneys distribute exhibits remotely via emailed PDF
- Attorneys can show their exhibits via screen share
- Repositories provide great way to add and control access
- Electronic Marking?
- Print, Mark, Scan, Email

DEPOSITION STRATEGIES – TIPS

- Attorney Identification
 - Have attorneys identify themselves on the record at the start of a deposition
 - Ask attorneys to identify themselves when voicing an objection – Useful if more than one opposing counsel
 - Some attorneys either don't have cameras or prefer to not be shown – Do the best you can
- Ensuring a Clear Record
 - Speak up! It's our job to get the record. Distorted audio, arguing, and so on can all make reporting difficult
 - Make clear at the beginning about possible delays, not talking over each other, and making sure they speak clearly
 - Refer attorneys to tips learned in this webinar
 - For Lake Cook Reporting jobs our IT department will be on-hand to help out
- Miscellaneous
 - Virtual Backgrounds

REMOTE OATH SUGGESTIONS

- "Before we proceed, I will ask counsel to agree on the record that under the current National Emergency pursuant to Section 319 of the Public Health Service Act, there is no objection to this deposition officer administering a binding oath to the witness remotely. Please state your agreement on the record."
- "Before we proceed, I will ask counsel to agree on the record that under the current National Emergency pursuant to Section 319 of the Public Health Service Act, there is no objection to this deposition officer administering a binding oath to the witness by phone. Please state your agreement on the record."
- "Before we proceed, I will ask counsel to agree on the record that under the current National Emergency pursuant to Section 319 of the Public Health Service Act, there is no objection to this deposition officer administering a binding oath to the witness by videoconference. Please state your agreement on the record."

BASIC TROUBLESHOOTING

Audio Echo

- Can be caused when a participant is connected via computer audio and telephone audio.
- Have them mute Zoom on their computers and turn off audio.

Audio cutting out or distorted

- The internet connection is unstable. If it is on your end, Zoom will send a warning message on your computer.
- Switch from wireless to wired if possible, otherwise dial in with your telephone audio.
- If the connection issue is not on your end, suggest similar actions for participants experiencing problems.

Cannot start local camera or microphone

- Check to see if another program is open that uses the camera/microphone (such as Skype).
- Fall back to telephone audio if all else fails.

Need tech support?

- Call/text/email us for on-demand tech support. This is much easier to do if it is a Lake Cook Reporting job using our Zoom account.

QUESTIONS/COMMENTS

Email:
info@lakecookreporting.com

Call/Text (847) 236-0773

We are available by phone/email
even when out of the office.