

HOW TO CRUSH REMOTE DEPOSITIONS

PRO TIPS & WINNING STRATEGIES

Preparing for Your Proceeding

- Do you have one large exhibit with over 20 pages? Consider separating out key portions of your document (s) ahead of time, making your exhibit handling more direct and seamless.
- Ensure all of your potential exhibits are available in one easily managed repository* for quick access during your proceedings.
- Using Zoom for remote depositions? Sign in to your Zoom account ahead of time to ensure your preferences and settings are set up before the start of the proceeding, so you can jump straight in.
- You can use Zoom's Audio Settings to test your speakers and microphone output - make sure others can hear you clearly and that you can be heard!

During Your Proceeding

- If you're presenting an exhibit and need the deponent to make an annotation, you can share control of your screen and direct them to mark up the exhibit as needed.
- Ensure the deponent's video feed is centered, well lit, and clear for a maximally impactful presentation.

After Your Proceeding

- Steno's [Transcript Genius](#) helps you gain key insights, identify contradictions, and interrogate the transcript itself as soon as the Transcript is available in your Firm Dashboard.
- Keep your videos, transcripts, and other materials in a centralized location, like Steno's Firm Dashboard or other Case Management software like Clio or Litify.

PRO TIP: USE STENO'S FIRM DASHBOARD TO MANAGE CASES, JOBS, AND DEPOSITION MATERIALS BEFORE, DURING, AND AFTER YOUR PROCEEDING!

