

CAMPANO & ASSOCIATES

Participant Tasks for Remote Depositions

Court Reporter	Attorney	Witness
Set up remote deposition and send invitations to participants.	Provide e-mail addresses of all participants to Campano & Associates.	Find a quiet place in your home or office for the web conference.
Optional one-on-one dry run for all participants to ensure equipment and audio is acceptable and troubleshoot issues, if any.	Need a laptop and a webcam with good internet connection. (Connecting with an Ethernet cable directly into modem/router is optimal.)	Need a laptop and a webcam with good internet connection. (Connecting with an Ethernet cable directly into modem/router is optimal.)
Receive exhibits from taking attorney and upload for access at the remote deposition. (Will not be shared with other participants.)	Check your internet connection speed at: speedtest.net . Minimum bandwidth is 600kbps and recommended is 1.5 Mbps.	Check your internet connection speed at: speedtest.net . Minimum bandwidth is 600kbps and recommended is 1.5 Mbps.
Launch remote deposition at least 15 minutes prior to the start of the deposition.	Provide all possible exhibits that may be used to the court reporter at least two days prior to the deposition in order to get them uploaded for use at the proceedings.	Place the laptop directly in front of you and face the window, if you have one in your room. The backlighting prevents a good image of yourself.
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Ensure all smartphone alerts, text messages, and notifications are disabled prior to the deposition.	Ensure all smartphone alerts, text messages, and notifications are disabled prior to the deposition.	Have driver's license/photo ID available to show the court reporter before administration of the oath to ensure witness identity.
Will read an introductory statement announcing that the deposition is taken by a remote method and get agreement of all attorneys on the record.	Speak clearly and into the microphone and at a moderate pace; when reading from a document, enunciate your words; speak out loud where all participants can hear; let participants finish speaking before you respond.	Speak clearly and into the microphone and at a moderate pace; when reading from a document, enunciate your words; speak out loud where all participants can hear; let participants finish speaking before you respond.
Check the witness's driver's license/photo ID and then administer the oath.		
Campano & Associates 203-846-3402	Court Reporting & Video Services	Raising the Bar!