

REMOTE DEPOSITIONS

WITH TODD OLIVAS & ASSOCIATES
USING ZOOM OR CISCO WEBEX

1

SCHEDULE YOUR REMOTE DEPOSITION

Once you've picked a convenient date for your Remote Deposition, simply contact us to be placed on our calendar at (888) 566-0253 or calendar@toddolivas.com. You will receive confirmation via email with general instructions about Zoom or Cisco Webex.

2

24 HOURS PRIOR - GET A MEETING INVITATION

24 hours prior to the Remote Deposition, upon confirmation, you will get a second email with specific meeting information. It will include a Meeting ID, a URL link to click on, plus call-in phone numbers.

FORWARD THIS INFO TO ALL ATTENDEES:

As necessary, you should forward this info to all interested parties including your client, opposing counsel (to distribute to their client), the interpreter and anyone else who will be appearing.

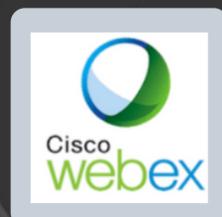
3

TROUBLESHOOTING BEFOREHAND

Zoom and Cisco Webex work on any device -- mobile, laptop, tablet, desktop -- but it's a good idea to test things out in advance. So prior to the Remote Deposition, **DOWNLOAD ZOOM** or **CISCO WEBEX**. You must provide your own viewing device (like iPad tablets, laptops, phones, et cetera) as we do not provide those. But upon request our bilingual in-house tech, Jonathan Castro, is available to troubleshoot participants' connection, mic and camera functions remotely. Contact Jonathan Castro at jcastro@toddolivas.com (619) 818-1636.



DOWNLOAD ZOOM NOW



DOWNLOAD CISCO WEBEX NOW

4

STARTING THE REMOTE DEPOSITION

Approximately 10 minutes prior to the official start time of the Remote Deposition, all parties log on to Zoom or Cisco Webex (or dial the call-in numbers) as practiced beforehand. If appropriate in your situation, the court reporter will read a statement asking if all parties stipulate to a party witness (the Applicant) NOT being in the same room as the reporter for swearing-in purposes.

SAMPLE VERBIAGE:

<http://toddolivas.com/remotedepositions>

5

PROCEED TO COMPLETE THE DEPOSITION

Private breakout rooms are available but must be scheduled in advance. Once things are under way, proceed with the Remote Deposition exactly how you would normally with the proviso that Remote Depositions come with the extra responsibility of waiting a few moments in between speakers so the court reporter can adequately hear and produce a good transcript.

SCHEDULING

CONTACT (888) 566-0253
CALENDAR@TODDOLIVAS.COM

TECH SUPPORT

SE HABLA ESPAÑOL

WEBSITE RESOURCES

JONATHAN CASTRO (619) 818-1636
JCASTRO@TODDOLIVAS.COM

