

# WHAT IS “REMOTE” REPORTING?



- CSR with deponent together and counsel in a different location
- CSR with counsel together and third-party witness in a different location
- CSR in one location and all participants in another location
- CSR and all participants in multiple separate locations

# WHAT EQUIPMENT DO I NEED?

- Extra viewing device, i.e., iPad, tablet, extra laptop with video capability.
- External Bluetooth speaker or speakerphone
- Webcam
- Wifi hotspot or Ethernet cable
- Teleconference setup



# Best Practices

Dial in	ALWAYS dial in with the provided phone number. DON'T use computer audio!
Wifi backup	Have a backup internet option, i.e., personal hotspot, ethernet cable.
Plan ahead	Keep a professional background – plan ahead if possible.
Get Charged	Have your devices fully charged. Be sure to bring charging cords.
Checklist	Provide a settings checklist for participants.

# ATTENDEE CHECKLIST



- Do a test run 48 to 24 hours prior to meeting
- Click on the emailed Zoom link to join meeting
- Call phone number provided rather than using computer audio AND mute your computer audio
- Gallery view is all parties present on one screen
- Speaker view will be on whoever is currently speaking



### **Audio interference or feedback**

Are all devices muted?  
Have all parties dialed in via phone line?



### **Party can only see one participant**

Are they on speaker view only?  
Direct them to the gallery view option.



### **The video feed froze**

Check internet connection.  
Exit Zoom meeting and re-enter by clicking on emailed link.



### **A participant's link isn't working**

Suggest they use Google Chrome Internet browser.  
Older devices may need a driver update.  
Re-send or initiate new Zoom link.

# TROUBLESHOOTING

LASTLY, IS  
REPORTING  
REMOTELY  
LEGAL?  
SHORT  
ANSWER IS  
YES!

A statement will  
need to be put  
on the record  
when CSR is not  
present with the  
witness.

Counsel may  
offer to do this  
or the CSR can.



DEPOSITION  
OFFICER: Okay. We'll  
go on the record now.

I am not in the  
same location as the  
witness. Is there any  
objection to my  
administering the oath  
remotely?

MR. SMITH: No  
objection.

DEPOSITION  
OFFICER: Hearing no  
objection, I will now  
swear in the witness.