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

<table>
<thead>
<tr>
<th>Dial in</th>
<th>ALWAYS dial in with the provided phone number. DON’T use computer audio!</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wifi backup</td>
<td>Have a backup internet option, i.e., personal hotspot, ethernet cable.</td>
</tr>
<tr>
<td>Plan ahead</td>
<td>Keep a professional background – plan ahead if possible.</td>
</tr>
<tr>
<td>Get Charged</td>
<td>Have your devices fully charged. Be sure to bring charging cords.</td>
</tr>
<tr>
<td>Checklist</td>
<td>Provide a settings checklist for participants.</td>
</tr>
</tbody>
</table>
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
<table>
<thead>
<tr>
<th>Audio interference or feedback</th>
<th>Party can only see one participant</th>
<th>The video feed froze</th>
<th>A participant’s link isn’t working</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are all devices muted?</td>
<td>Are they on speaker view only?</td>
<td>Check internet connection. Exit Zoom meeting and re-enter by clicking on emailed link.</td>
<td>Suggest they use Google Chrome Internet browser. Older devices may need a driver update. Re-send or initiate new Zoom link.</td>
</tr>
<tr>
<td>Have all parties dialed in via phone line?</td>
<td>Direct them to the gallery view option.</td>
<td></td>
<td></td>
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</table>
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.