

verbit  **webinar**

Best Practices for Remote Digital Depositions: Insights from digital court reporting expert *Lisa Dees*

Hosted by: **Tony Sirna** of Verbit





Today's Speakers



Lisa Dees

Program Manager, Justice AV
Solutions (JAVS)



Tony Sirna

Senior Customer Success Manager,
Verbit



Market Needs

- Social distancing
- Travel bans
- Cancellations of in-person depositions
- Postponements of court proceedings
- Delays in legal proceedings



Responding to Market Needs

- Video conferencing
- Remote depositions
- Remote court appearances
- Remote reporting





Can I do this digitally?

Absolutely!





Getting ready for a remote digital deposition



What Will I Need?

- ✓ Notewise **recording solution** by JAVS
 - ✓ Zoom Pro, Business or comparable **video conferencing platform**
 - ✓ **Internet connection**
 - ✓ Laptop or desktop **computer**
 - ✓ **External speakers and a mutable microphone**
 - ✓ **Webcam** or HD webcam
-





Am I ready to conduct
digital depositions
remotely?





Minimum Requirements

Internet Connection

- Internet connection
 - Broadband wired or wireless (3G or 4G/LTE)
 - If using Wi-Fi, use a dedicated router
 - Bandwidth of 2.5mbps (up/down)
-



Minimum Requirements

Laptop or Desktop Computer

- Windows IE, Edge, Chrome or Firefox browser
 - Recommended dual core 2.2Ghz or higher (i3,/i5/i7 or AMD equivalent) processor for a bare minimum
 - 4 GB or more of RAM
 - Screen resolution of 1920 x 1080
 - Dual monitors
-



Minimum Requirements

Camera

- HD camera for best resolution
 - Built-in webcam or attached webcam
-



Minimum Requirements

Speaker and Microphone

- Use an external mutable microphone
 - External speaker
 - Onboard soundcard
-



What application settings should I use for **remote depositions**?



Settings

Notewise

The screenshot shows the 'Device Configuration' window with the 'Audio' tab selected. The settings are as follows:

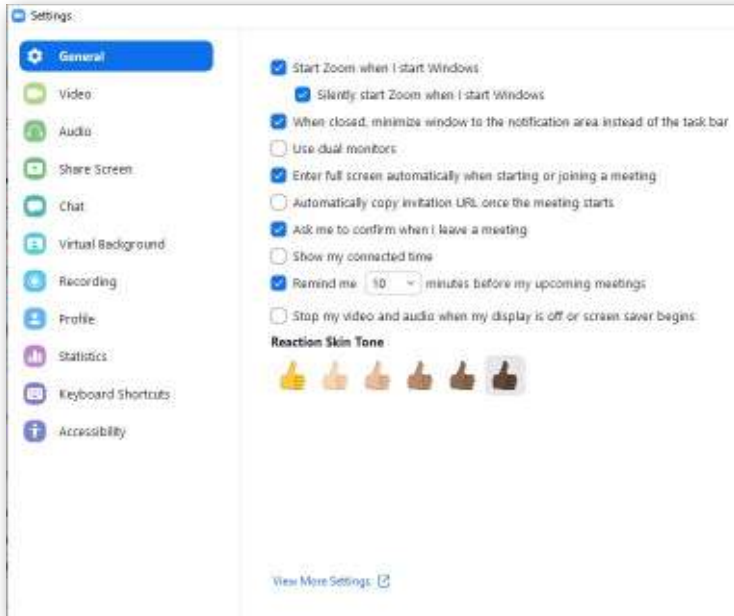
- Select audio device:** Microphone (BWA19HQ011)
- Include PC Audio:**
- Select audio recording size:** Large
- Playback output:** Speakers (USB Sound Device)
- Confidence Monitoring audio output:** Speaker/Headphone (Realtek High Definition Audio(SS1))
- Start Confidence Monitoring by Default?** Yes No
- Start Automatic Notes by Default?** Yes No
- Where on this computer should we store your files?:** C:\ProgramData\Notewise_Client
- To where should we back up your team's files?:** (Empty field)

- Audio device will be the attached microphone
- Select to include PC Audio
- Playback output to your external speaker
- Confidence monitoring to your headset



Settings

zoom



- **Video settings** - always display participant's name
- **Audio settings** - set to your attached speaker
- **Share screen** - side-by-side mode
- **Virtual background** - none
- **Recordings** - select location to save recordings and add timestamps



Best practices for remote depositions



Exhibits

Handling Exhibits

- Will you need the exhibits?
 - Who will present the exhibits?
 - Who will mark the exhibits?
-



Scheduling

Get Information at Scheduling

- Determine how the exhibits will be handled
 - Get full name, address, phone and e-mail address of all participants
 - Schedule the proceeding in Zoom & send out invites to all participants
 - **USE PASSWORD FOR PARTICIPANTS**
 - **KEEP PARTICIPANTS IN MEETING ROOM UNTIL REPORTER STARTS THE SESSION**
-



Conducting the depositions remotely



Best Practices for Conducting the Proceeding

- Have a modified version of the oath prepared
 - Ask for proof of identity
 - Request attorneys stipulate
 - Remind everyone to speak one at a time
 - Remember to mute your microphone during questioning
-



How do JAVS and Verbit
work together to power the
remote digital deposition
and transcription process?



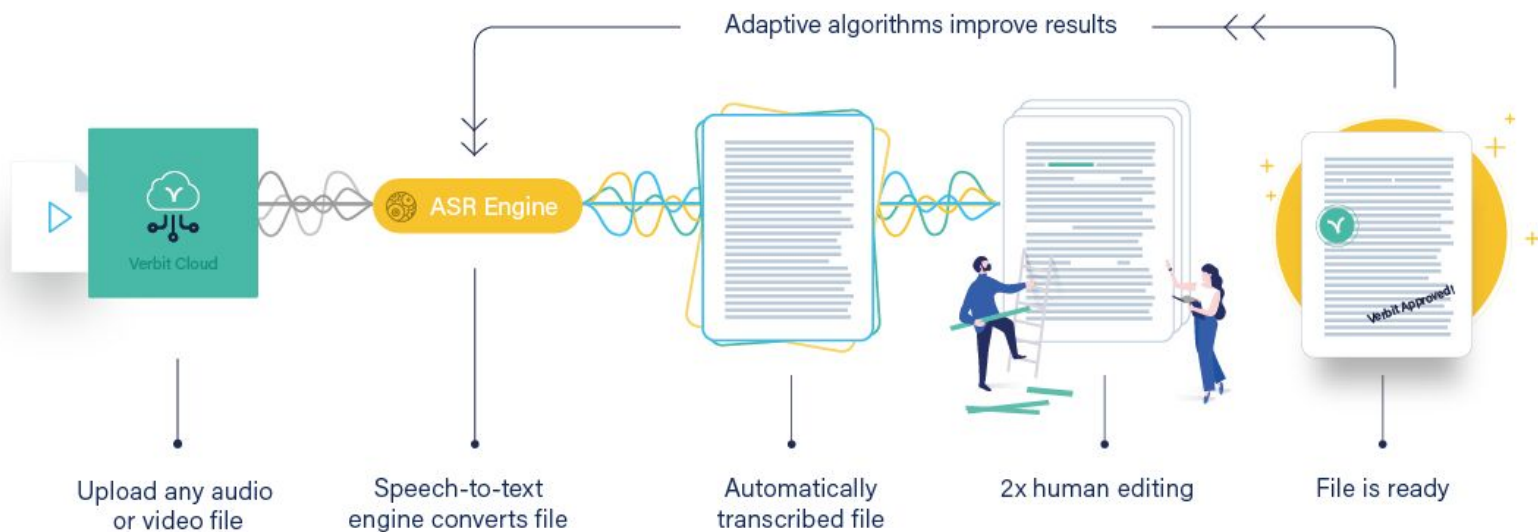
JAVS + Verbit Process

- **JAVS = Proceeding Remote Capture**
 - **Verbit = Transcription**
 - Upload JAVS File (M4A - MultiChannel, MP3)
 - Independent Steps
 - Verbit recommends upload JAVS file with Multiple Channel.
 - Verbit supports main and backup audio upload
-



Verbit's Process

Upload the File...





Q&A

Additional Questions?

Email: michal@verbit.ai



Thank You.

© All rights reserved to Verbit Inc.

verbit^v