

**Living in the Age  
of Covid:**

**Taking  
Depositions via  
Zoom**

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**A BASIC GUIDE TO  
HELP YOU GET STUFF  
DONE DURING THE  
PANDEMIC**



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# What am I Going to Cover?

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1. What is Zoom?
2. Getting Started on Setting up a Remote Deposition
3. Taking the Deposition



# What is Zoom?

Videoconferencing (computer + webcam, tablet, phone)

\$14.99 / user (Pro)

Safe / Secure

Free / Easy for Guests

Breakout rooms / Waiting Rooms

Share screen





# What is Zoom?

- **PASSWORD PROTECTED MEETINGS**
- **USER AUTHENTICATION**
- **WAITING ROOMS**
- **RANDOMLY GENERATED IDs**
- **ABILITY FOR THE HOST TO REMOVE DISRUPTIVE ATTENDEES**
- **ENCRYPTION**
- **TRANSCRIPTION SERVICE**



# Getting Started

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## HAVE A GOOD WEB CAM



Logitech C525 USB HD Webcam

★★★★☆ ~ 58

\$79<sup>90</sup>

✓prime FREE Delivery Wed, Jul 29

More Buying Choices

\$54.99 (23 used & new offers)





# Getting Started

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**Make Sure Microphone is  
Suitable**





# Getting Started

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## **NO HEADSETS!!!**





# Getting Started

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Computer is  
**ALWAYS**  
Preferable to  
Phone for Video



# Getting Started

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## Backgrounds

Keep it Neutral

Watch for Glare/Shadows

No People in the  
Background

Download a Background



# Keep it Simple

Defendants.

**PLAINTIFFS' NOTICE OF  
VIDEO DEPOSITION OF  
ARTHUR P. MODELL**

I

Deponent	Location	Time
<b>Wednesday, June 10, 2020</b>		
Arthur P. Modell	<i>In-person &amp; videoconference</i>	10:00 am

The depositions will be recorded by a court reporter by stenographic means and by video recording.



Schedule meeting

## Schedule Meeting

**Topic**

Michael Astrab's Zoom Meeting

Start: Wed July 22, 2020 12:00 AM

Duration: 1 hour 0 minute

☐ Recurring meeting Time Zone: Eastern Time (US and Canad... ▾)

**Meeting ID**

☒ Generate Automatically ☐ Personal Meeting ID 433 833 8507

**Password**

☐ Require meeting password

**Video**

Host: ☐ On ☒ Off Participants: ☐ On ☒ Off

**Audio**

☐ Telephone ☐ Computer Audio

☒ Telephone and Computer Audio ☐ 3rd Party Audio

Dial in from United States [Edit](#)

**Calendar**

☐ Outlook ☒ Google Calendar ☐ Other Calendars

**Advanced Options** ▾

[Schedule](#) [Cancel](#)

# Scheduling a Meeting

- Meeting Time – Always set for much longer than you think you need.
- Meeting ID – Personal Preference
- Password – Personal Preference but can complicate the process
- Video – I turn ON – Users can turn off when in the room.
- Audio – Always best to use both Telephone and Computer Audio due to connection issues.



# Scheduling a Meeting

- **Waiting Room**  
(control entry)
- **Enable Join Before Host**
- **Automatically Record Meeting**  
(Caution!)

## Advanced Options ^

- ☐ Enable Waiting Room
- ☒ Enable join before host
- ☐ Mute participants upon entry
- ☐ Only authenticated users can join: Sign in to Zoom
- ☐ Automatically record meeting

Alternative hosts:

Example:john@company.com;peter@school.edu

Schedule

Cancel



# ZOOM INVITATION

- Sometimes preferable to use the **phone audio** instead of computer audio depending on your microphone quality.
- Simply call the number and enter the **Meeting ID** and **Passcode** when prompted by the system.
- If on phone can use the **One Tap Mobile** feature for easy access.

Michael Astrab is inviting you to a scheduled Zoom meeting.

Topic: Michael Astrab's Zoom Meeting

Time: Jul 22, 2020 12:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83942295650?pwd=dUpYdXdnMjV2eXZrdHA1L05JRlIldz09>

Meeting ID: 839 4229 5650

Passcode: 619963

One tap mobile

+13126266799,,83942295650#,,,,,0#,,619963# US (Chicago)

+19292056099,,83942295650#,,,,,0#,,619963# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 839 4229 5650

Passcode: 619963

Find your local number: <https://us02web.zoom.us/j/kdUUicUuUP>



# TAKING THE DEPOSITION

- ❑ Good witness picture
- ❑ Sound
- ❑ Background
- ❑ “Pin” the Witness





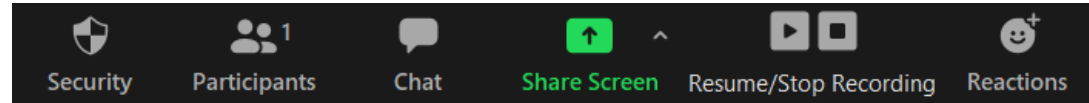
# Taking the Deposition

- Keep a camera on the defense attorney
- Even if in the same room!
- Agreement that no communication will take place
  - Electronic or otherwise





# Taking the Deposition



Make a Record!!!

Literally.





# Taking the Deposition

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*IF RECORDING THE DEPOSITION:*

**YOU MUST BE THE HOST**

YOU MUST CREATE AND DISTRIBUTE THE LINK TO THE PARTIES.

DO NOT ALLOW THE COURT REPORTER OR OPPOSING COUNSEL TO CREATE THE LINK.



# Taking the Deposition

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## Recording Tips

- ❖ Pause Recording During Breaks
- ❖ Pause When Marking Exhibits
- ❖ **DON'T FORGET TO RESTART!!!**



## Hints for an Effective Deposition



```
graph TD; A[Hints for an Effective Deposition] --> B[Speak slowly and clearly]; B --> C[Make sure the witness hears your question]; C --> D[Be aware of lag/glitches];
```

Speak slowly and  
clearly

Make sure the witness  
hears your question

Be aware of lag/glitches

Taking the  
Deposition



**THAT AWKWARD MOMENT WHEN**

**YOU'VE ALREADY SAID "WHAT?" THREE  
TIMES N STILL HAVE NO IDEA WHAT THE  
PERSON SAID, SO YOU JUST AGREE**

MemeCenter.com



Kim Neal - Addie Needed More Care (6-12-18).pdf - Adobe Acrobat Pro DC  
File Edit View Sign CaseMap DocPreviewer Window Help

Home Tools Ex.08 Wound Asses... Kim Neal - Addie N... x

Stamp Stamps Palette Custom Stamps Bates Numbering

  X   DECREASED PULMONARY FUNCTION - AEB CLEAR DIMINISHED THROUGHOUT

       DECREASED CARDIAC FUNCTION AEB

  X   OTHER (SPECIFY) - AEB:  
HIP FRACTURE 5-19-18  
ROXANOL 100MG/ML WITH 18 ML LTC  
CLONAZEPAM 0.5 MG WITH 33 LTC

DESCRIBE ANY OTHER SIGNIFICANT DETAILS OF ELIGIBILITY  
DECLINE

PATIENT MOVED TO HAMDEN NURSING AND REHAB DUE TO PATIENT REQUIRING MORE CARE THAN ASSISTED LIVING COULD PROVIDE. SON MOVED PATIENT TO NEW FACILITY. PATIENT RESTING AND IN NO DISTRESS. SPOKE TO FACILITY STAFF. MEDICATIONS RECONCILED. EQUIPMENT REQUESTED TO NEW FACILITY TRANSFERRED.

**EXHIBIT**  
**18**  
exhibitstickler.com



# Taking the Deposition – Screen Sharing



# Taking the Deposition

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**Be Aware of the  
Mute Button**

**Good to stay muted  
but make sure that  
you turn it off when  
objecting**



# Taking the Deposition

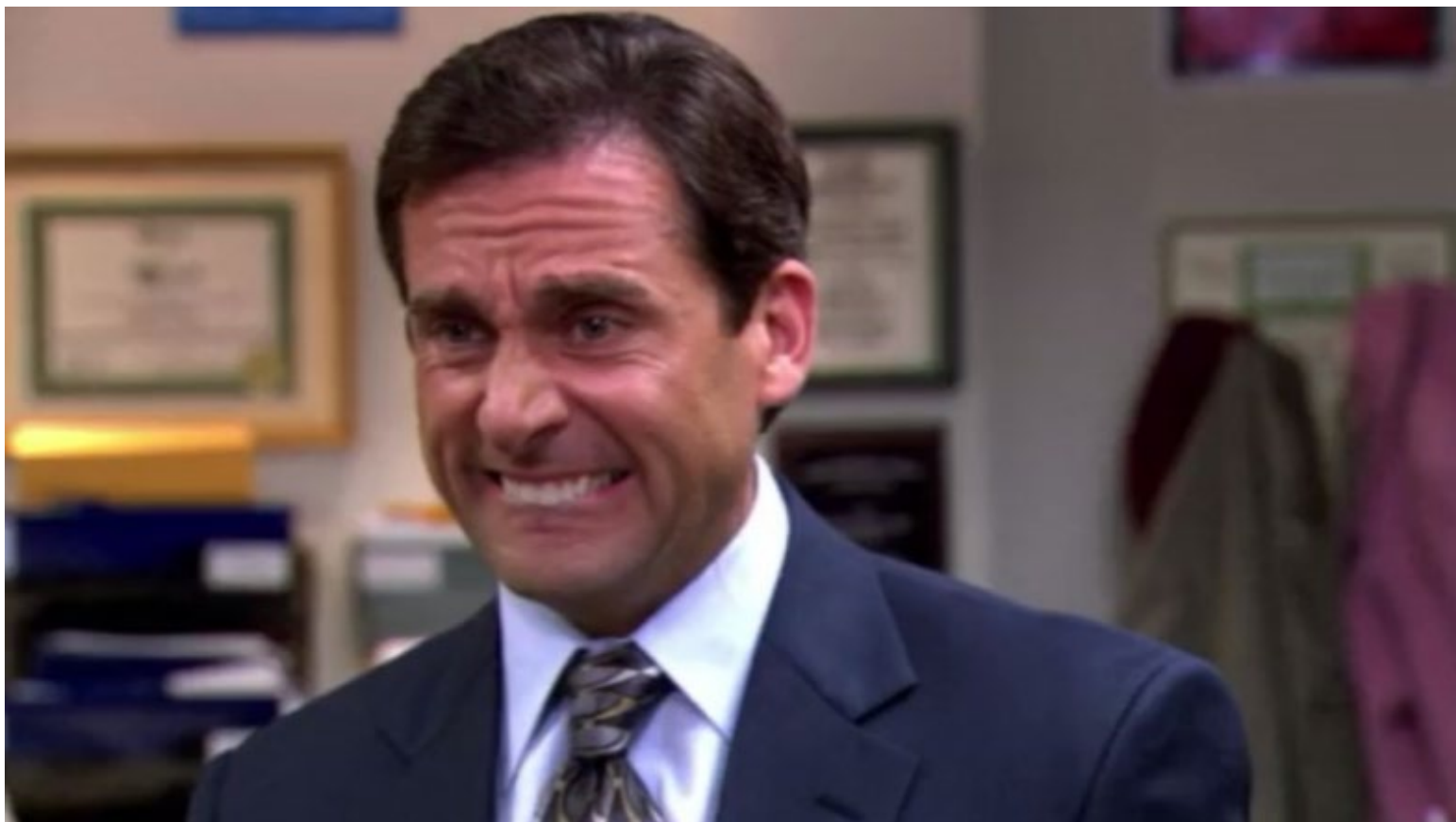
## Chat Button

Good for sending  
links and information

Be Careful...







Everyone Can See Your Message!







Questions?

<https://www.eadiehill.com/for-lawyers/>



# QUESTIONS AND FOLLOWUP

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