

# Double D Reporting

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## Remote Depositions

Helpful tips  
Dos and don'ts

Presented by:  
Dineen Squillante,  
Registered Professional Reporter

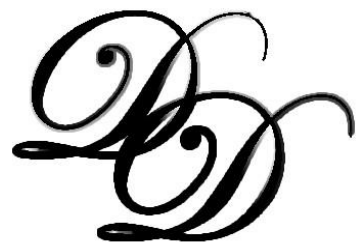


# Scheduling your remote deposition

## Provide the following information:



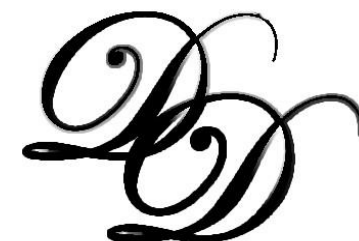
- Date and time of deposition, full caption, all attendees and their contact information
- Your preferred host (your office or stenographer)
- Estimated length of deposition
- Physical location of the witness to ensure legal administration of oath





## What you need:

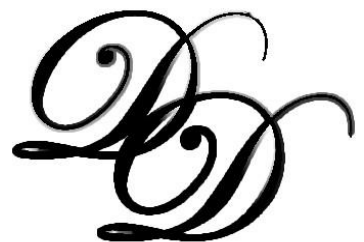
- Access to the internet if attending via computer
- App or URL if attending via handheld device, phone, tablet, iPad
- Mic, camera, speakers
- Minimum 1.5 mpbs upload and download speed  
Test your speed at [speedtest.net](https://www.speedtest.net)
- If you are not familiar with remote depositions, test your equipment before the start of the deposition
- Depositions are opened up at least 15 minutes before start time to allow everyone to get into the conference and settle in



# Security:



- Nothing is 100 percent secure. Safeguards are taken to keep your deposition as secure as possible
- You will be provided with a password-embedded link to join your deposition
- All participants are placed in a waiting room and can only be admitted by the host
- Deposition will be locked when all participants are in attendance





## Exhibits:

- If you are planning on presenting exhibits and would like them marked, email them to the stenographer at least a day in advance. They will be electronically marked and returned to you for presentation during the deposition
- Exhibits can be electronically marked during the remote deposition; however, the stenographer must go off the record for a minute or two to perform this function giving the appearance of “dead air”
- Exhibits can be shared with all participants during your remote deposition





Electronic Exhibit exam

File Edit View Window

Mute Start Video Security Manage Participants New Share Pause Share Annotate More

Home Tools Electronic Exhibit e... x ID: 718-760-2141 Stop Share

1 / 5 96.6%

Add-on Tools Flatten Pages Close

**PLAINTIFF'S EXHIBIT 1**  
4/20/2020 D.Squillante, RPR

## Emergency Administrative Rules for Notaries Public and Remote Notarization

**Part 1: Scope**

If a notarial act relates to a statement made in or a signature executed on a record, 26 V.S.A. § 5364 requires the individual making the statement or executing the signature to appear personally before the notary public performing the notarial act.

Pursuant to these rules, the requirement for a personal appearance is satisfied if the notary public and the person executing the signature are in the same physical place or communicating through a secure communication link using the protocols and standards prescribed in this rule.

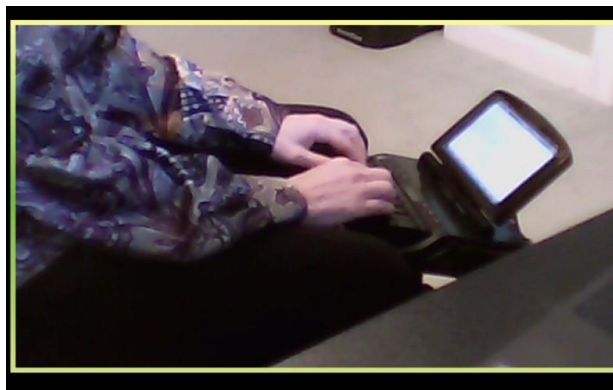
These rules do not permit electronic notarization or remote online notarization of





# Showtime:

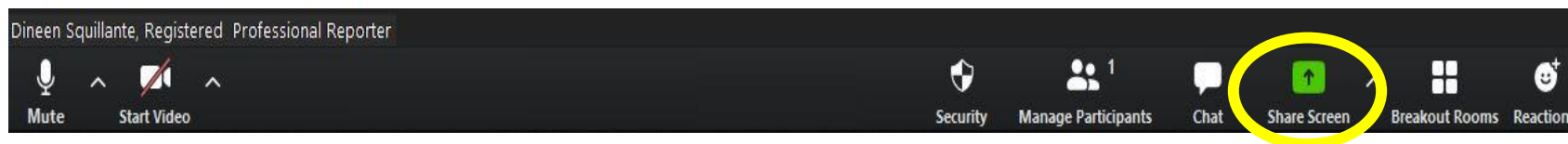
- Log in early to ensure all your equipment is functioning properly
- It is imperative that you speak slowly, clearly, one at a time
- If you are not questioning, answering, or objecting, mute yourself by clicking on the microphone icon on the bottom left
- Be cognizant of the stenographer. If the stenographer is indicating they are not on the record, they are not on the record



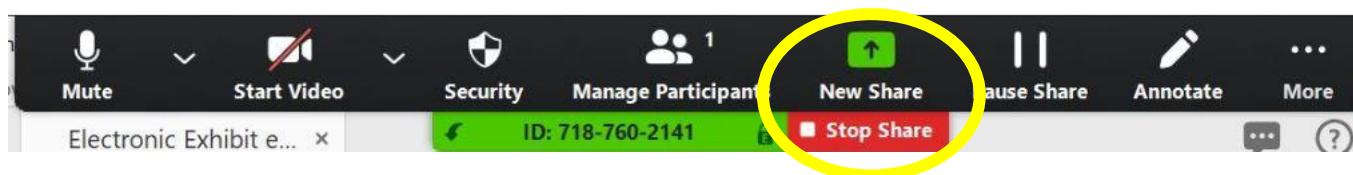


# Screen sharing:

- Before you log in to your deposition, open your folder containing your exhibits and leave it open in the background
- Click on the “Screen Share” icon on the bottom of your screen



- Go to the window containing the open folder and click on the exhibit you want to show/share
- When you are finished sharing your document, click “Stop Share” or “New Share”

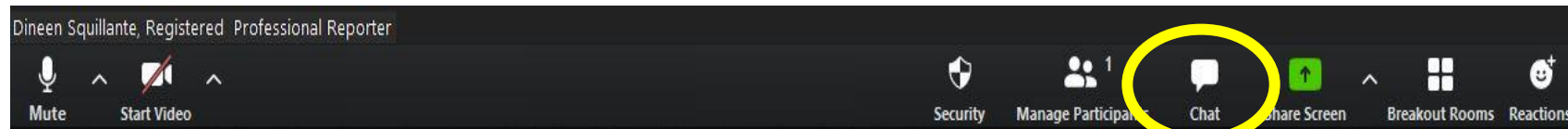




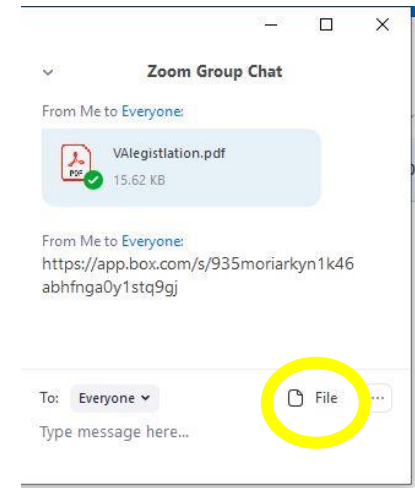
# More Sharing Options:



- Before you log in to your deposition, open your folder containing your exhibits and leave it open in the background
- Click in the “chat box” icon on the bottom of your screen and then “file”



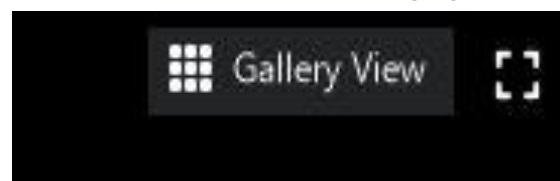
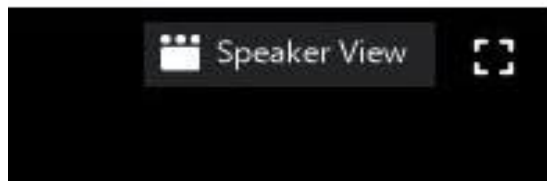
- Browse and click on the exhibit/file you want to share
- Links from Dropbox/Box/GoogleDrive can also be copied and pasted into the chat box



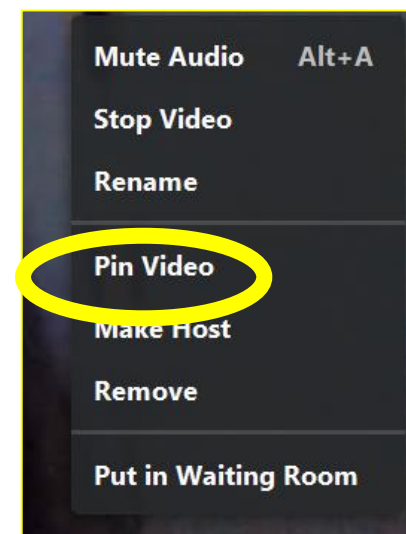


# Tips

- Speaker/Gallery view located in upper right



- Pin video by right clicking on speaker window



- Mute yourself when not speaking by clicking on the mic in lower left. Use spacebar to unmute



# BRING YOUR PATIENCE!



- Most remote depositions go off without a hitch. Occasionally, there are hiccups. Most of the time, they can be easily resolved with some patience, understanding, and a couple of minutes off the record to rectify

## HOW TO SCHEDULE:

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[www.ddreporting.com](http://www.ddreporting.com)

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