



REMOTE VIDEO DEPOSITION PREPARATION CHECKLIST

TECHNICAL TEST, CONNECTION AND DIAL-IN INFORMATION

- Have you done your pre-deposition technical test with a Fisher technician?
- Do you know your Zoom meeting number or have access to Fisher-provided Zoom link in email?
- Have you downloaded the tool? Click the link and open it ahead of time to be sure the software and video viewer downloads correctly.
- Do you know your Zoom meeting ID?
- Do you know your Zoom meeting session Password?
- Do you have the conference number and a phone available if you need to switch to a phone connection?

EXHIBIT PREPARATION

- Have you provided your exhibits to Fisher at least one day in advance in the shared folder Fisher sent you?
- Are your documents pre-marked with an exhibit number, or if not, clearly labeled according to how they will be referenced in the deposition?
- Do you have your Fisher provided email to exhibit links?
- Do we need to set you up to share a different way?

EQUIPMENT

- Ideally use computer with webcam.
- Join your meeting ½ hour early to go through final testing with group.
- Audio – test your speakers (computer or auxiliary speakers)
- Web Camera – test your camera (integrated or auxiliary camera)
- Bandwidth test – test your bandwidth at www.speedtest.net (Should be around at least 5 MBS+, preferred upload and download speeds. Minimum required would be 1.5 MBS.)
- Open the “chat” box from your bottom toolbar in the Zoom window.
- Are you familiar with how you will share your exhibits and how to make annotations?
- Set your views to Gallery View and “pin” the witness in the main screen.

OTHER SUGGESTIONS

- Close all tabs and confidential windows on your computer.
- Close other applications open that may eat up processing power.
- Silence alerts, texts, and other pop-up indicators.
- Make sure phones are on Do Not Disturb.
- Lock/Do Not Disturb sign on door, if needed.
- Clean and clutter-free background.

Call us at 888-344-4472 or email schedule@fishercourtreporting.com for assistance, questions, and to set up testing.