

Digital Reporter Job Sheet



PRE-DEPO PROCEDURES:

1. Become Zoom host. (Participants > Claim host > Enter host key > 012219.)
2. Ensure read on is filled out
3. Add concierge@steno.com to global chat
4. Spotlight Witness **Must have at least 2 participants to enable*
5. Start Zoom Live Transcript **Must have at least 2 participants to enable*
6. Ask participants to put contact information in "Global Chat"
7. Start backup recorder (OBS)
8. Politely ask witness to show a proof of identification and current location (state) - Record it
9. Press **RECORD** and go on the record

READ ON (Remote):

Good morning/afternoon. My name is _____, designated by Steno Agency, Inc., 315 W 9th St, Los Angeles, CA 90105 and we are on the record.

The date today is _____ and the time is [TIME]. This is the remote video deposition of _____, being conducted via Zoom Communications, Inc., in the matter of _____. The Case Number is _____, pending in _____, and taken on behalf of the _____.

Would counsel please state your appearances, beginning with the noticing attorney?
[Pause for appearances.]

Thank you. Absent any objection, the parties agree that this deposition is being recorded audiovisually, that I am not in the same location as the witness, and that I am administering the oath remotely. Any recording or transcript may be used as permitted under applicable rules, as if taken stenographically. Will the witness please raise their right hand?

Do you solemnly swear or affirm that the testimony you are about to give will be the truth, the whole truth and nothing but the truth to the best of your ability?

(If the witness is NOT CURRENTLY in Florida:) - Do you consent to be bound by an oath administered under the general laws of the state of Florida?

(If interpreter is present:) Will the interpreter please state their name and certification number for the record. (Pause for statement). Please raise your right hand. Do you solemnly affirm that the interpretation that you will give in this deposition will be from English to (Language) and (Language) to English to the best of your ability?

Thank you. Counsel may now proceed with questioning.

READ ON (In Person):

Good morning/afternoon. The date today is _____ and the time is [TIME] and we are on the record. This is the deposition of _____ in the matter of _____. Absent any objection, the parties stipulate that this deposition will be recorded by digital audio and may be used by the parties for any purpose as if taken stenographically. Will the witness please raise their right hand?

Do you solemnly swear or affirm that the testimony you are about to give will be the truth, the whole truth, and nothing but the truth to the best of your ability?

Thank you. Counsel may now proceed with questioning.



ENDING THE EVENT:

BEFORE GOING OFF RECORD: "This is the end of the deposition of _____. The date is _____ and the time is _____. Before we go off the record, who would like to purchase a copy of the transcript or video?"

(Pause and collect orders).

Thank you. If counsel could stay for a few minutes for spellings, I'd appreciate it. We are now off the record.

POST-EVENT PROCEDURES:

- 1. Exhibit Collection** - Please ensure all exhibits have been collected
- 2. Spellings** - Verify all spellings with counsel/witness
- 3. End event.**



Digital Reporter Job Sheet:

D.O. name: _____

Date: _____ Job#: _____

Case: _____

Case #: _____

Deponent: _____

Location: _____

Sched Start: _____

Actual Start: _____

Arrival Time: _____

Lunch Duration: _____

Depo End Time: _____

Total On Record Time: _____ Q attny on record time: _____ Opp attny on record time: _____

Depo cancelled after 5PM day before: _____ Witness No-Show: _____

Notes: _____



Appearance/Order forms:

Billing Attorney Name: _____		Representing: _____	
Firm: _____			
Firm Address: _____			

Email: _____			
Phone: _____			
BILLING ATTNY ORDER:			
Final Transcript:	Rough transcript:	HOLD NOTES: <i>(No tran order)</i>	
Synced video/final tran: _____			
Rush Delivery date (If any): _____			
Special Instructions: _____			

OTHER counsel name: _____		Representing: _____	
Firm: _____			
Firm Address: _____			

Email: _____			
Phone: _____			
OTHER counsel order:			
Final Transcript copy:	Read & Sign copy ordered:	Rough transcript	
Video (Raw/Non-synced):	Synced video/tran: _____		
Rush Delivery date (If any): _____			
Special instructions: _____			



Appearance/Order forms:

OTHER counsel name:	_____	Representing:	_____
Firm:	_____		
Firm Address:	_____		

Email:	_____		
Phone:	_____		
OTHER counsel order:			
Final Transcript copy:	Read & Sign Copy Ordered:	Rough transcript	
Video (Raw/Non-synced):	Synced video/tran:		
Rush Delivery date (If any):	_____		
Special instructions:	_____		

OTHER counsel name:	_____	Representing:	_____
Firm:	_____		
Firm Address:	_____		

Email:	_____		
Phone:	_____		
OTHER counsel order:			
Final Transcript copy:	Read & Sign Copy Ordered:	Rough transcript	
Video (Raw/Non-synced):	Synced video/tran:		
Rush Delivery date (If any):	_____		
Special instructions:	_____		

Appearance/Order forms:

OTHER counsel name:	_____	Representing:	_____
Firm:	_____		
Firm Address:	_____		

Email:	_____		
Phone:	_____		
OTHER counsel order:			
Final Transcript copy:	Read & Sign Copy Ordered:		Rough transcript
Video (Raw/Non-synced):		Synced video/tran:	
Rush Delivery date (If any):	_____		
Special instructions:	_____		

OTHER counsel name:	_____	Representing:	_____
Firm:	_____		
Firm Address:	_____		

Email:	_____		
Phone:	_____		
OTHER counsel order:			
Final Transcript copy:	Read & Sign Copy Ordered:		Rough transcript
Video (Raw/Non-synced):		Synced video/tran:	
Rush Delivery date (If any):	_____		
Special instructions:	_____		

Deposition Certificate by Notary Public Officer

1 I, _____, a Digital Reporter and Notary Public in and for the State of
2 Florida do hereby certify:

3
4 That the witness, _____, was duly sworn by me, and that the
5 foregoing deposition is a true record of the testimony given by the witness.

6 I further certify that I am not related to any of the parties to this action by blood or
7 marriage and that I am in no way interested in the outcome of this matter.

8

9

10

11 Dated this _____ day of _____, _____.

12

13 Name (Signature)

14 _____

15

16 Notary Public in and for the State of _____

17 Commission # _____

18 My commission expires: _____

19

20

21