Digital Reporter Job Sheet (PA)

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 day. We are on record.

Today is _____, and the time is _____. My name is _____, designated by Steno Agency, Inc., 315 W 9th St, Suite 807, Los Angeles, CA 90015.

This is the remote video deposition of _____, being conducted via Zoom Communications, Inc., in the matter of _____, Case Number _____, pending in _____, and taken on behalf of _____.

Will counsel please state your appearance, beginning with the noticing attorney?

[Pause for appearances.]

Thank you.

Before we proceed: Counsel, do all parties stipulate that this deposition will be taken remotely and waive my physical presence for administration of the oath?

[Pause and allow each counsel to affirmatively stipulate, by name, on the record.]

Thank you. The record reflects the agreement of all parties.

INTERPRETER — IF PRESENT

To the Interpreter:

Will the interpreter please state your full name and certification number for the record?

[Pause for response.]

Thank you.

Please raise your right hand.

Do you solemnly affirm that the interpretation you provide during this deposition will be from English to _____ and from _____ to English, accurately and to the best of your ability?

[Pause for response.]

Thank you.

The interpreter has been duly sworn.

DEPONENT

To the Deponent:

Please state your full legal name for the record.

[Pause for response.]

Thank you. And please spell your last name.

[Pause for response.]

Thank you.

For the record, please state your current location, including the city and state, and confirm whether you are alone in the room. If anyone else is present, please identify that person and their relationship to you.

[Pause for response.]

Thank you.

[IF APPLICABLE OFFICER IS ADMINISTERING THE OATH CROSS-STATE]

_____, do you consent to having your oath administered remotely by me, a _____ notary public and to being bound by that oath under _____ law?

[Pause for response]

_____, do you solemnly swear or affirm that the testimony you are about to give in this matter will be the truth, the whole truth, and nothing but the truth?

[Pause for response.]

Thank you.

The witness has been duly sworn.

Counsel, you may now proceed with your questioning.

GOING OFF THE RECORD

When directed to go off the record:

Hearing no objection, we are now off record.

BACK ON THE RECORD

When resuming:

The time is _____. We are back on record.

CONCLUSION OF DEPOSITION

At the conclusion:

The time is _____. This concludes the deposition of _____.

Before we go off the record, would any counsel like to order a copy of the transcript or recording?

[Pause and record any orders.]

If counsel could please remain on record for a few minutes for any necessary spellings or corrections, I would appreciate it.

[Pause for spellings and corrections.]

Thank you. We are now off the record.

[End recording.]

READ ON (In Person):

Good day. We are on record.

Today is _____, and the time is _____. My name is _____, designated by Steno Agency, Inc., 315 W 9th St, Suite 807, Los Angeles, CA 90015.

We are here in person at _____ for the deposition of _____ in the matter of _____, Case Number _____, pending in _____, and taken on behalf of _____.

Will counsel please state your appearance, beginning with the noticing attorney?

[Pause for appearances.]

Thank you.

INTERPRETER — IF PRESENT

To the Interpreter:

Will the interpreter please state your full name and certification number for the record?

[Pause for response.]

Thank you.

Please raise your right hand.

Do you solemnly affirm that the interpretation you provide during this deposition will be from English to _____ and from _____ to English, accurately and to the best of your ability?

[Pause for response.]

Thank you.

The interpreter has been duly sworn.

DEPONENT

To the Deponent:

Please state your full legal name for the record.

[Pause for response.]

Thank you. And please spell your last name.

[Pause for response.]

Thank you.

_____, do you solemnly swear or affirm that the testimony you are about to give in this matter will be the truth, the whole truth, and nothing but the truth?

[Pause for response.]

Thank you.

The witness has been duly sworn.

Counsel, you may now proceed with your questioning.

GOING OFF THE RECORD

When directed to go off the record:

Hearing no objection, we are now off record.

BACK ON THE RECORD

When resuming:

The time is _____. We are back on record.

CONCLUSION OF DEPOSITION

At the conclusion:

The time is _____. This concludes the deposition of _____.

Before we go off the record, would any counsel like to order a copy of the transcript or recording?

[Pause and record any orders.]

If counsel could please remain on record for a few minutes for any necessary spellings or corrections, I would appreciate it.

[Pause for spellings and corrections.]

Thank you. We are now off the record.

[End recording.]

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: _____

_____

Annotations:

Exhibit List (w/timestamps)	**Spellings** (w/timestamps)	**More spellings/Confidential timestamps/Q Attny Changes/notes/etc**

Appearance/Order forms:

Billing Attorney Name: _____ Representing: _____

Firm: _____

Firm Address: _____

_____

Email: _____

Phone: _____

BILLING ATTNY ORDER:

Final Transcript: ☐ Rough transcript: ☐ **HOLD NOTES:** ☐
(No tran order)

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

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

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

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

Dated this _____ day of _____, _____.

Name (Signature)

_____

Notary Public in and for the State of _____

Commission # _____

My commission expires: _____