

VIRTUAL PROCEEDING CHECKLIST

Tips for a Successful Virtual Deposition or Mediation

BEFORE THE PROCEEDING

Accept the Invitation

There will be an email invitation to the virtual proceeding. This email will include a link to join, instructions to test your equipment, the date and time of the deposition, and the case caption.

Your Equipment

Make sure you have the appropriate equipment and workspace to ensure a successful remote deposition.

Equipment Needed

1. Internet connection
2. Computer with web cam
3. Headphones (optional)

Testing 1-2-3

It is extremely important that you test your equipment prior to the deposition date. This will help ease your nerves and give you peace of mind during the proceeding. Contact your service provider to help you test or use the built in audio and video testing tools prior to your proceeding.

Check Your Internet Speed

Without a fast internet connection, transmission may be spotty. Allow yourself 3-5 minutes to take a self test on the equipment that will be used on the day of the live session to make sure your connection and equipment are up to speed.

Go to [speedtest.net](https://www.speedtest.net) and test the connection. Recommended bandwidth is 5megs up and 5megs down.

DURING THE PROCEEDING

Join the Meeting

To join the virtual deposition, click on the link provided in the email invitation to launch the meeting. Copy and paste the password information when the screen appears, and from there you will be placed into the meeting.

Connect Audio

When you join the meeting, the audio will connect and the audio options box will automatically pop up, there are two options:

1. Dial into the conference call using the number provided
2. Use your computer microphone and speakers

Exhibits

Exhibits for remote depositions are likely to be handled a few different ways:

1. The attorney's preferences
2. The individual needs of the case/witness
3. Screen sharing
4. Secured File Transfer Programs (FTP's)

For technical assistance with
the meeting please call
or email your scheduling team:

scheduling@alaris.us

800.280.3376