



## TAKING THE RECORD FROM YOUR HOME BASE

Are you prepared to take the record from a remote location? Remote technology such as Babiarz Cameo lets you have a court reporter swear in the witness, mark exhibits, perform read backs, and produce a certified transcript, just as you would if you were on-site.

- **1. PREPARE NOTICES**

Ensure any notices to other parties are general enough to allow for remote and/or videotaped taking of the record.

- **2. CONSIDER REQUIREMENTS**

Confirm Babiarz Court Reporting is aware of everything you will need for your proceeding. This will ensure proper preparation and setup. For example:

Has the agency been provided with a Notice/Caption, have appearances and who parties represent been provided. Have all parties identified with email addresses and telephone numbers to contact for readiness testing and tool review been provided?

- Will you need to introduce exhibits?
- Will you need an interpreter
- Will you require a videographer?

### • **3. PREPARE AND TEST**

We suggest to prepare and test (all participants) well in advance of the proceeding. However, that may not always be feasible. Many participants may not be comfortable with the connection, so we can accommodate individual testing with parties as well.

### • **4. CONNECT EARLY**

Arrive and connect early on the day of the proceeding to ensure everything is ready and you are comfortable with the controls. You can mute your microphone and stop the video camera while still being connected and wait for others to arrive. Sit as close as you can to your router for a better connection.

### • **5. PREPARE EXHIBITS**

Exhibits can be emailed to the office ahead of time so that we may provide the court reporter with the exhibits to be marked at the deposition. However, if you will be providing any exhibits on the day of the deposition, please ensure exhibits are ready for electronic display and/or distribution and that you, or an associate, are prepared to use the tools to mark and distribute exhibits electronically.

### • **6. CONSIDER STIPULATIONS**

Ensure appropriate stipulations are made prior to remote proceeding. The court reporter will put a statement on the record that all counsel are stipulating that the deposition is being conducted by remote video conference.

### • **7. SET RULES OF CONDUCT**

Explicitly declare “rules of conduct” for the proceeding so that the risk of inappropriate participant communication is mitigated.

### • **8. COMMUNICATE DETAILS**

Ensure Babiarz Court Reporting is aware of all the requirements and type of proceeding to ensure a smooth remote video conference experience. To properly set up your remote deposition the agency would need know:

- What type of proceeding is this (witness examination, expert interview, etc.)?
- What is the estimated duration of the proceeding (minimum/maximum)?
- Are exhibits to be shared and/or distributed?
- After the deposition would you want the exhibits attached to the emailed .pdf electronic transcript?

- Would you want the exhibits printed and physically attached to the transcripts?
- Should the original exhibits be printed and provided back to the attorney with the transcripts?