

WHAT IS “REMOTE” REPORTING?



- CSR with deponent together and counsel in a different location
- CSR with counsel together and third-party witness in a different location
- CSR in one location and all participants in another location
- CSR and all participants in multiple separate locations

WHAT EQUIPMENT DO I NEED?

- Extra viewing device, i.e., iPad, tablet, extra laptop with video capability.
- External Bluetooth speaker or speakerphone
- Webcam
- Wifi hotspot or Ethernet cable
- Teleconference setup



Best Practices

Dial in	ALWAYS dial in with the provided phone number. DON'T use computer audio!
Wifi backup	Have a backup internet option, i.e., personal hotspot, ethernet cable.
Plan ahead	Keep a professional background – plan ahead if possible.
Get Charged	Have your devices fully charged. Be sure to bring charging cords.
Checklist	Provide a settings checklist for participants.

ATTENDEE CHECKLIST



- ☐ Do a test run 48 to 24 hours prior to meeting
- ☐ Click on the emailed Zoom link to join meeting
- ☐ Call phone number provided rather than using computer audio AND mute your computer audio
- ☐ Gallery view is all parties present on one screen
- ☐ Speaker view will be on whoever is currently speaking



Audio interference or feedback

Are all devices muted?
Have all parties dialed in via phone line?



Party can only see one participant

Are they on speaker view only?
Direct them to the gallery view option.



The video feed froze

Check internet connection.
Exit Zoom meeting and re-enter by clicking on emailed link.



A participant's link isn't working

Suggest they use Google Chrome Internet browser.
Older devices may need a driver update.
Re-send or initiate new Zoom link.

TROUBLESHOOTING



LASTLY, IS
REPORTING
REMOTELY
LEGAL?
SHORT
ANSWER IS
YES!

A statement will
need to be put
on the record
when CSR is not
present with the
witness.

Counsel may
offer to do this
or the CSR can.



DEPOSITION
OFFICER: Okay. We'll
go on the record now.

I am not in the
same location as the
witness. Is there any
objection to my
administering the oath
remotely?

MR. SMITH: No
objection.

DEPOSITION
OFFICER: Hearing no
objection, I will now
swear in the witness.