How to Cover Your Bases When Scheduling a Deposition

If you dot your i's and cross your t's when you schedule a deposition, you'll avoid stressful last-minute problems.

Use this checklist to make sure you don't forget anything!

Before you make the call, you will need to know a few things:

1. **Date and time**

   If anyone participating in the deposition will be at a remote location, confirm the time. Some parts of Indiana and Arizona don't switch over to Daylight Savings Time -- and parts of your home state may be in a different time zone than you are. When you are scheduling with the remote participant, ask them what time it is where they are. You will know right away if they are in a different time zone and how many hours ahead or behind they are.

   Be particularly careful if you are scheduling with someone who is on the other side of the International Date Line. In addition to asking them what time it is where they are, you should ask what day it is.

2. **Location**

   Be sure to give the scheduling department the correct address as well as the phone number at the location. Let them know if there are special instructions for arriving before the regular operating hours of the business.

3. **Estimated Length**

   It is helpful to the court reporter if you can provide an estimate of how long the job will run. Granted, this is an estimate only and the reporter will stay as long as necessary to complete the job. However, the scheduling department will use your estimate to assign the best reporter for the job. If you anticipate the deposition running most of the day, you will be assigned a reporter who does not have a large backlog of transcripts.

4. **Trial Date**

   When scheduling a deposition, let the reporter know if there is a trial date. The scheduling department will use this information when assigning the calendar. Reporters who are already working on large transcript orders aren't the best match for potential rush jobs. Schedulers do their best not to overload reporters so they can produce quality transcripts for all clients.

5. Caption or Style of the Case

Email the reporter a copy of the case caption, pleading, or notice. Include the names of opposing counsel and who they represent. If the case is technical, the pleadings are most helpful because it will alert the reporter to specialized vocabulary and proper names.

6. Future Depositions

If you know you will be taking multiple depositions in the same case, let the scheduling department know. They will assign a team of reporters who can work together to produce quality transcripts by sharing dictionaries and lists of proper names. They can also work with you to maintain notebooks of exhibits that can be used at each deposition, either hard copy or on a tablet or both!

7. Special Services

Do you need a videographer? What about an interpreter? Will any of the participants be at remote locations and appearing by telephone or videoconference? Will the witness need any special tools like a lightbox for viewing X-rays?

If any of the participants are hard of hearing, ask if the agency can provide CART services and what the charges are.

8. Turn-around

Let the reporter know ahead of time if you need the transcript prepared on an expedited basis. Sometimes a realtime feed will give you what you need and the final transcript can be prepared in the ordinary course. Let the scheduling department know what you are up against in terms of deadlines, and they will work with you to come up with the right combination of services to make sure you get what you need.

9. Delivery mode

At CC Reporting & Videoconferencing, the standard delivery package includes a hard copy of the transcript and exhibits, a condensed version of the transcript (4 pages printed on one page), a PDF version of the full-size and condensed transcript with scanned copies of the exhibits attached, and a TXT file. If you elect "green delivery," no hard copy is prepared and your invoice will reflect a 5% discount.

Most litigation support software programs can import either PDF or TXT files or both. However, if you are working with litigation software that requires a PTX file, be sure to let the reporter know that. The PTX format is proprietary to RealLegal and not all reporters have access to the RealLegal software.

10. Request confirmation

Ask the scheduling department to send you confirmation of the job via email. That way you'll be able to double-check the details of the assignment. If you wanted a videographer but don't see that on your confirmation, you can correct the problem right away rather than have everyone waiting for a last-minute videographer to arrive and set up.

The reporter will also confirm with you the day before the job to make sure it is still going forward. If you do not hear from them the day before, be proactive and call them.

DEPOSITION CHECKLIST

When you are scheduling a deposition, there can be a lot of details to address. This quick checklist will help you remember the basics.

<u>What the Reporting Agency Needs to Know:</u>

- ☐ Your name and contact information, including email
- ☐ The name of the attorney you are scheduling the deposition for
- ☐ The date and time of the deposition
- ☐ The location
- ☐ Approximate length
- ☐ Services needed: court reporter, videographer, videoconferencing, interpreter, realtime, speakerphone, etc.
- ☐ A copy of the notice, including names of opposing counsel and deponent(s)
- ☐ Upcoming trial date or hearing date

Call to reserve the services needed. Request email confirmation from the reporter that the job is on their calendar.

Send the deposition notice, including names of opposing counsel, to the reporter.

The day before the deposition, you should receive a confirming phone call from the reporter. If you do not, be sure to be proactive and call them to make sure your job is on their calendar.