



EXHIBIT PRESENTATION FOR REMOTE DEPOSITIONS

In preparation for a remote deposition, planning for how to handle exhibits is an important part of the case logistics. **Esquire has the technology and document process in place to facilitate the use of exhibits in remote depositions, including introducing, marking and annotating.** Being familiar with the videoconferencing technology and having a plan for handling exhibits lets you focus on the substantive issues of the case, providing the excellent representation your clients expect.

Submit Exhibits Before or After the Remote Deposition

Esquire provides access to an exhibits folder on our enterprise edition of Box.com, a secure, cloud-based file sharing platform that lets you quickly upload your exhibits for your upcoming proceeding. Esquire creates a URL address for users to click on to automatically upload the exhibits to the Box.com exhibits folder. Exhibits can be uploaded any time before the proceeding and **no later than 24 hours after** the proceeding concludes. A Box.com login is not required to upload files.

Sharing Exhibits During the Remote Deposition

Document files can be shared on the screen, and exhibits can be distributed to others during the proceeding. In Zoom, files are shared using the **Share Screen** button and distributed to others using the **File Share** button in the Chat panel. You can share any file type supported by your computer, including video. All participants will be able to view the document. Files can also be distributed to participants through the **File Share** button via Zoom's Chat feature. This enables participants to open and view the shared document on their personal computer or mobile device. Note that participants on smartphones and some tablets will not be able to access files shared using the **File Share** button.

Opposing counsel can view, but not download, a shared document. In order for opposing counsel to have a copy of a document, the taking attorney must transmit an electronic file to opposing counsel.

In WebEx, you can share files during the proceeding and transfer them to others.

Exhibits that are shared during the remote proceeding are not considered submitted to the reporter. They must be uploaded to the Box.com exhibit folder within 24 hours of the proceeding conclusion.

Marking Exhibits Electronically

The taking attorney can mark exhibits electronically and submit them using the Box.com URL. Counsel can use a variety of software options to mark exhibits electronically, although marking the exhibits electronically during a proceeding is not required. Counsel can email or upload the unmarked exhibits as individual files to Box.com with the appropriate file name, such as Exhibit 1_John Smith, Exhibit 2_John Smith, etc. The Remote Reporter and/or Esquire's Production team will then electronically mark the exhibits.



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DEPOSITION SOLUTIONS

Exhibit Log Management

As the exhibits are introduced, Esquire's Remote Technician carefully notes each document and the number it is assigned, allowing Counsel to change exhibit numbers or the order of the exhibits. The Exhibit Log will be provided following the deposition and is a helpful tool when assembling the materials later.

Annotating Exhibits Electronically

All participants have access to the annotation feature in the videoconferencing application so witnesses and examiners can easily point to, highlight, and mark up exhibits. If Exhibit Presentation is requested, an Esquire Remote Technician can save all annotations as an additional exhibit. For example, if a witness annotates a document named Exhibit 1, the Remote Technician can save the annotations as a new document and name it Exhibit 1a. The annotation tool can be used by one person at a time, the document is saved as a screen shot jpeg file. This can also be done using Adobe Acrobat tools, which will save the annotated file as a PDF.

ASK ABOUT ESQUIRE'S REMOTE TECHNICIAN SERVICE

As an add-on service, Esquire offers a Remote Technician service for in-proceeding support. The Remote Technician can handle the exhibit management by providing Counsel with assistance to:

- Access the exhibits
- Download the exhibits
- Give access to the witness to annotate the exhibit
- Save the annotated exhibit
- Mark the exhibit
- Provides marked exhibits to the court reporter after the proceeding.

FOR A SEAMLESS EXPERIENCE

Contact your local Esquire representative or call 800.211.3376 for assistance with the videoconferencing platform, exhibits and deposition documents.

**Ask your Esquire representative for information
on handling more exhibit-intensive cases.**

