

HOW TO SCHEDULE A REMOTE REPORTER FOR YOUR NEXT DEPOSITION

What is a Remote Reporter?

Our qualified “Remote Reporters” are stenographers that Esquire has certified to expertly capture the record remotely, via videoconference. We will provide secure links so that all participants will be connected via Zoom Videoconference at their own locations. To provide security during your depositions, Zoom uses the Advanced Encryption Standard 128-bit algorithm.

How to Schedule a Remote Reporter

1. **Contact us** to schedule a deposition by:
phone: 800.211.3376 | *email:* scheduling@esquiresolutions.com | *online:* esquireconnect.com
2. **Indicate that you want a Remote Reporter.** Include full names and email addresses of everyone who will be participating remotely.
3. **Check your state’s admissibility rules,** include applicable language in the deposition notice, and have the parties stipulate to remote swearing in of the witness.

Before the Deposition

1. **Equipment** - Ensure the witness has the proper equipment: (1) Wi-Fi, (2) a laptop with a webcam, and (3) a laptop with a microphone *OR* a way to dial in by phone so he/she can be heard clearly. We can also connect to conference rooms with a Polycom system.
2. **Exhibits** - Email us exhibits as soon as possible (*no later than 24 hours before the deposition*) so we can send these to the court reporter.
3. **Testing** – Prior to the deposition, *we will contact you* to do a 5 minute test to ensure there are no connectivity issues. We can also review how to: mute/unmute, turn on/off your video, how to share your screen, etc.

Remote Reporter Service Charges

In the US:

- Due to increased demand, during this time of crisis, Esquire is waiving the connection fee for videoconferencing services for Remote Depositions and online Remote Reporter proceedings that occur through March 31, 2021.

Outside the US:

- All videoconference hookups and connections are at standard videoconference rates

Questions? Contact your local Esquire representative.

scheduling@esquiresolutions.com | www.esquiresolutions.com | 800.211.DEPO

