



Remote Deposition Minimum Technical Requirements and Best Practices

The technical requirements and recommendations listed below are the *minimum* requirements and suggested best practices. These will mitigate technical difficulties during your proceeding. These are recommendations; you may still experience technical interruptions due to other outside factors or your internet and/or hardware do not meet these minimum standards.

- **Internet connection** broadband wired or wireless (3G or 4G/LTE) & **One of the Following**– iPad, iPhone, Windows PC, Mac, Android or Chrome Book
 - **Note: Test your bandwidth.** Visit www.speedtest.net. (5 Mbps minimum upload/download)
 - **Note:** We recommend using Google Chrome as the browser.
 - **Note:** Use of a cell phone, is only recommended, if you are watching the proceeding. If you are actively involved in the proceeding, you should be on a laptop computer (13" screen or larger) or a desktop platform.
- **Speakers and a microphone** – built-in or USB plug-in. **Test your speakers.**
 - **Note:** Wireless Bluetooth devices are **not** recommended for these proceedings.
- **A webcam or HD webcam** – built-in or USB plug-in. **Test your camera.**
- **Conference Room system** (i.e. Cisco, Polycom, LifeSize)

Preparations and Other Recommendations – **Join your proceeding at least 30 minutes early to test your audio, video and bandwidth settings.**

Visual Background – You should have an uncluttered background and avoid open windows or light **behind** you. Proper lighting should be directed at your face. Face the camera directly, you want the court reporter to be able to see and hear you speaking.

Microphone Placement – Make sure the microphone is placed close to you and you use clear enunciation, do not speak too fast, do not whisper and mute you microphone if you do not have a speaking role. Do not talk over someone that is speaking.

Avoid Distractions – Children, household pets, gardeners etc. Be mindful of these possible distractions and make the proper arrangements.

Late Joiners/Early Departures – Pause to have the new participant introduce themselves for the record. Announce departure to avoid confusion at session drop-off.

Cell Phones/Landlines – Just as you would in any deposition or meeting. Make sure you silence you cell devices and any office phones (unless you are using the device for the proceeding).