



# Client User Guide

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## **Create an Account**

• Chrome, Safari, and Edge are the recommended and supported browsers.

On your email invitation, click the "Join Remote Proceeding" hyperlink to open RemoteDepo Pro™

- 1. You will be directed to the log in/sign up page at <a href="https://remotedepopro.com/">https://remotedepopro.com/</a>
- 2. Click the SIGN UP tab and fill in the required fields
  - a. Click "Yes, I agree to the Terms of Use" to accept the terms and conditions
  - b. Engage the "I'm not a robot" reCAPTCHA to satisfy security requirements
  - c. Click the "Sign Up" button at the bottom of the page
  - d. You will then be admitted to the remote proceeding



• Verifying your account is recommended to ensure that you have access to all features within the RemoteDepo Pro<sup>TM</sup> platform, such as the AI Rough and Case Exhibit Repository. Click "Verify Email" in your welcome email.





## **RemoteDepo Pro<sup>™</sup> Dashboard and Calendar Views**

The **Dashboard** displays a monthly list of RemoteDepo Pro<sup>™</sup> proceedings that you're scheduled to attend.

1. Join a proceeding by clicking 'Join Now' to the right of the proceeding details

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Dashboard				September		Filter		Q
🛱 Calendar	6 Sep 2	2023						
	TIME	JOB #	CASE NAME	WITNESS	ATTENDEES	DATE	STATUS	
Cases	2:00pm	123457	John Test v. Jane Test - case no. 23CA12345	Jane Test	2	9.6.2023	pending	Join Now
😤 My Organizations								
	11 Sep	2023						
	TIME	JOB #	CASE NAME	WITNESS	ATTENDEES	DATE	STATUS	
	9:30am	123458	John Test v. Jane Test - case no. 23CA12345	James Doe	2	9.11.2023	pending	Join Now
	15 Sep	2023						
	TIME	JOB #	CASE NAME	WITNESS	ATTENDEES	DATE	STATUS	
	10:00am	123456	John Test v. Jane Test - case no. 23CA12345	John Test	2	9.15.2023	pending	Join Now

The **Calendar** displays a monthly calendar of RemoteDepo Pro<sup>™</sup> proceedings that you're scheduled to attend.

1. Click the hyperlinked proceeding to view details or join the meeting





remote

You've been invited to a remote proceeding

Case Name: John Test v. Jane Test - case no. 23CA12345 Notice Date and Time: Friday, September 15, 2023 10:00 AM EDT

Google Chrome or Microsoft Edge recommended - Firefox not

https://remotedepopro.com/depositions/

**depo**pro

Witness: John Test Job #: 123456

supported

Ioin Remote Proceeding

## Join a Proceeding

On your email invitation, click the "Join Remote Proceeding" hyperlink to open RemoteDepo Pro<sup>™</sup>

- 1. First time users will be directed to the sign-up page to create a new account
- 2. Log into your account to be directed to a 'Connection Test' page and:
  - a. Set your camera of choice (defaults to primary)
  - b. Set your microphone of choice (defaults to primary)
  - c. Turn camera on/off
  - d. Turn microphone on/off
  - e. Join using System Audio
  - f. Join using Phone Audio
  - g. Join in View Only Mode, allowing you join without audio or ViewScript while retaining Exhibit interaction on your device



 You may be prompted to allow the use of your camera and microphone. To continue to the proceeding, select Allow.



## In Proceeding Video Conferencing Controls

In RemoteDepo Pro<sup>™</sup> proceedings, you will have in proceeding controls to mute/unmute, turn camera on/off/blur background, share screen, see on record indicator, join a sidebar room, manage your settings, and to leave the remote proceeding.



ON Record



- 1. Click the microphone icon to mute/unmute, click.
- 2. Click the camcorder icon to turn your camera on, off, or to set a background such a blur.



3. Click the computer icon to share your screen. This function is best utilized for native files such as excel and CAD.



4. On and Off Record Indication will be visible for transparency. On Record Duration will also show an active count at the top left of the video pane.

Con Record Duration: 00:16:23 ON THE RECORD / VIDEO RECORDING





5. Click the door icon to access side bar rooms. Select the agreed sidebar room.



Once in the sidebar room with all expected individuals, click the lock icon to lock room a.



- When private discussions are concluded, unlock the sidebar room and select Return to b. Deposition, where you'll return to the main proceeding room with your audio and video settings retained
- 6. Click the vertical ellipses to access more setting options such as device settings for audio/video troubleshooting
- 7. Click the red phone icon to leave the proceeding

#### ®⊚ Device Settings Use Phone For Audio A Disable System Audio Blur My Background Hide Unpinned Videos Active Attendees Leave Room

## In Proceeding Chat

Participants have access to an in-room chat that is viewable by all attendees. File sharing is always enabled within chat and is best utilized for native file formats, such as Excel.

1. On the top right, a red dot will appear over the icon if a new chat is available





2. Click to open the chat thread



3. To download a file, click the download icon

## Manage Exhibits Before, During, and After Proceedings

#### **Before the Proceeding**

#### **Option 1: Integrated Case Exhibit Repository**

You and those at your firm with access can leverage the integrated Case Exhibit Repository to prepare exhibits:

- 1. Select Cases from the side navigation
- 2. Locate your Case leveraging the filter if needed
- 3. Click the View Details button

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🚔 Cases	CASE NAME	CASE NUMBER			
🛃 My Organizations	Fake Case vs. Fake Case - Case No. N/A (ID 1689726)			View	Details
	Fake Case vs. Fake Case - Case No. CA98547621 (ID 1727774)			View I	Details

- 4. Within the Case Details, select the EXHIBITS tab to access your Case Exhibit Repository
- 5. Click the Exhibit upload button to upload new private case exhibits
  - a. Files can be browsed from your PC or dragged and dropped into the upload window



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😫 My Organizations	Private Case Exhibits	↑ ^
	Crash Representation JPG	× ف
	Proceeding on 09/19/2024 of Witness A, Witness B	Exhibits Reddated 🛓 Download All

- 6. To preview, stamp, or annotate an uploaded Private exhibit, click the exhibit within the private folder
- 7. Click the **Stamp** button **L** stamp then label and customize color to apply an exhibit stamp

Fake Case vs. Fake Case - Case No	N/A (ID 1689/26)	
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TRIALQUES Aust angel Support Compari- www.trialquest.com	Label Previously Stamped:	
	Label must contain no more than 20 characters	
	Date	
	7th Jan 2025	
1. E		
	Exhibit	
	7th Jan 2025	
		and the second
	Dismiss Apply To Exhibit	

8. Click the **Annotate** option to a draw, free hand highlight, text highlight, add shapes, add text, underline text and/or adjust the color, opacity, stroke size, and fill per tool



9. Click **Insert** to incorporate signatures, add non-exhibit numbering stamps such as Confidential, add images, add call outs with option to adjust text, stroke, and fill color opacity and size



Fake Case vs. Fake Case - Case No. N/A (ID 1689726)

- 10. Select X to return to the Case Exhibit Repository
- Stamps, Annotations, and Insertions done by you or your colleagues with Case Exhibit Repository access are retained and visible to you in RemoteDepo Pro<sup>TM</sup> case proceedings. Private Case Exhibits are only accessible by you and those in your firm with case access permissions.

#### **Option 2: Proceeding Folder**

Alternatively, or in addition to loading into private case exhibits, you & those in your firm with Case Exhibit Repository & proceeding access can **organize exhibits by proceeding** for an added layer of exhibit organization:

- 1. Join the proceeding prior to the scheduled start time
  - a. Join proceeding using emailed link, Case Proceeding List, Dashboard, or Calendar
- 2. The left video conference panel will be in an inactive state
- 3. The collapsable Exhibit Panel on the right will be active allowing you to upload new private Proceeding Exhibits using the exhibit upload button

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On Record Duration: 00:00:00	OFF THE RECORD / NOT RECORDING		Exhibits List	Live Exhibit		
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Waiting for video call to sta You may prepare exhibits while the video call is of	rt art	Proceeding on 09/17/2024 of Test	: Witness A			\$
← <u>Leave Room</u>						1

a. Files can be browsed or dragged and dropped into the upload window

4. If you or someone with Case Exhibit Repository access in your firm already uploaded an exhibit to your Private Case Exhibits folder, the exhibit can be copied into the proceeding (commonly known as Today's Proceeding or Today's Deposition Folder)



- a. Click the vertical ellipses on the private case exhibit
- b. Select Make a copy to move the exhibit into the proceeding retaining the original exhibit
  - i. This will prompt you to select with or without annotations

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Waiting for video call to sta	art	Proceeding on 09/18/2024 of Testi	ing Purposes, Testing Witness 2	1	C Make a copy and share	2
You may prepare exhibits while the video call is of	if 🕨	Proceeding on 09/17/2024 of Test	Witness A			~ \$
← <u>Leave Room</u>						1

- Exhibits uploaded to a proceeding are only accessible by you and those in your firm with Case Exhibit Repository and proceeding access. No other participants will have access to these private exhibits until they are introduced by you or your colleague with access using the Share or Make a copy and share option in proceeding.
  - 5. Private Case Exhibits and proceeding exhibits can be stamped and annotated by clicking the vertical ellipses on the exhibit and selecting Private View

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You may prepare exhibits while the video call is o	ff 🕨	Proceeding on 09/17/2024 of Test V	Witness A			~ \$
← Leave Room						1

6. While Viewing Privately, click the Stamp button to apply an exhibit stamp or Annotate to mark the exhibit





7. Select X to return to the Proceeding Exhibit List ×

### **During the Proceeding**

During the proceeding, you will have access to an integrated **Exhibit List** within the collapsable Exhibit Panel. The Exhibit List will contain your Private Case Exhibit folder, folders of all previous RemoteDepo Pro<sup>™</sup> case proceedings you have access to, and any proceeding exhibits you privately uploaded before or during the proceeding.



#### **Sharing Exhibits**

#### **Option 1: Share Previously Introduced Case Exhibits**

All previously introduced case exhibits that you have access to will be made available in your Exhibit List. These proceeding folders will be labeled with the proceeding date and witness's name.

- 1. Click to expand the proceeding folder
- 2. On the exhibit you'd like to introduce, click the vertical ellipses
- 3. You can then choose to select Private View, Make a Copy, or Make a Copy and Share.
  - a. Private View will open an Exhibit preview for you only, allowing you to review, stamp, annotate and share your exhibit.





b. Make a Copy will add the exhibit to today's proceeding where it can be shared, with or without annotations

Upload Exhibit     Click in the rectangular box of drag and drog to spload docume     PDP files of all sites are supported. For the sect coverince, all     Supported file types include: .POP, .PHG, .PHG,     POP Resolution: Supported file types include: .POP, .PHG, .PHG	nts into your privase case exhibit Ust. her file space must be less than 75 MB. XLSX, DOCL, MMX The second se
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01 Dust Collecting within Equipment Animation.JPG 2 Witness 8 Private Case Exhibits	( C SHARE
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Proceeding on 10/17/2024 of Witness 5	
Proceeding on 10/10/2024 of Witness 4	
Proceeding on 10/09/2024 of Witness 3	
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EX 001.pdf	
LAttorney#1 LExhibit 1	C Shared 10/09/24 1:33pm
EX 002.PDF	Private View
Evend-1	( <b>P</b> Make a copy
	With annotations
	Without annotations

c. Make a Copy and Share will both make a copy of the exhibit into today's proceeding and will also introduce the exhibit, with or without annotations. Sharing an exhibit will direct all participants to the live exhibit tab.

#### **Option 2: Share Private Case Exhibits**

Private Case Exhibits are available within their own folder in your exhibit list. All members of your firm with access can upload, pre-annotate, or pre-stamp private exhibits.

- 1. Click to expand the Private Case Exhibit folder
- 2. On the exhibit you'd like to introduce, click the Share button for fast exhibit introduction. Utilizing the one click Share button will:



- a. Move the exhibit from Private Case Exhibits into today's proceeding folder, I.E. the exhibit will no longer be in stored in your Private Case Exhibit folder
- b. Retain all pre-stamps and annotations if applicable
- c. Direct all participants exhibit view to the live exhibit tab

	Exhibits List Live Exhibit	
	Upload Exhibit Click in the rectangular box or first and and rings to upload documents into your private case exhibit list. PDF files of all sizes are supported. For the base experimence, all other file types must be less than 75 MB. Supported file types include: PDF, PNG, JPG, JLSX, DOCX, PPTX	
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t Pane	Proceeding on 09/19/2024 of 1st Witness, 2nd Witness	~
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•	Proceeding on 09/17/2024 of Test Witness A	~

- 3. If you'd prefer to make a copy of the exhibit so that it's retained in your Private Case Exhibits folder and brought into today's proceeding folder, click the vertical ellipses on the exhibit you'd like to introduce. Then you can then choose to select Make a Copy or Make a Copy and Share.
  - a. Make a Copy will add the exhibit to today's proceeding where it can be shared, with or without annotations

Exhibits List	Live Exhibit
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Presenting on 00/17/2024 of Test Witness 4	

b. Make a Copy and Share will both make a copy of the exhibit into today's proceeding and will also introduce the exhibit, with or without annotations. Sharing an exhibit will direct all participants to the live exhibit tab.



Exhibits List	Live Exhibit
<u>1</u>	
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Proceeding on 09/17/2024 of Test Witness A	
and a second s	

#### Option 3: Upload and Share Exhibits from Today's Proceeding Folder

Today's proceeding folder will house all exhibits that you or your colleagues with access copied from Private Case Exhibits, copied from previously introduced exhibits, as well as exhibits that were uploaded before or during the proceeding.

1. To upload exhibits to today's proceeding on the fly, click the orange Exhibit button which allows for browse and drag and drop

	Exhibits List	Live Exhibit								
	Upload Exhibit Click in the rectangular box or drag and drop to upload documents into your private case exhibit list. PDF files of all sizes are supported. For the best experience, all other file types must be less than 75 MB. Supported file types include: PDF, PNG, JPG, XLSX, DOCX, PPTX									
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•	Proceeding on 09/17/2024 of Test Witness A	~								

2. On the exhibit you'd like to introduce, click the Share button for fast exhibit introduction. Utilizing the one click Share button will direct all participants exhibit view to the Live Exhibit tab.

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Proceeding on 10/09/2024 of Witness 3		×.				
Proceeding on 10/07/2024 of Witness 1		^				



- 3. If you'd prefer to make a copy of the exhibit so that it's retained in your Private Case Exhibits folder and brought into today's proceeding folder, click the vertical ellipses on the exhibit you'd like to introduce. Then you can then choose to select Make a Copy or Make a Copy and Share.
  - a. Make a Copy will add the exhibit to today's proceeding where it can be shared, with or without annotations
  - b. Make a Copy and Share will both make a copy of the exhibit into today's proceeding and will also introduce the exhibit, with or without annotations. Sharing an exhibit will direct all participants exhibit view to the live exhibit tab.
- ① Exhibit names can be searched within the Exhibit List to streamline document introduction

#### Working with Introduced Exhibits

#### **Stamp Exhibits**

You can stamp your exhibit once it has been shared, or in private exhibit preview as described above.

1. Click the Stamp button



- 2. On the resulting Stamp Exhibit pop up
  - a. Label the exhibit
  - b. Date will prepopulate, but adjust if needed
  - c. Customize exhibit title and color
  - d. Click Apply To Exhibit





- 3. The stamp will be applied at the bottom right corner by default, but you can reposition the stamp by dragging it to a new location.
- 4. You can also resize the exhibit stamp by selecting the stamp and dragging any of the four corners to enlarge or shrink the stamp as needed.



#### **Direct Participants to Page**

Within the Live Exhibit view, you can ensure all participants are viewing the correct page of a multi-page document by selecting Direct to Page on multi-page exhibits.



• Be sure to leverage Direct to Page to set participants view to the intended page of the exhibit.

#### **Annotating Live Exhibits**

You can annotate a live exhibit by selecting the annotate option or you can enable other participants to annotate by leveraging the Witness Annotate or Grant Control options.

1. To annotate a Live Exhibit, click annotate to a draw, free hand highlight, text highlight, add shapes, add text, underline text and/or adjust the color, opacity, stroke size, and fill per tool





2. To allow a witness to annotate, click the Witness Annotate button. This will enable annotation controls to the witness in the proceeding. When the witness completes the requested annotations, simply click the Witness Annotate button once more to disable the annotation controls for the witness.



3. To allow other attorneys to annotate, select Grant Control. Here you will have a list of all non-witness participants. Click the checkbox of the individual you would like to provide exhibit control to. When they no longer need exhibit control, simply uncheck the box by the participants name in the Grant Control menu.





#### **Closing Introduced Exhibits**

To stop sharing your exhibit to all participants and revert from the live exhibit view back to the Exhibit List, click the X on the exhibit.

1. Click the X this will close the exhibit for all participants and return you and other participants to respective Exhibit Lists ×

Exhibits List								Live E	Exhibit				
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• Native formats such as excel, and CAD should be shared via Share Screen functionality vs Exhibit List if live modifications are necessary.

#### After the Proceeding

After the proceeding, introduced Exhibits will be automatically available within your Case Exhibit repository in proceeding folders labeled with the proceeding date and witness name. Unintroduced proceeding exhibits will likewise be retained in your Case Exhibit repository in your Private Case Exhibit folders.



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	Proceeding on 10/09/2024 of Witness 3	(Entablic Produced) 📥 Download All
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	Proceeding on 10/17/2024 of Witness 5	(Ediblic Proteine) 📥 Download All 🗸 🗸

As shown above, these proceeding folders will be made available to you in all future case proceedings within RemoteDepo Pro<sup>™</sup>. Finally, Exhibits can be viewed in the Master Exhibit list where exhibits are not grouped by proceeding and instead all introduced exhibits can be accessed, searched, and sorted by date or exhibit number.

- 1. Click Cases on the lefthand navigation
- 2. Find and select the applicable case, using the filter to search if needed
- 3. Within the case, select the Exhibit tab
- 4. Here you will have:
  - a. Private Case Exhibits, including any proceeding exhibits that you did not introduce
  - b. Proceeding Exhibits labeled with proceeding date and witness name
  - c. To Download
    - i. Click download all button to download all exhibits from within a proceeding during Download All
    - ii. Expand a folder to download individual exhibits by clicking the download button 🛃
  - d. To Preview, select the exhibit to open in an exhibit preview mode

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5. For a Master Exhibit list (vs a folder structure) view, click Switch to Table Switch to

Switch to Table View

- a. All introduced exhibits will present in a list format
- b. Columns are all sortable so you can arrange by date or exhibit stamp number
- c. Filter search is available to search for specific exhibits
- d. To swap back to a folder level view, click Switch to List View

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	10/09/24 1:33pm	EX 002.PDF	2	*
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	10/09/24 2:28pm	Ordinance.pdf	5	± >
	10/09/24 4:20pm	Certificate.PDF	10	
	10/09/24 4:25pm	A_Brief_History_of_the_Internet.pdf	11	
	10/28/24 10:35am	Email dated 1.14.20.PDF		*
	10/28/24 3:21pm	EX 001.pdf		

## ViewScript, the Live Speech to Text Feed

All RemoteDepo Pro<sup>™</sup> proceedings will come equipped with a live speech to text feed that is generated by Artificial Intelligence (AI). This feed presents speech as text labeled with speaker IDs and time stamps. Feed can be notated or book marked privately. You can also leverage this feed to play back audio clips.

1. To open the ViewScript feed, click the orange panel on the far right to expand. This panel can be collapsed or expanded at any point during the proceeding.



2. Within the ViewScript window, click the note icon to insert a private note. Click Bookmark to bookmark.



Attorney #3 (Matter Rep)					
Are you listed as director?					
0:03 / 0:03	<b>→</b> • :				
14:55:49					
Witness 10 (Witness)					
I am.					
Play Audio					
14:55:51	1 <b></b> 1				
Attorney #3 (Matter Rep)					
It your understanding that this inde lawsuits?	emnified you from				
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criot		14:55:46 Attorney #3 (Matter Rep)					
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A Dhonei	No	te entered here	I				

- 3. Select Play Audio to playback a specific audio segment privately. For reporter led playback to all participants, request that the reporter facilitates playback.
- 4. Leverage the top navigation options to
  - a. Search Testimony by entering key words into the filter bar and clicking Search. Click clear search when done
  - b. Select Load Older to see text from earlier in the proceeding
  - c. Select Pin Latest to keep the feed in sync with the live proceeding
  - d. Select Order to sort the feed from oldest to newest and vice versa

## **Stenographic Realtime**

 Clear Search

 "Exhibit"

 \*\* Load Older
 Pin Latest
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 19 Load Older
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 Let's change gears a little. Hore you seen the document
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 Play Audio
 Im Latest

When ordered pre-proceeding, a realtime reporter will be able to provide an integrated realtime feed within RemoteDepo Pro<sup>™</sup>. If preferred, a traditional realtime link can be separately provided by reporters.

- 1. Click the CaseViewNet Plus tab
- 2. Enter the session code and password provided by the reporter



3. To customize, open the formatting panel by clicking the double arrow and selecting available options

## remote by U.S. Legal Support



- a. Adjust font, outline, line spacing, margins
- b. Adjust color options for the font, background, and outline
- c. Adjust font and font formatting
- d. Edit line options to include or exclude timestamp and page/line #s

Exhibits List		Live Exhibit	CaseViewNet® Plus		
Follow Realtime			Search Em	ы	
CARTView	15:31:35 1-12	Q. Where are you emplo	oved?		
Size Options a	15:31:38 1-13	A. I work at Tricor Indu	stries, a division of		
- 20 +	15:31:40 1-14	international association f	for financial planning.		
Outline	15:31:42 1-15	Q. Division of what w	ait.		
Line Spacing	15:31:43 1-16	(Discussion off the record.	.)		
- 1.5 +	15:31:43 1-17	BY MR. BROWN:			
Left & Right Margin - 50 +	15:31:45 1-18	Q. Sorry, division of what	at?		
Bottom Margin	15:31:49 1-19	A. International Associa	ation for Financial	1	
- 50 +	15:31:49 1-20	Planning.		- Were	
> Color Options	15:31:54 1-21	O. How long did you work at that conglomerate?			
Font	15:31:55 1-22	A Not that long three years maybe			
Background	15:31:57 1-23	O. And what is your position at Tricor. Mr. Dooley			
Outline	15:32:00 1-24	A. Web master for www.tricorindustries.com.			
East Options	15:32:01 1-25	(Discussion off the record.	.)		
Georgia	15:32:01 2-1	BY MR. BROWN:			
Arial	15:32:03 2-2	O. I have three photogra	aphs that I would like to		
Courier New	15:32:07 2-3	show the witness, two are	of the skid marks and one is		
Bold	15:32:09 2-4	the front of the car. Could	you tell me if this is		
> Line Options d	15:32:12 2-5	your car and the skid mark	is at the scene of the		
Timestamps	15:32:12 2-6	accident?			
✓ Page Line #	15:32:12 2-7	A. Yes.			
C. S. San A.	15:32:15 2-8	MR. BROWN: Please mark	these as Exhibit 1.		

- 4. Click the arrows once more to collapse the formatting panel
- 5. Search Realtime feed by clicking Search, entering a key word and pressing enter
  - a. All results will display beneath the search bar with key words highlighted
  - b. Click result to jump to that section of testimony



dep	ote SPRO						Contact Support	og
On Rec	ord Duration: 00:12:00	OFF THE RECORD / NOT RECORDING	Exhib	its List	Live Exhibit	Car	seViewNet® Plus	
	VICULATION: USE JAN Jan 7, 2028 10:40:27am EST		Debi Control Control	C. And what A. Web mas (Discussion off BY MR. BROWI Q. I have thre show the witnes the front of the Q your car and the accident? A. Yes. MR. BROWN: P	Une behind Its your position at Tricor, Mr. Doc ter for www.tricorindustries.com. the record.) N: se photographs that I would like to s, two are of the skid marks and of tear. Could you tell me if this is s skid marks at the scene of the tease mark these as Exhibit 1, while 0	one is	Close Search Email Close Search Email exhibit SAR, RACWY, Piese mark benefit (Schib)t 3. Exhibit 2 and Exhibit 3. Exhibit 2 and Exhibit 3. Exhibit 3. (Exhibit 1-3, were marked	
			10:39:59 2-9	(Exhibits 1-3, w	ere marked for		-	I
			10:40:01 2-10	(Exhibits 1-3, w	ere marked for			I
	•][•		10:40:00 2-12	BY MR. BROW	N:			l

c. To return to the live proceeding realtime, click Follow Realtime



6. To bookmark testimony within the realtime feed, double click the line and it will visually highlight



## **Technical Support**

For technical support or to request access for the Case Exhibit Repository, email <u>remotedeposupport@uslegalsupport.com</u> or call 888.401.9541.

## Scheduling

To schedule a proceeding, email <u>scheduling@uslegalsupport.com</u>, use our <u>Client Portal</u>, or <u>contact</u> your local team.