



In an effort to keep everyone safe and healthy and still conduct business as usual, we are urging you to consider videoconferencing for your proceedings. ALL parties, including the stenographic court reporter, can join into a videoconference meeting with ease.

### **Can the Court Reporter Attend Proceedings Remotely?**

When it comes to getting the best quality transcript, there's nothing that can replace having a live court reporter in the room for your proceeding.

In doing our part to keep your case moving forward, however, our court reporters are available to attend any of your proceedings remotely.

If you have a preferred platform (e.g. Zoom, Skype, WebEx, GoToMeeting), simply let us know when you book your reporter that the proceeding is to be held remotely and provide us with the instructions on how to join.

Exhibits to be marked can be sent to all parties via email ahead of the proceedings. The reporter will mark them, and they can be attached to the transcript.

Witnesses can be sworn or affirmed over video. They will need to have a Bible at their location if they choose to be sworn.

### **Let Us Make the Arrangements for You!**

If you aren't comfortable making the arrangements yourself, contact our office, and we will be happy to schedule and host a Zoom meeting. In response to COVID-19, we are currently waiving any setup fees.

### **Here's What You Need:**

- A computer that's connected to a microphone and webcam (most laptops have both these built in).
- A good, reliable internet connection
- That's it!

Zoom runs using an internet browser extension, so attending your meeting couldn't be easier. The platform also supports other types of devices such as smartphones and tablets.

To see how it works, visit <https://zoom.us/test>.

Call or email our office to set up your appointment.