



# Remote Depositions With Zoom Cloud Meetings

# What is This?

## Remote Depositions?

All participants and resources join a video conference call from different locations.

The reporter, witness, and videographer do not have to be in the same physical room.



# Is This Legal?

## Yes

Your Notice of Taking Deposition must state your intention to take the deposition remotely, before a Certified Stenographic Reporter.

Before the proceedings begin, Counsel should agree on the record that under the current National Emergency pursuant to Section 319 of the Public Health Service Act and the Emergency Rules of the California Rules of Court 3(a)(3) there is no objection to the court reporter administering a binding oath to the witness by videoconference.

Usually the court reporter will state something to the effect: “We will go on the record now. I am not in the same location as the witness. Is there any objection to my administering the oath remotely?”

Governor Newsom suspended CCP 2025.310(b) with Executive Order N-38-20 (waives the requirement that a party must be physically present with the depo officer).

- **Can I have a videographer?**

Yes, if a legal videographer and/or an interpreter is needed, that also needs to be stated on your notice.

- **Realtime text streaming?**

Yes, it's possible. We would send additional connection information. We recommend using a second device for ease, but it's possible to pull it up side-by-side with the video conference on one screen.

- **How are exhibits handled?**

We will provide each side with a unique temporary file repository link for the case. If the documents are not pre-marked as exhibits, please identify the file name and describe the document on the record when introducing. The file repositories are shared with the court reporter, who will be able to download and mark the exhibits. Exhibits can also be shown during the deposition with a "Share Screen" option.

Here is a more in-depth video explanation: [https://www.kusarglobal.com/exhibit\\_sharing](https://www.kusarglobal.com/exhibit_sharing)

# How To Connect – Step 1

You are emailed connection info.

Join on your preferred platform using an internet browser or “Zoom Cloud Meetings” app.

Video Conference Connection Info:

Jones vs. Smith  
April 1, 2020 at 3:00pm

-Join by computer: <https://zoom.us/j/311392408>

-Enter password: 100000

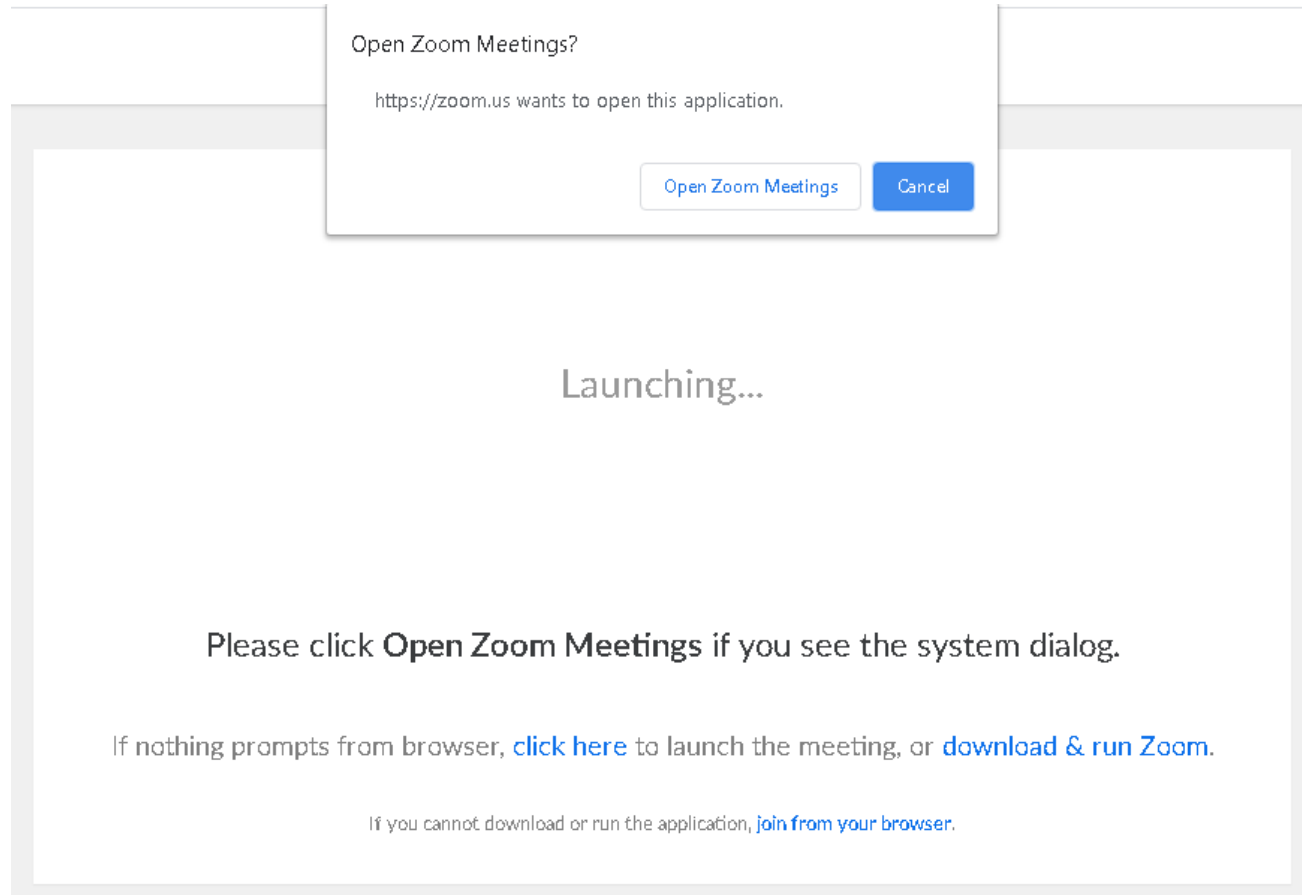
-Join by smart device "Zoom Cloud Meetings" app; Choose "Join a Meeting"

-Enter meeting ID: 311392408

-Enter password: 100000



# How To Connect – Step 2



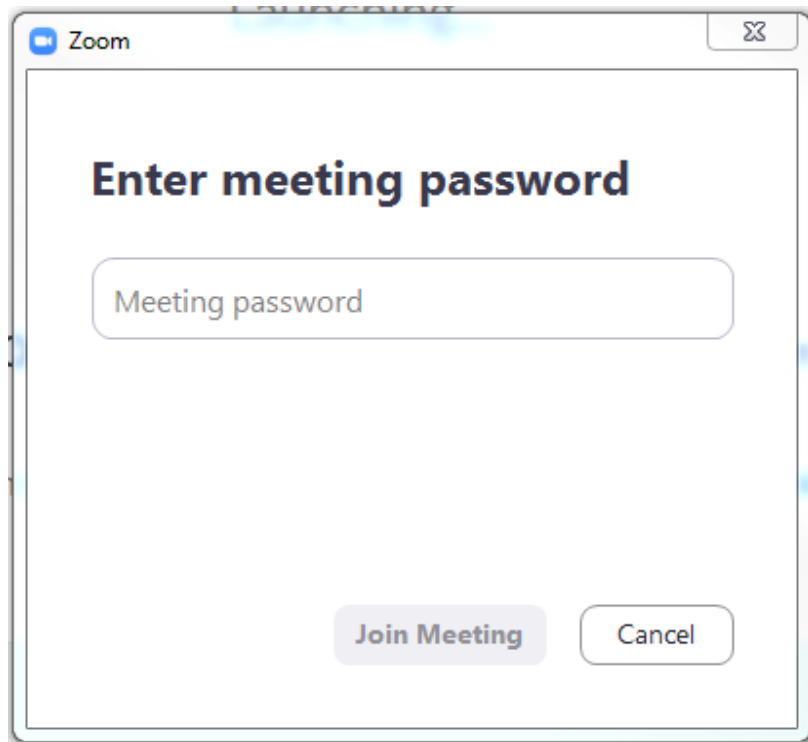
If you don't see the "**Open Zoom Meetings**" pop up prompt, then click on the "**click here**" link at the bottom.

Clicking on "join from your browser" should be used as a last resort since some features will not be available.

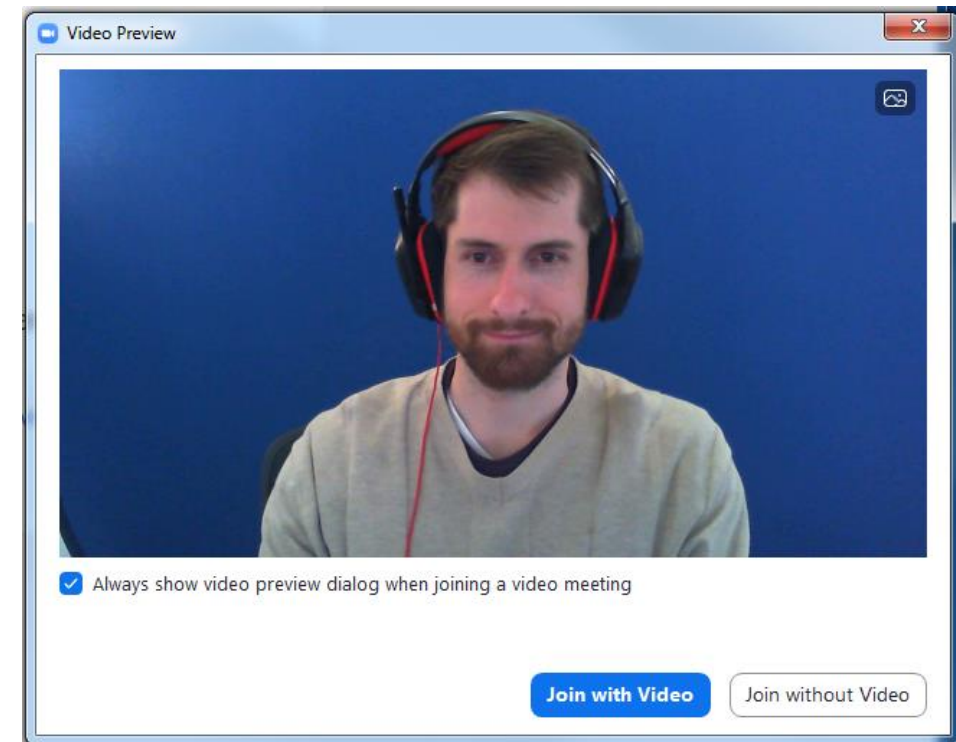


# How To Connect – Step 3

Password is provided in the initial email with the connection link.



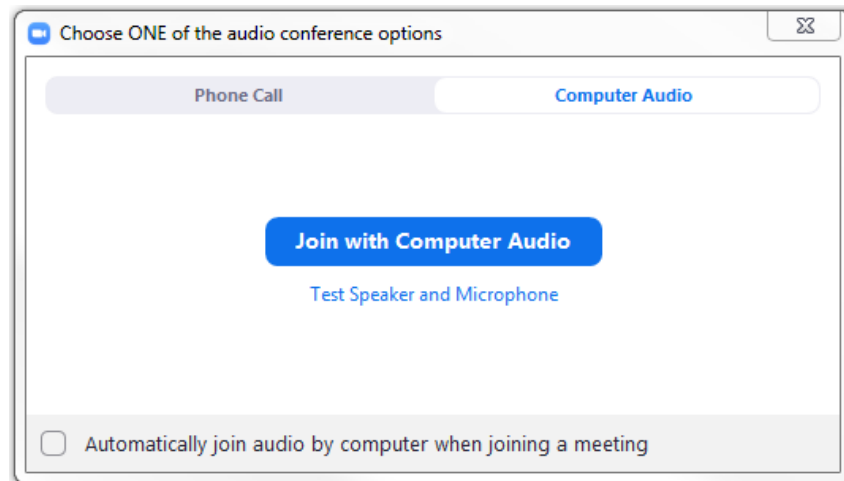
If you want to be seen, **“Join with Video”**  
(You can turn off any time during the meeting using the toolbar.)



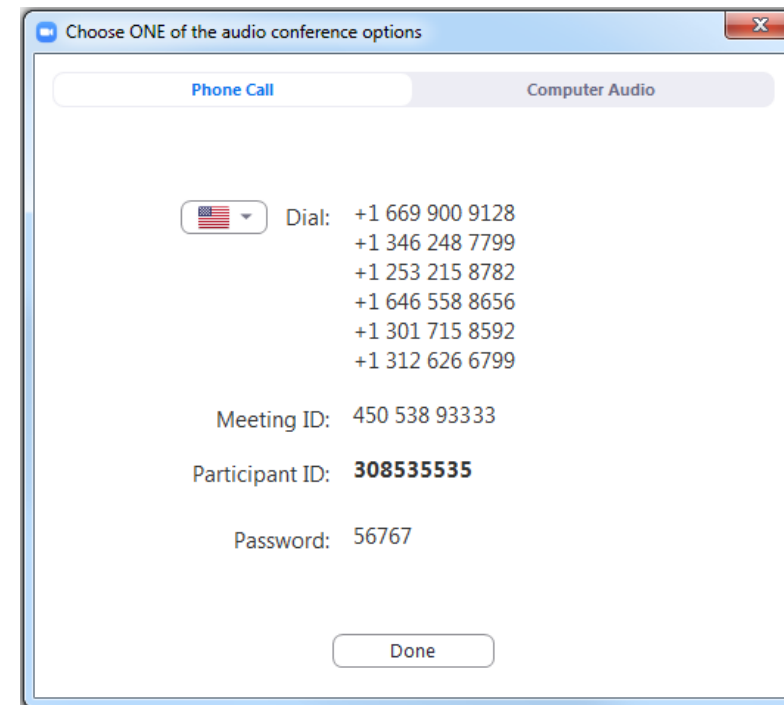
# How To Connect – Step 4

If you have a stable internet connection  
and quality microphone / speakers,

Choose **“Computer Audio,”**



Otherwise choose **“Phone Call.”**



(You can switch at any time during the meeting using the toolbar settings menu.)

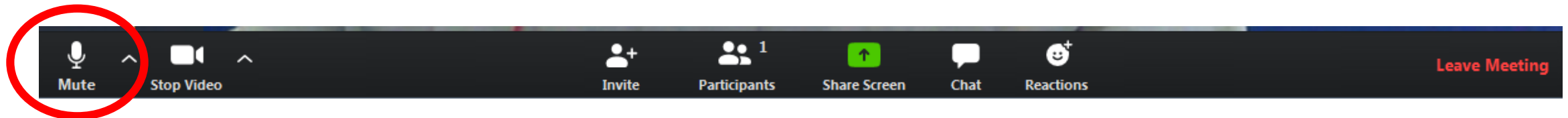


# Best Practices – Mute Yourself

Unless you are the questioning attorney or person being deposed, we strongly encourage you to mute yourself until you need to talk.

Less background noise will make it easier for everyone to understand what's being said.

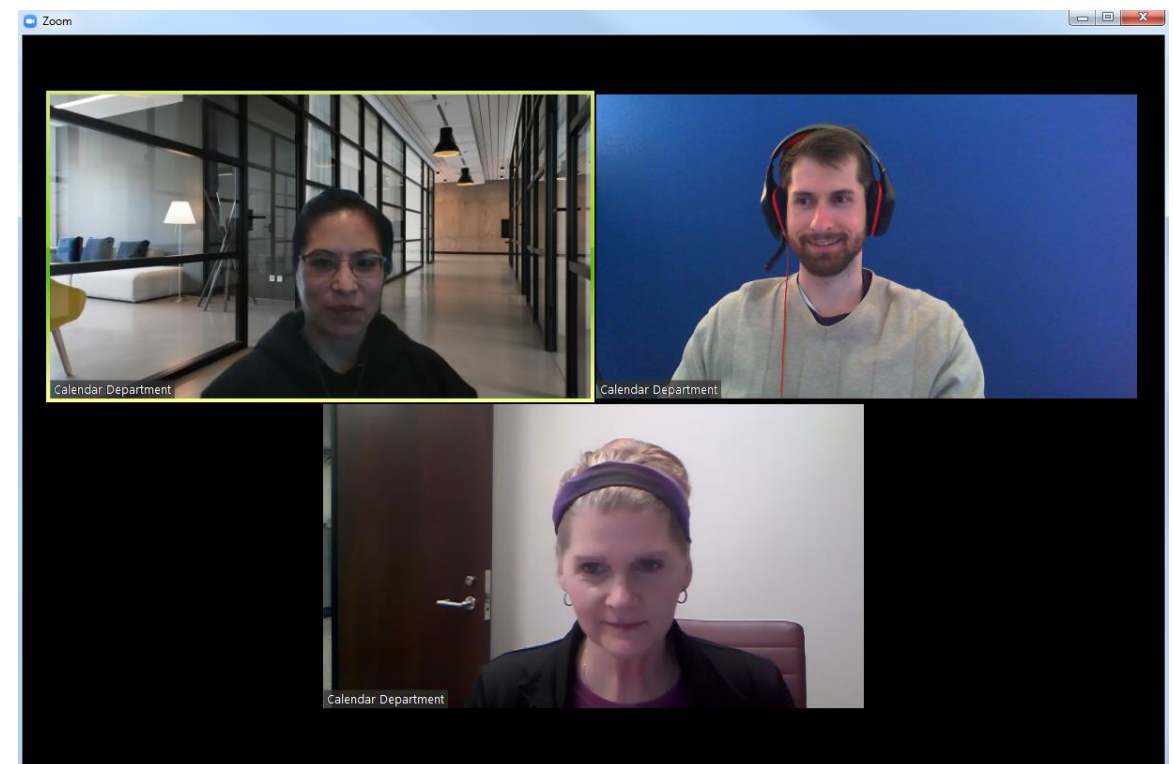
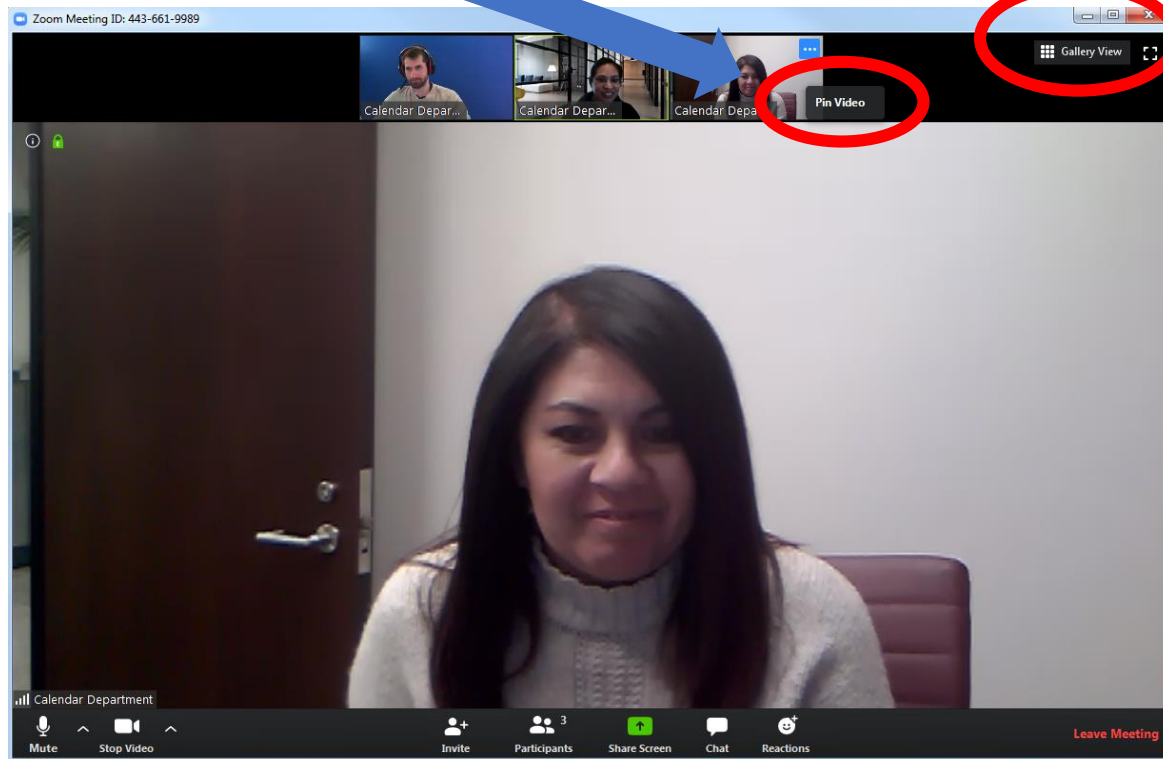
If you are connected by phone, you can also mute yourself on the device instead of using the toolbar.



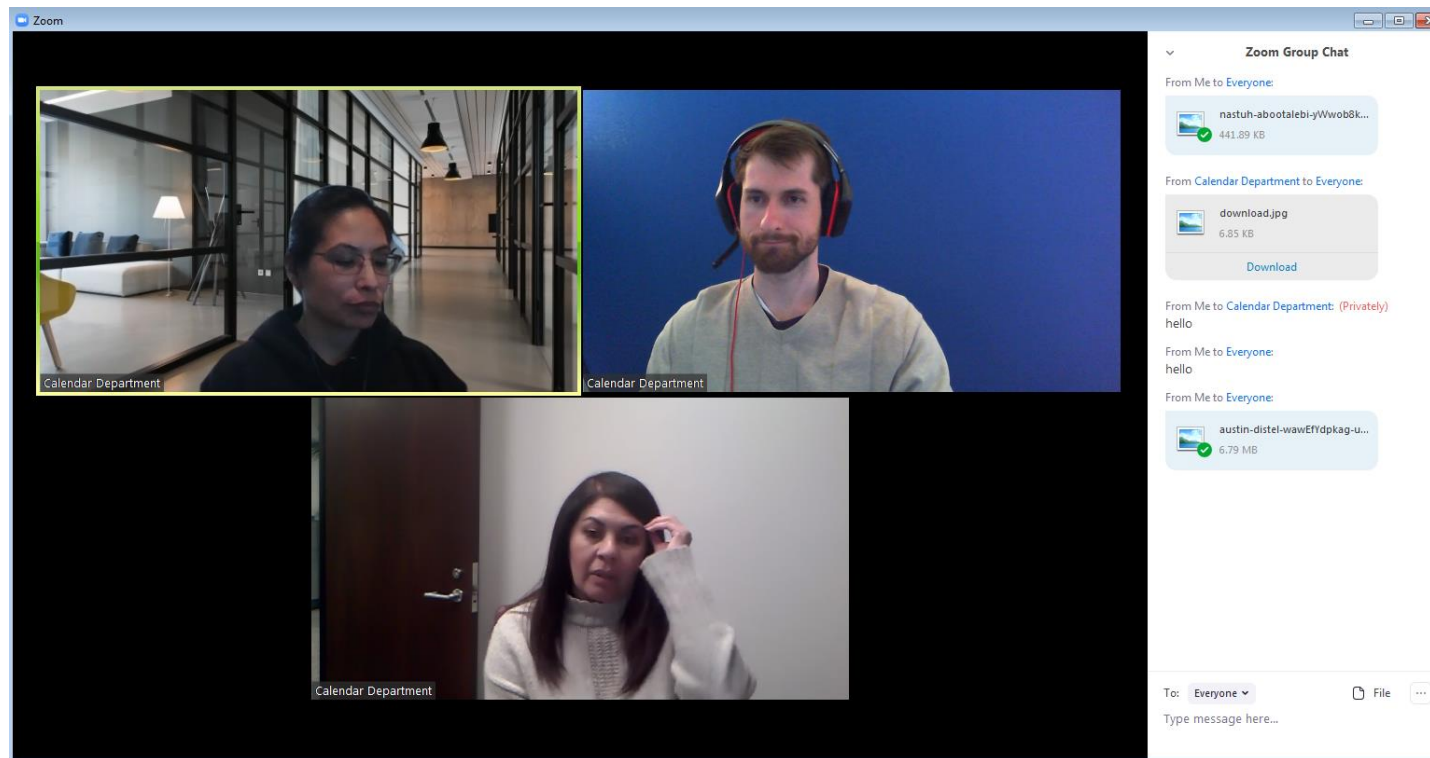
# Best Practices - Viewing

“**Speaker View**” will show the active speaker large with everyone else as small thumbnails. Right click on a thumbnail to “**Pin**” and keep a participant large.

Or switch to “**Gallery View**” to see all participants at equal size. You can rearrange the boxes by dragging them.



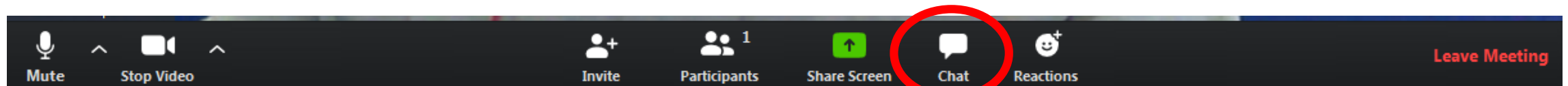
# Best Practices – Chat



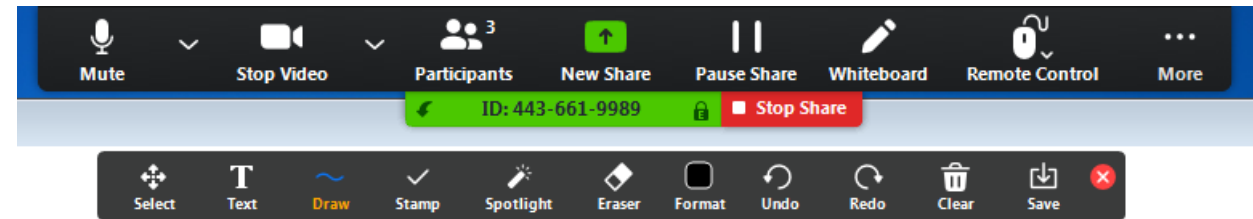
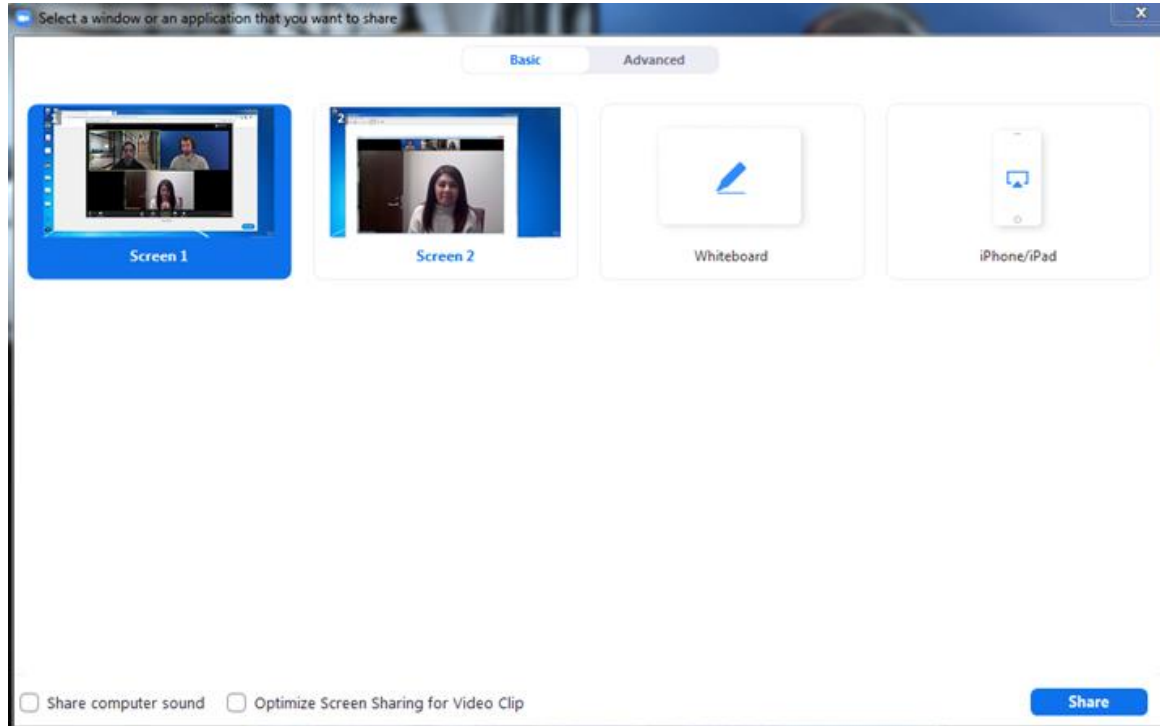
Use the chat box to share your name and contact information with everyone at the start.

Use the chat box to share links to exhibits or exhibits directly with file transfer.

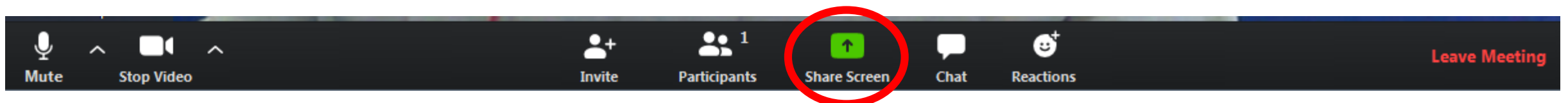
Private chat has been disabled to promote transparency.



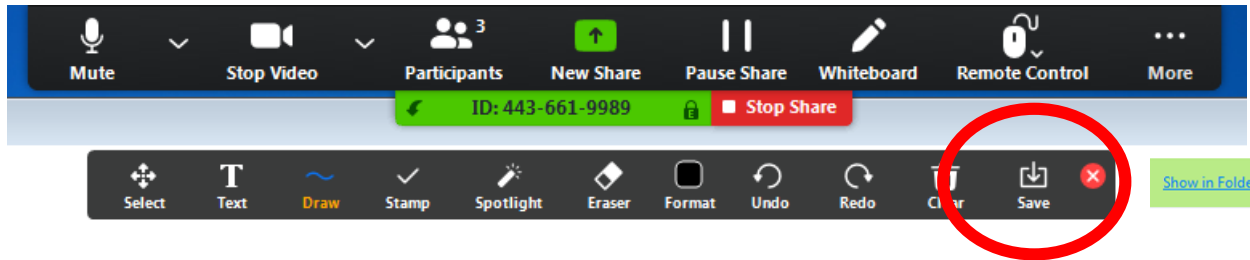
# Best Practices – Screen Share



Share your entire screen or choose to share specific files / exhibits that you already have open.



# Best Practices – Annotation

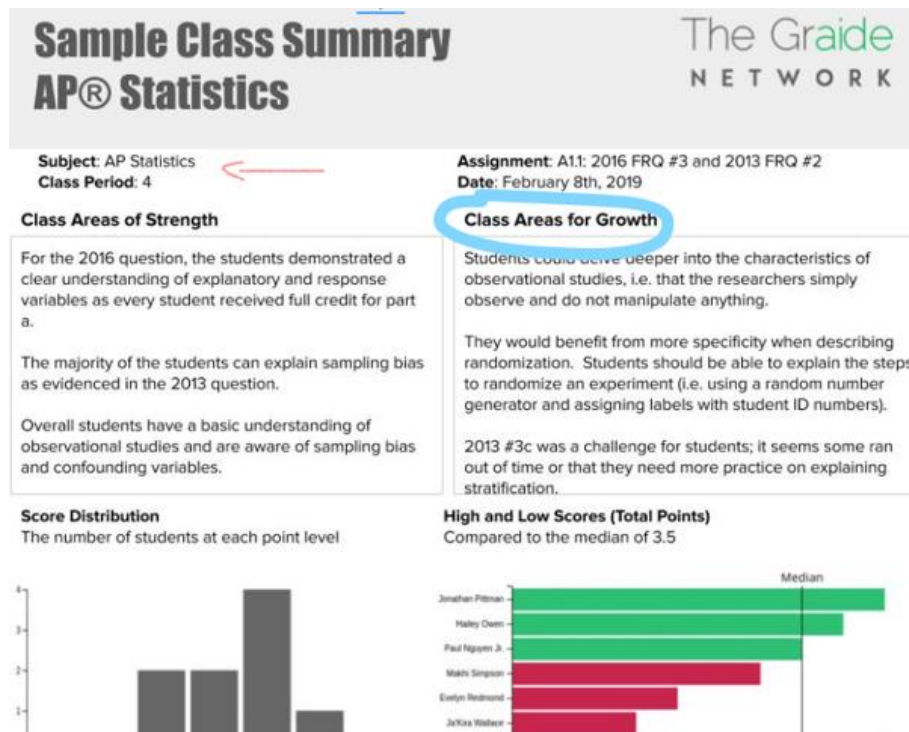


Annotation tools are available to call attention to specific sections.

You can ask a deponent to annotate on a document you share using their “View Options” menu.

Save a screenshot of an annotated exhibit and click “Show in Folder” to see where it is saved.

You can then email it, add it to the chat box, or upload it to an exhibit repository.





# Recording – Videographer

The videographer reads on and off, and only records when you're on the record.

The **Primary** recording will look like a standard video depo – you just see the witness and a timestamp, even if documents are shared.

The secondary **Backup** recording will appear standard until a document is shared – in which case a picture-in-picture view is captured.

The secondary backup recording is only delivered upon request.



# Contact Us



## Questions?

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[akusar@kusarglobal.com](mailto:akusar@kusarglobal.com)

## Schedule Now

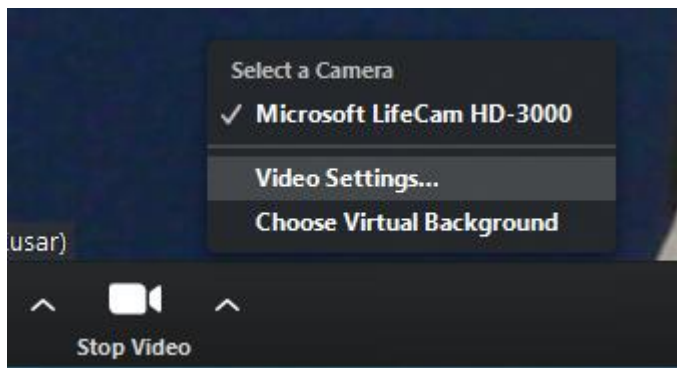
[calendar@KusarGlobal.com](mailto:calendar@KusarGlobal.com)  
[www.KusarGlobal.com](http://www.KusarGlobal.com)  
877.465.2822



# Custom Settings (For Advanced Users)

The Zoom application can be customized for ease of use.

Navigate to your video settings from your toolbar to find the advanced menus.



## Example:

On the “Recording” tab you can change the location path that Zoom screenshots and chat files are saved to by default.

