



**GABRIEL & SWEENEY**  
COURT REPORTING

15 Van Wart Path | 19 Summer Street  
Newton, MA 02459 | Acton, MA 01720  
Tel (617) 969-4791 | Tel (978) 266-1352  
Fax (617) 964-1321 | Fax (978) 263-0669  
gsreporting@yahoo.com

## ATTORNEY INSTRUCTIONS IN PREPARATION FOR ZOOM DEPOSITIONS

Make sure your Notice of Deposition includes the language: “via remote audio-visual communication equipment per SJC OE-144.”

Send court reporting agency the email addresses of all participants. Stenographer will email link to Zoom meeting once deposition is confirmed.

## PARTICIPANT INSTRUCTIONS FOR ZOOM DEPOSITIONS

(Send to all participants at least three days before deposition)

Ensure you have the latest version of Zoom installed on your computer – v. 5.0.1 – and have a good internet connection, webcam, microphone, and speakers.

Log in 15 minutes prior to the start of the deposition in order to test your equipment, tweak any settings, and fix glitches (if any).

The Zoom session will be locked and encrypted once all participants are in the meeting.

Exhibits can be introduced into the chat box by clicking on “File.”

The stenographer is able to mark exhibits during the deposition and re-upload the marked version, and/or mark all exhibits at the end of the deposition and email them to everyone.

Note: You will not be able to send/receive files if using an iPad or iPhone.

## SPECIFIC DEPONENT INSTRUCTION

Please have handy your driver's license, passport, military ID, welfare card, state school ID, or other government-issued ID which includes your photograph and signature.

The stenographer will ask you to hold your identification up to the camera in order to satisfactorily identify you.

## STENOGRAPHER READ-ON BEFORE DEPOSITION COMMENCES

Now that all participants are present, I have locked the meeting.

This Zoom session is encrypted.

No recording is allowed by any participant.

The chat box is only for sending and receiving files/exhibits. No private chat is allowed.

Chat is not recorded in the transcript.

You can toggle between Speaker and Gallery view. Speaker view will only show on the screen whomever is speaking; Gallery view will show all participants at all times.

If you would like to go off the record to speak in private, remember to mute yourself before making a phone call.

Exhibits can be introduced into the chat box by clicking on "File."

I can mark exhibits during the deposition and re-upload the marked version, and/or mark all exhibits at the end of the deposition and email them to everyone.

If you are having any technical difficulty, I have put my contact information in the chat box.

**Please protect your record and only speak one at a time!**

Are there any questions before we proceed?

Per Supreme Judicial Court Order 144, I have confirmed the witness's identity by his/her Massachusetts driver's license (or other ID) and am authorized to administer the oath at this time. Sir/Ma'am, please raise your right hand.