

# Remote Deposition Best Practices with **RingHuseby**

*RingHuseby provides counsel a complete deposition experience in a virtual environment, allowing you to attend a deposition anywhere in the world from the comfort of your office.*



## ***Checking Your Equipment in Advance***

- (1) Ensure you have an internet connection.
- (2) Schedule a prep session with your account manager to practice presenting exhibits and to familiarize yourself with the platform so you have a better understanding of what to expect.
- (3) Verify the device the deponent will be using for their deposition. Our web conference team can test with the deponent to ensure they are set up properly.

## ***Joining Your Web Conference***

- (4) Connect a few minutes early to allow time for setup of your screen view, attend to any additional exhibit uploads/organization, or to ask any questions to the Huseby Support team.
- (5) Join the audio through the phone if possible, instead of your computer's microphone. This allows for a redundancy/backup in case you happen to temporarily lose your internet feed.
- (6) Pin the deponent's video so their video always stays in view, no matter who is speaking. To pin a video, double-click or hover over the deponent's video, select the three dots and click "pin video."
- (7) Find the mute icon, so you know how to mute your audio if needed.

## ***Keep in Mind...***

- (8) Introduce yourself at arrival so the court reporter has an accurate record for the appearance page.
- (9) Try not to talk over one another. Set ground rules at the beginning of the deposition and ask the deponent to allow you to finish asking questions before answering and you will provide them the same courtesy to finish answering before asking another question.
- (10) Follow the same flow you would normally have in an in-person deposition.

For more helpful tips & insights, visit The Huseby Journal at [www.huseby.com/blog](http://www.huseby.com/blog) or download a white paper at [www.huseby.com/downloads](http://www.huseby.com/downloads).