

# Remote Deposition Setup Checklist

Everything you need for a legally defensible remote deposition

- ✓ Pre-deposition technology checklist (12 items)
- ✓ Platform comparison: Zoom vs Teams vs legal platforms
- ✓ FRCP 30(b)(4) compliance requirements
- ✓ Troubleshooting guide for common technical issues

# Pre-Deposition Technology Checklist

## Equipment Requirements

- HD USB camera (NOT built-in laptop webcam)
- Noise-canceling microphone (NOT built-in camera audio)
- Hard-wired ethernet connection (NOT Wi-Fi)
- Neutral, static background (no virtual backgrounds)
- Professional lighting (even, front-facing, no harsh shadows)
- Backup recording device (external recorder separate from main camera)
- Backup batteries and spare cables
- Headphones for real-time audio monitoring

## Software & Platform

- Dedicated legal deposition platform (NOT Zoom/Teams for trial-bound depositions)
- Platform supports exhibit upload and screen sharing
- Breakout room capability for off-the-record conferences
- Recording outputs compatible with trial presentation software (TrialDirector, OnCue, Summation, Sanction)

### **⚠️ COMPLIANCE WARNING: Post-Alcorn Rule**

Alcorn v. City of Chicago established that Zoom/Teams recordings without a certified videographer are frequently challenged and rejected for trial admissibility.

A Zoom deposition alone does not meet the requirements of FRCP Rule 30. If there is any chance the deposition will be played at trial, use a certified videographer on a purpose-built legal platform.

# Platform Comparison

Factor	Zoom / Teams	Dedicated Legal Platform	In-Person
Cost	\$0-\$50	\$67-\$135/hr technician	Technician + travel + lodging
Trial admissibility	Frequently challenged	Strong with certified videographer	Strong with certified videographer
Witness body language	Limited (gallery view)	Proper witness close-up	Full observation
Coaching prevention	Texts/notes possible off-screen	Better monitoring tools	All parties visible
Exhibit handling	Basic screen share	Purpose-built exhibit tools	Physical documents
Opening/closing	Manual, often missed	Built-in compliance prompts	Standard procedure
Transcript sync	Not supported	Integrated with reporter	Standard
Verdict	Internal prep only	Trial-ready depositions	Gold standard

Pro Tip: Remote depositions save 30–50% vs. in-person when you factor in eliminated travel, lodging, and scheduling delays. Platforms like DepoDirect offer pricing up to 50% lower than traditional providers.

# FRCP 30(b)(4) Compliance

Three Non-Negotiable Requirements for Federal Rule 30

## Requirement 1: No Manipulation of Appearance or Demeanor

- No filters, creative angles, or post-production color correction
- No gallery view (four tiny rectangles) — proper witness close-up only
- Videographers from corporate/event backgrounds often color-grade footage — this violates Rule 30

## Requirement 2: Required On-Camera Opening Statement

Must include ALL of the following:

- Court reporter's name and business address
- Deposition location, date, and time
- Deponent's name
- Administration of oath or affirmation
- Identification of every person present with their role

### **⚠ INADMISSIBILITY RISK**

Missing any single element of the opening statement = procedural objection and potential inadmissibility. Verify every item before going on the record.

## Requirement 3: Provenance and Metadata Integrity

- Original files protected with intact metadata
- Authorship, creation timestamps, modification timestamps, digital signatures preserved
- Chain of custody documented from recording start to delivery

## State-Specific Variations

- California (CCP 2025): Videographers recording treating physicians or expert witnesses must be authorized to administer an oath.
- Illinois (BIPA): Video depositions capturing biometric data may require specific consent and data handling procedures.
- Minnesota: Now allows platform-based recordings to serve as the video record when properly noticed.
- Medical depositions (all states): HIPAA compliance required for storage, transmission, and retention of footage with PHI.

# Troubleshooting Quick Reference

Problem	Solution
<b>Internet drops mid-deposition</b>	Use hard-wired connection. Have cellular hotspot as backup. Certified videographer can pause and resume without losing continuity.
<b>Audio echo or feedback</b>	Use noise-canceling mic (not built-in). Ensure only one audio input active. Mute when not speaking.
<b>Video quality degradation</b>	Close bandwidth-heavy applications. Lower resolution if needed (HD acceptable; 4K ideal but not required).
<b>Witness coaching suspected</b>	Request camera show full witness workspace. Note any unusual pauses or eye movements for the record.
<b>Exhibit sharing fails</b>	Pre-upload all exhibits to platform before deposition. Have backup method (email to videographer).
<b>Platform crashes</b>	Certified videographer maintains local backup recording. Reconvene on backup platform within minutes.
<b>Breakout room audio leak</b>	Test breakout rooms before going on record. Confirm audio isolation with all parties.

# Need a certified remote deposition videographer?

**Find matched providers at [depoHire.com](https://depoHire.com)**

CLVS-certified videographers in 33+ cities — matched within 24 hours.

[contact@depoHire.com](mailto:contact@depoHire.com)