COWEN | RODRIGUEZ | PEACOCK

The Trucking Trial Lawyers

A GUIDE TO ZOOM DEPOSITIONS

BEFORE GETTING STARTED
YOU (AND THE PARTIES INVOLVED) WILL NEED:

A COMPUTER WITH VIDEO CAMERA

The computer must have at least 5GB of hard drive space.

A TELEPHONE

Headset is optional

A GOOD INTERNET CONNECTION

We recommend a minimum of 3Mbps download and 3Mbps upload speed for a 1-on-1 call. ***Add 1Mbps for each participant beyond two for new recommended internet speed.*** *To test your connection, go to Google.com, search for "Test Internet Speed," and click the blue Run Speed Test button. This will give you your current download and upload speeds.*

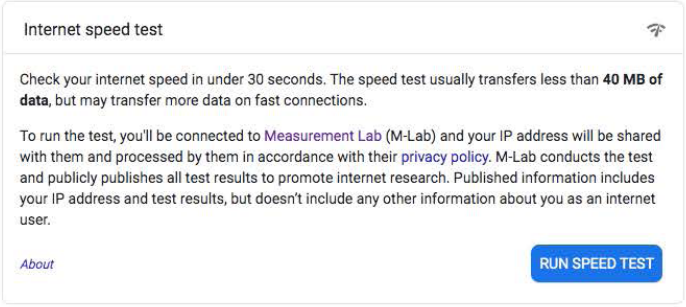


Table of Contents:

CREATE MEETING

INVITE PARTICIPANTS

START MEETING

RECORD MEETING

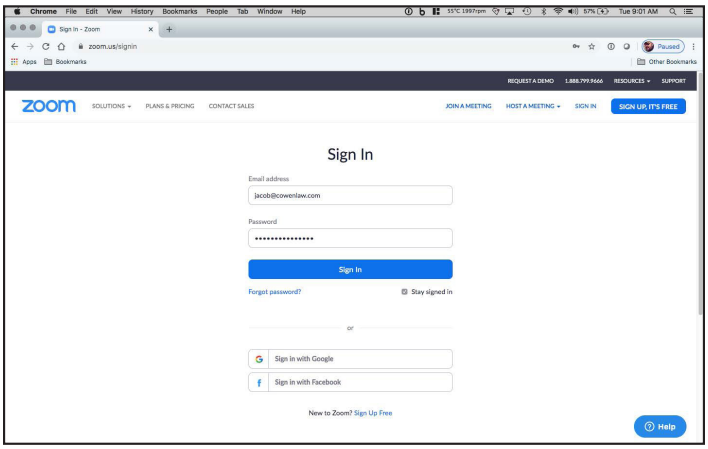
SPOTLIGHT DEPONENT

USE EXHIBITS

RETRIEVE RECORDING

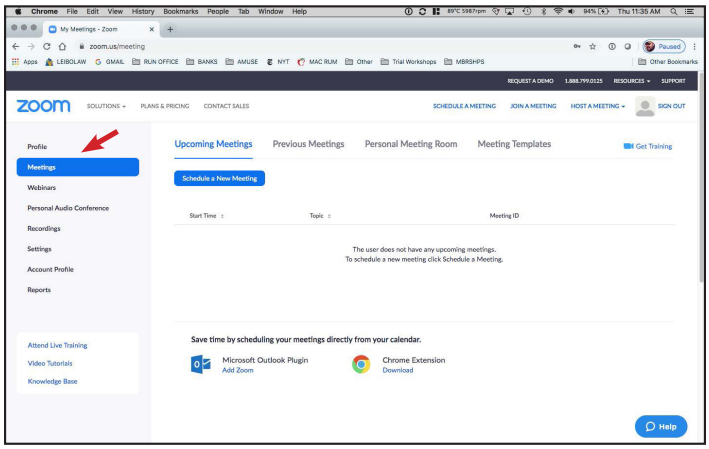
Create Meeting

1. Sign into Zoom

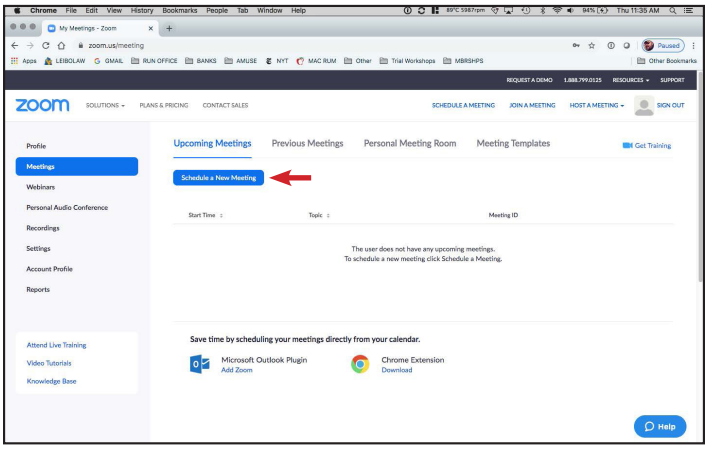


2. Go to "Meetings"

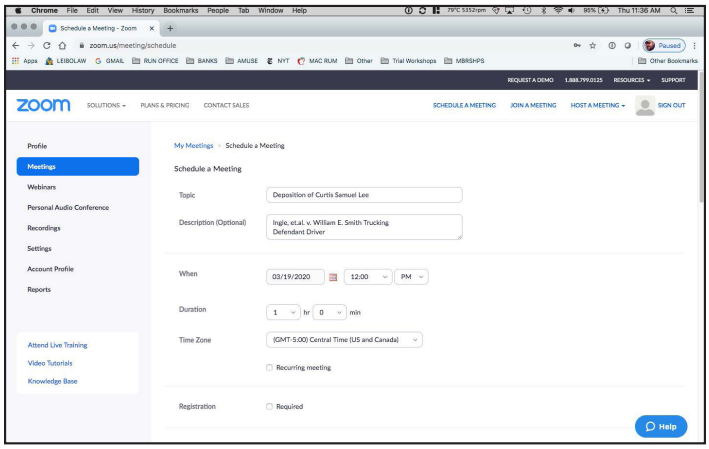
Located in the left toolbar.



3. Click "Schedule a Meeting"

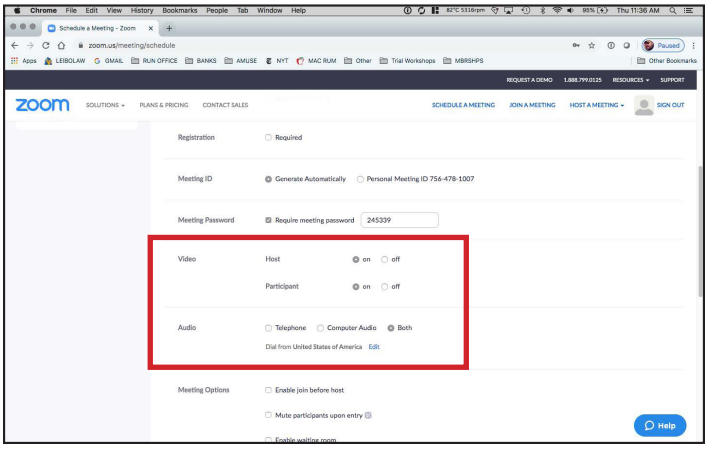


4. Fill in Meeting Information

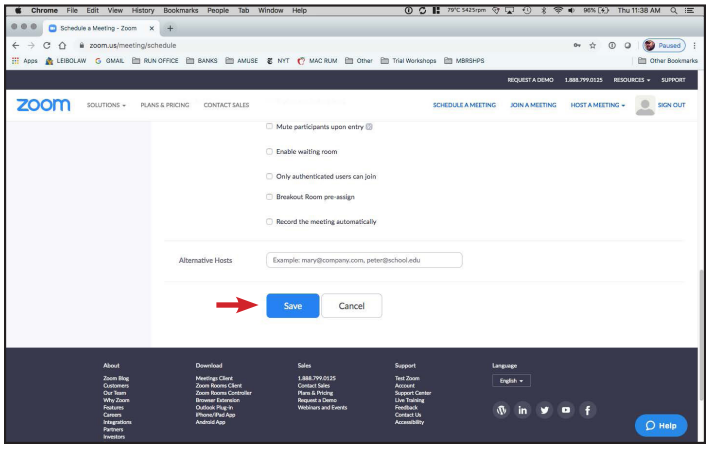


5. Turn Video & Audio On

Video on for Host & Participant, and Audio set to Both.

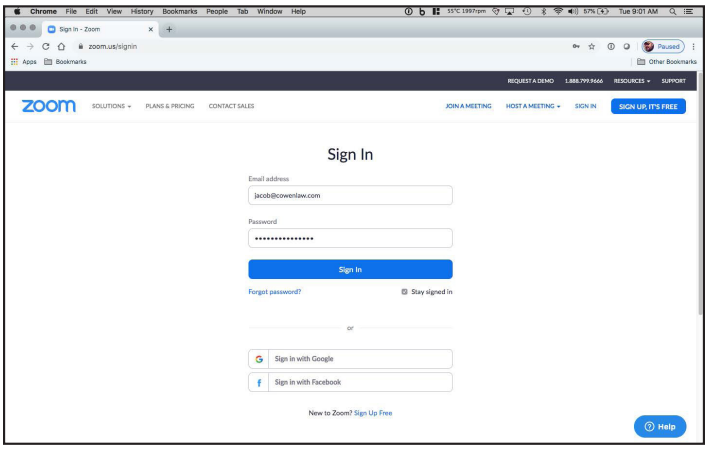


6. Click "Save



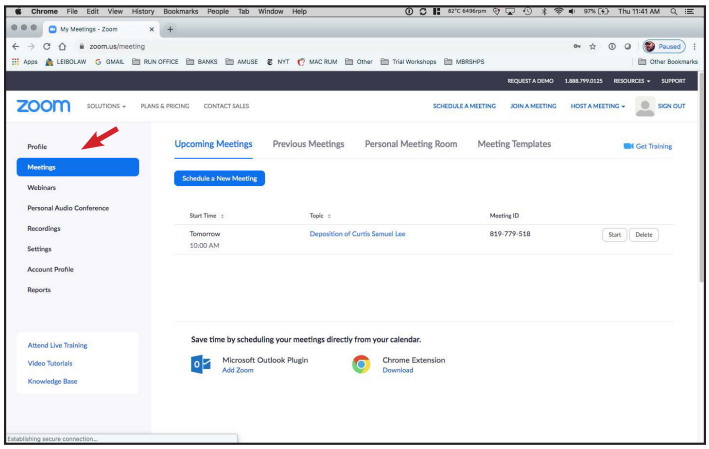
Invite Participants

1. Sign into Zoom

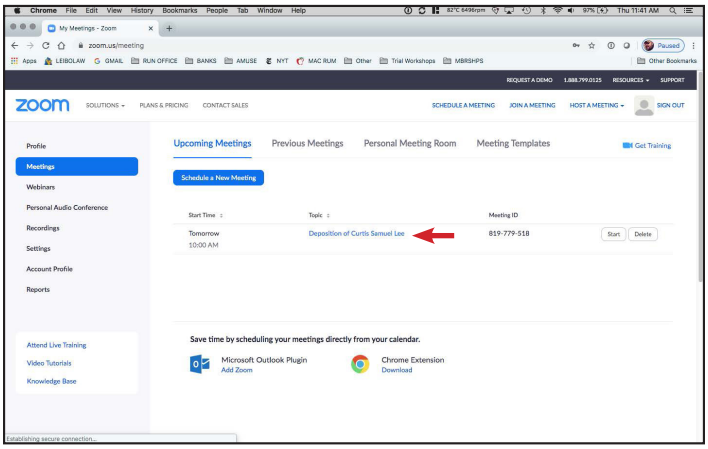


2. Go to "Meetings"

Located in the left toolbar.

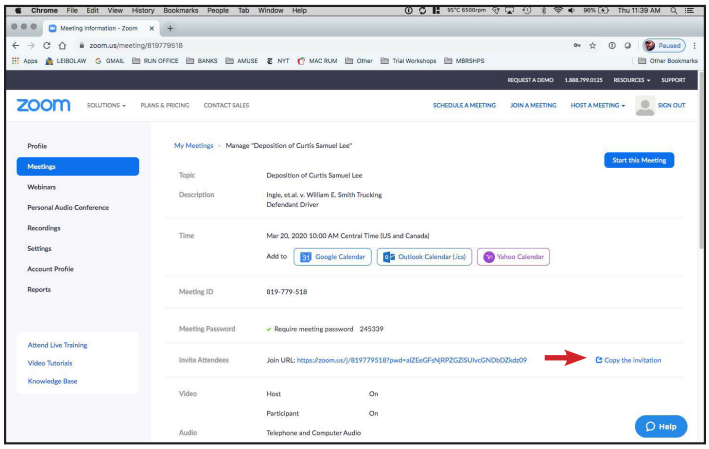


3. Click On Meeting Link



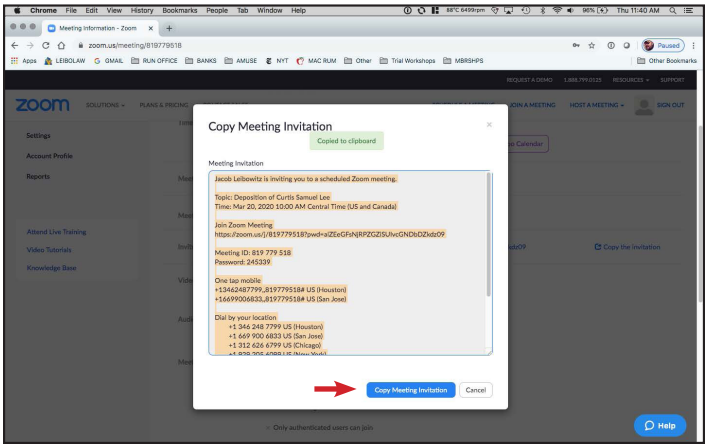
4. Click "Copy The Invitation"

In the Invite Attendees section.

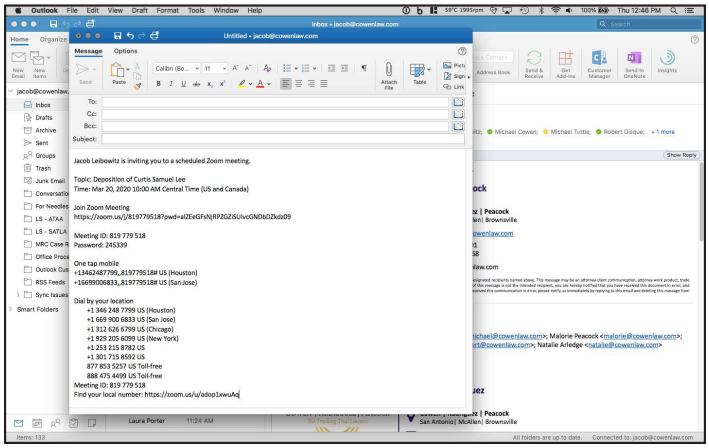


5. Copy Meeting Invitation

Click "Copy Meeting Invitation" to select all and copy.

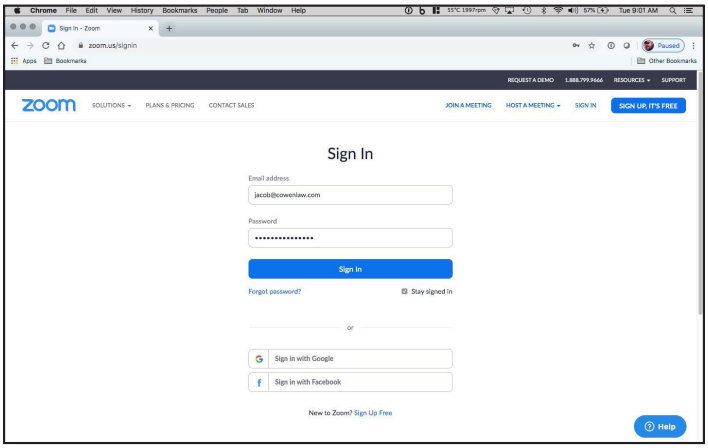


6. Paste Into Email & Send



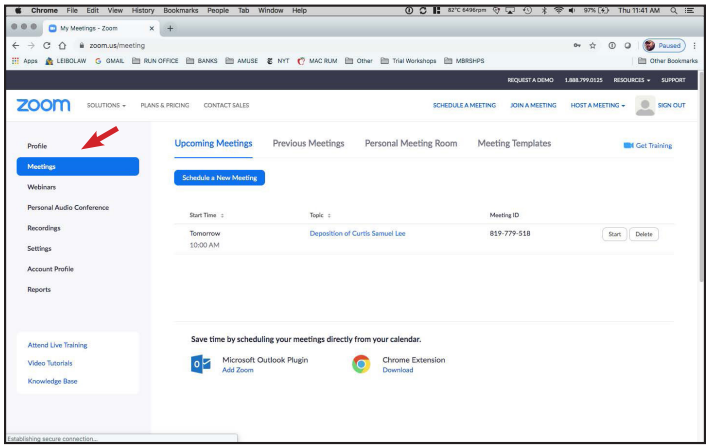
Start Meeting

1. Sign into Zoom

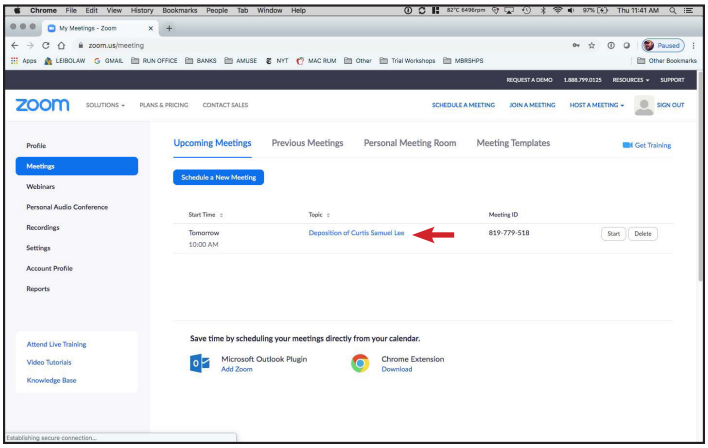


2. Go to "Meetings"

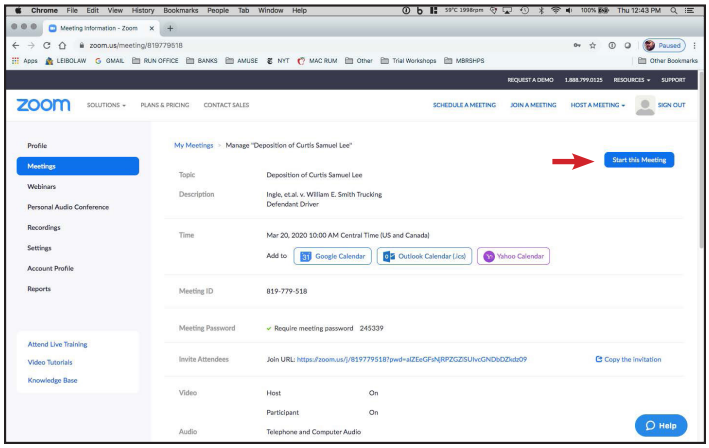
Located in the left toolbar.



3. Click On Meeting Link

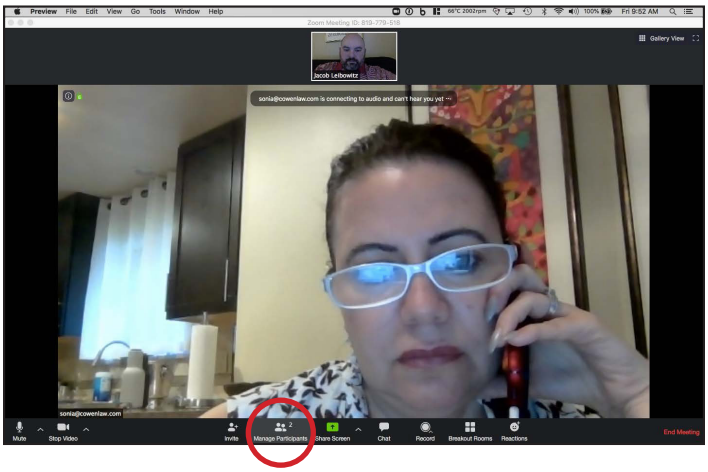


4. Click "Start This Meeting"



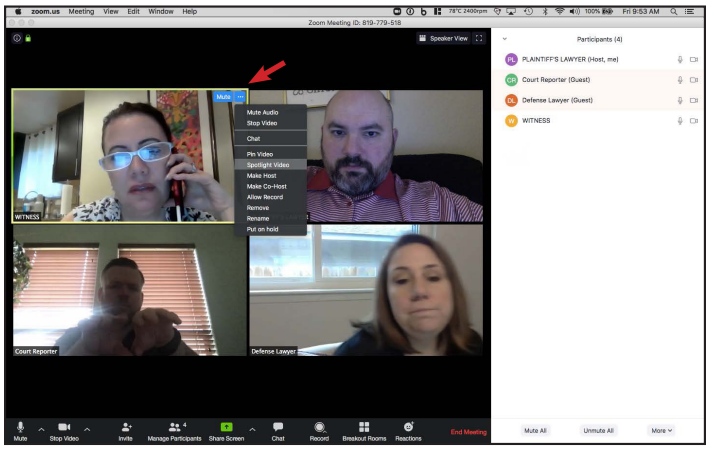
Spotlight Deponent

1. Click "Manage Participants"



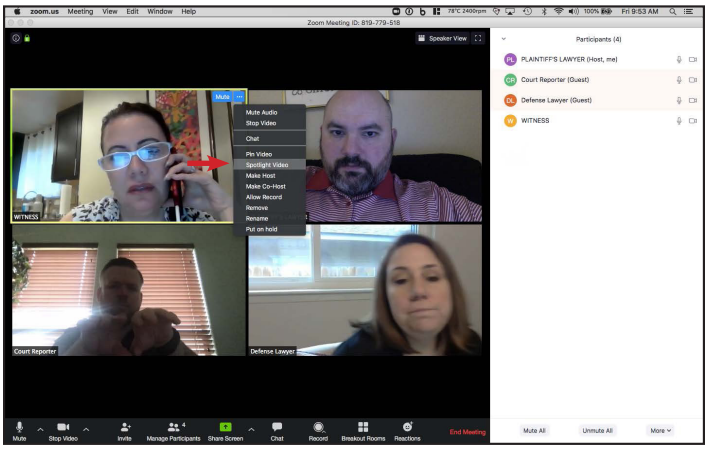
2. Click "•••" On Participant

Will appear in top right corner when hovered over.



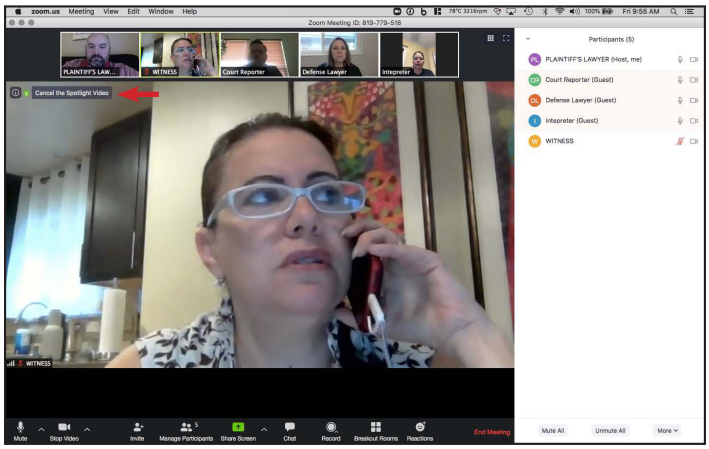
3. Click "Spotlight Video"

In the ••• menu.



4. Close Spotlight Video

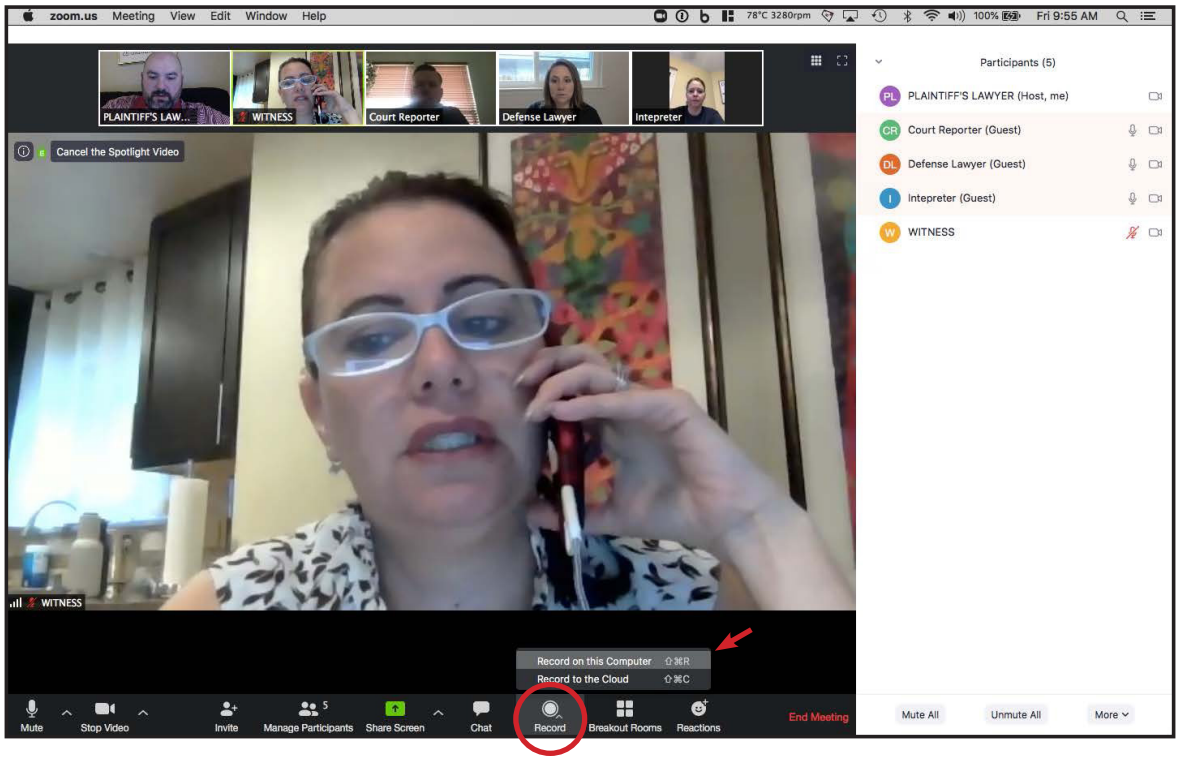
When completed, click "Cancel the Spotlight Video."



Record Meeting

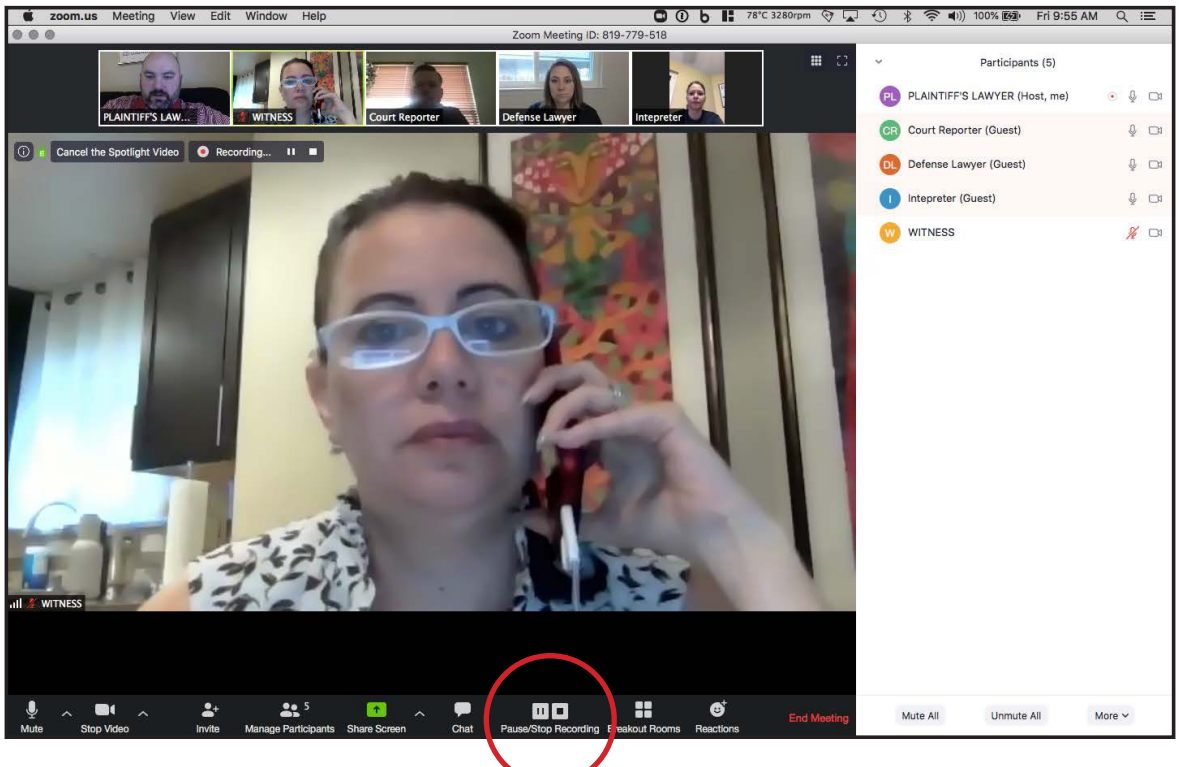
1. Begin Recording

To begin, hover over Record and click "Record on this Computer."



2. Control Recording

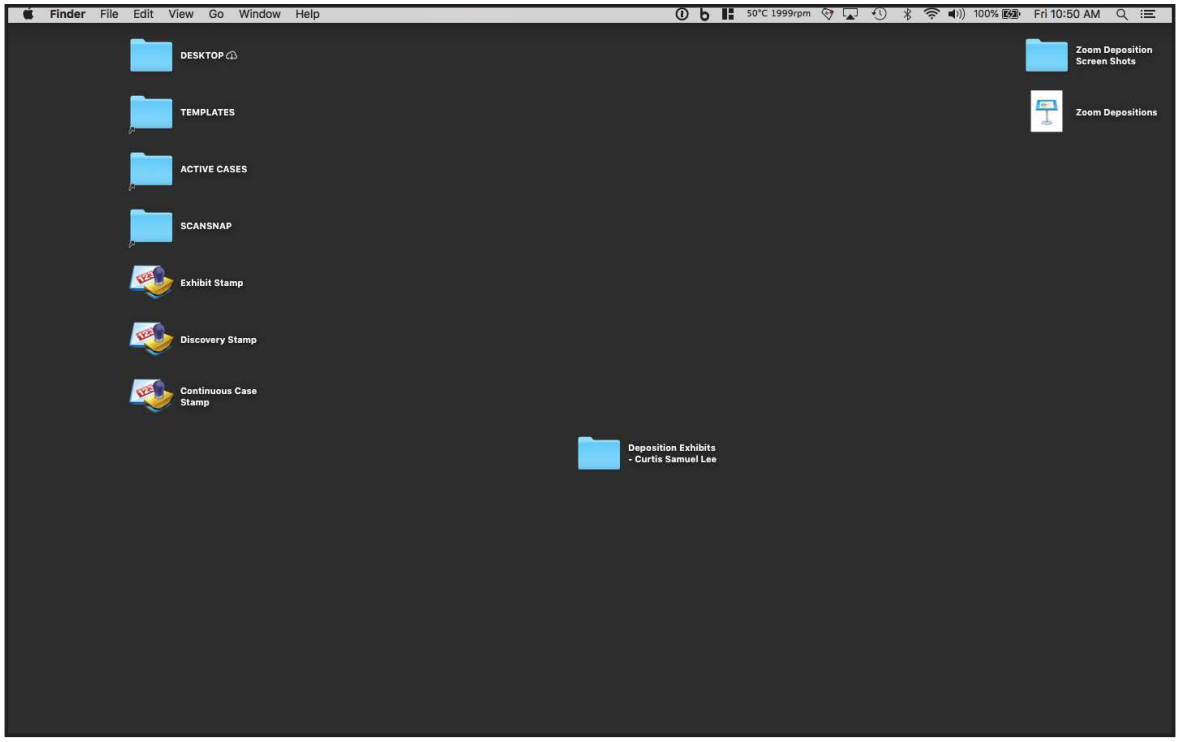
You can pause or stop the recording via the buttons in the Recording section.



Use Exhibits

Before You Start Your Deposition,

organize your exhibits in a folder on your desktop for quick access.

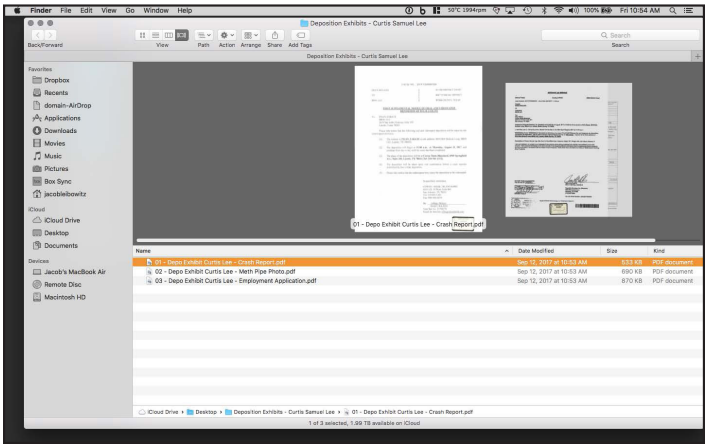


Before you share a specific exhibit on Zoom,

it needs to be open on your computer. ***If you don't open the exhibit first, you may accidentally share the screen that shows all of your exhibits.***

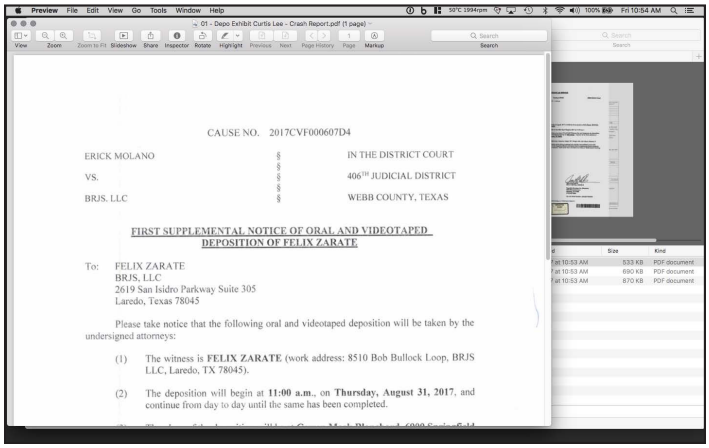
1. Locate Your File

Files should be in a folder on your desktop.



2. Open Your File

This ensures your file is in its own window.



CAUSE NO. 2017CVF000607D4

ERICK MOLANO § IN THE DISTRICT COURT

VS. § 406TH JUDICIAL DISTRICT

BRJS, LLC § WEBB COUNTY, TEXAS

FIRST SUPPLEMENTAL NOTICE OF ORAL AND VIDEOTAPED DEPOSITION OF FELIX ZARATE

To: FELIX ZARATE
BRJS, LLC
2619 San Isidro Parkway Suite 305
Laredo, Texas 78045

Please take notice that the following oral and videotaped deposition will be taken by the undersigned attorneys:

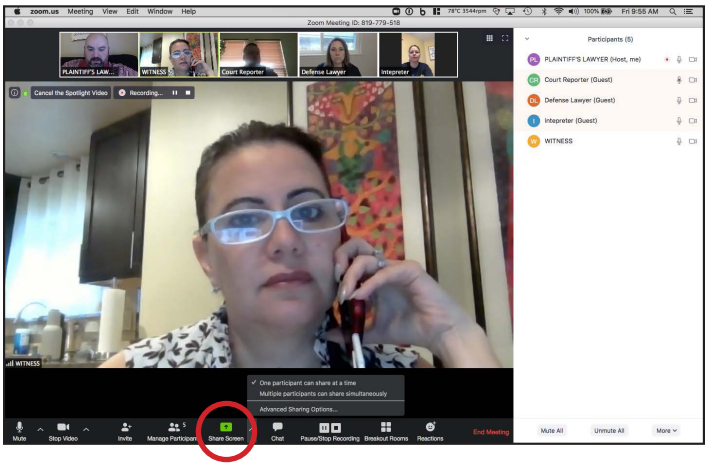
(1) The witness is **FELIX ZARATE** (work address: 8510 Bob Bullock Loop, BRJS LLC, Laredo, TX 78045).

(2) The deposition will begin at **11:00 a.m.**, on **Thursday, August 31, 2017**, and continue from day to day until the same has been completed.

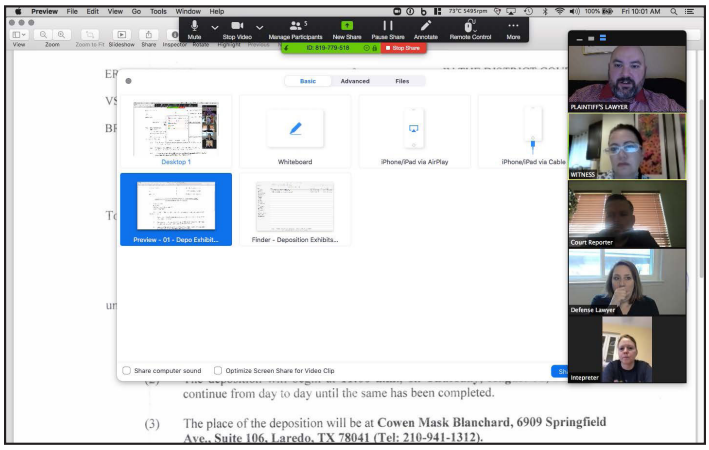
Use Exhibits (Cont.)

1. Click "Share Screen"

Located in the bottom toolbar.

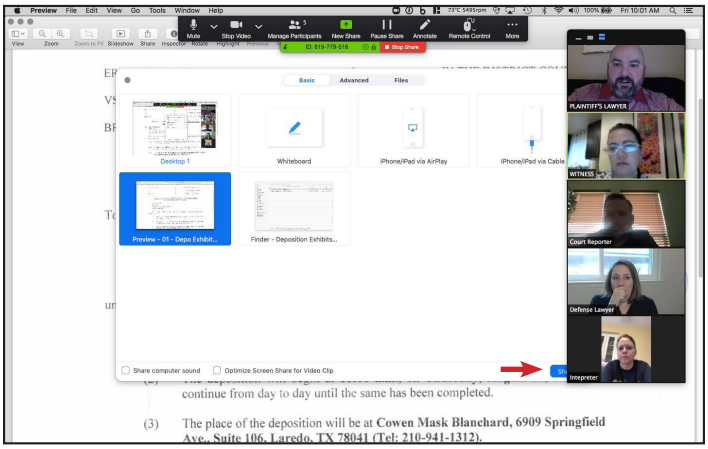


2. Select File Display Window



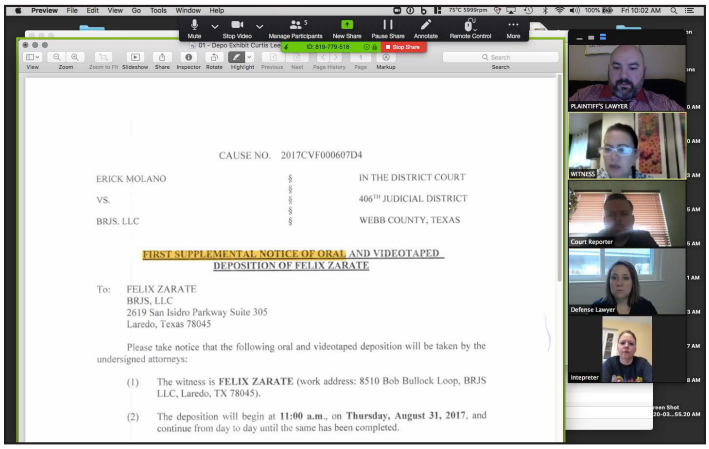
3. Click "Share" Button

Located in the bottom right of the window.



4. New Share / End Share*

Click "New Share" to change files, and "Stop Share" to end.



**** Shared items will be outlined in green.***

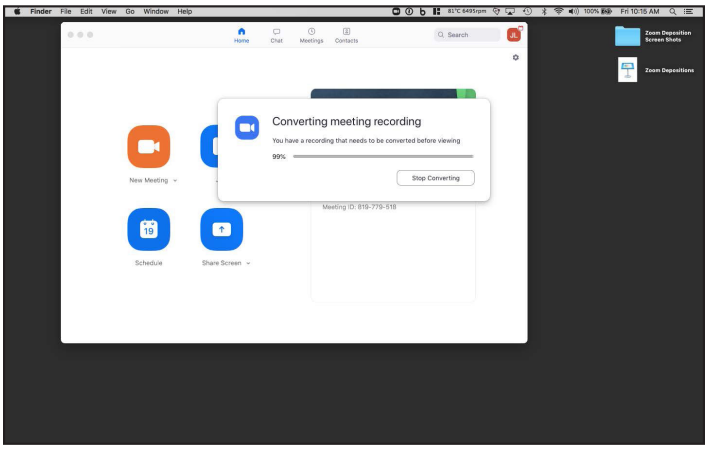
Note:

When you pass the witness and stop sharing your screen, the other parties can share their screens as well.

Retrieve Recording

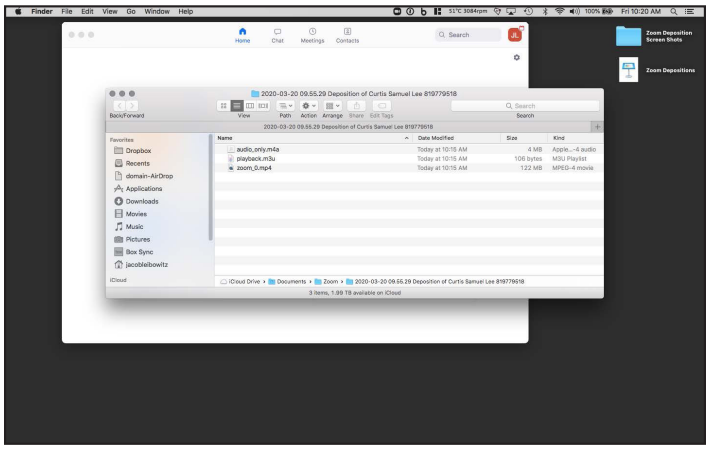
1. Converting Begins

When meeting is over, conversion will begin.



2. Conversion Completed

When completed, transfer the contents into the case folder.



Note:

You need about 750MB of space on your computer for each hour of video you record.

*Try to have at least 5GB - 10GB available on your computer **BEFORE** the deposition starts.*

COWEN | RODRIGUEZ | PEACOCK

The Trucking Trial Lawyers

A GUIDE TO
ZOOM DEPOSITIONS

If you have any questions, please contact
Delisi Friday at delisi@cowenlaw.com.