

## To be completed by the deposing law firm in preparation for deposition.

- 1 Include **eDepoze** in the deposition notice to all parties and provide the Guest Cheat Sheet to opposing counsel.
- 2 Procure any hardware needed at the deposition for counsel and witness, including iPads, laptops, AC Adaptors, etc.
- 3 For iPad users, install or update the app by searching for “**eDepoze**” from the Apple App Store or navigate to [webapp.edepoze.com](http://webapp.edepoze.com) in your preferred browser.
- 4 For laptop users, bookmark [webapp.edepoze.com](http://webapp.edepoze.com) in the attorneys preferred internet browser.\*

**\*Supported browsers include Chrome, Firefox, Safari and Internet Explorer 10+**

## WEB MANAGER

- 1 Create necessary eDepoze users and provide the participating attorneys with their eDepoze account credentials.
- 2 Create the Session.\*
- 3 Create a new case or choose an existing case; make sure to assign necessary case managers.
- 5 Create the deposition, make sure to assign the taking attorney.
- 4 Create and organize custom folders.
- 6 Upload documents to be used as exhibits into custom folders.
- 7 Review the deposition session with the taking attorney.

**\*Please refer to the DATABASE SET UP GUIDE for detailed instruction.**