

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 Quick Reference Guide to the opposing counsel.
- 2 Procure any hardware needed at the deposition for counsel and witness, including iPads, laptops, AC Adaptors, etc.
- 3 For laptop and iPad users, bookmark webapp.edepoze.com in the attorneys preferred internet browser.

WEB MANAGER

- 1 Create necessary eDepoze users and provide the participating attorneys with their eDepoze account credentials.
- 2 Create the Session. (Please refer to the [DATABASE SET UP GUIDE](#) for detailed instruction).
- 3 Create a new case or choose an existing case; make sure to assign necessary case managers.
- 4 Create the deposition, make sure to assign the taking attorney.
- 5 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.