

Questionings Proceeding via Zoom Meeting

Please visit <https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-Windows-and-Mac> to get signed in and acquainted with Zoom. This will get you signed in and give you a brief overview of what Zoom is capable of.

Before the time of questioning, please make sure you have tested it out and that your video and audio works on the laptop/device you are using for the meeting.

We recommend the following additions as well to have the best setup:

- Downloading the Zoom program to the device you're using versus using it in your internet browser.
- Headphones or external speakers so that your sound is clear.
- An external mic so that your voice is picked-up better for the other parties.
- A solid and reliable internet connection.

Prior to Questioning:

To proceed with a questioning via Zoom there are a few things that are required in advance. Please provide these items upon booking, if available, or we will ask for them if they have not been received 24 hours before the time of questioning.

1. A copy of the pleadings.
2. The correct email addresses for all parties needing to join the meeting/questioning.

Questioning Recommendations:

One Computer/One Participant:

If you are using a laptop for your remote discovery, please try your best to have one computer per participant. If you are maintaining distance, it is challenging for two or more people to fit within the camera view.

One Computer Per Room:

It is very important that if you have 2+ devices in one room connected to the meeting that only one of the devices is connected to audio. Please "leave audio" under your speaker settings if you have connected and get noise feedback. It is not enough just to mute one of the devices. It needs to be completely disconnected from the audio in the meeting. Therefore, we

recommend one computer per room. It becomes easier to hear everyone and to be able to hear everything as well.

Internet/Wifi:

Please keep in mind that all participants are in separate locations with different internet speeds and so on. It is very important to wait until one person is done speaking before another begins speaking. It is best to wait until someone has finished, take a brief pause, and then answer the question, or vice versa. The court reporter may have to interject more often if a speaker is unclear or if there is simultaneous crosstalk.

Lighting:

Lighting is important. Please do not sit in front of a window as you will just be a dark shadow. A plain wall as a backdrop is the best option as it avoids distraction by all parties.

Conference phones/microphones:

If you have a conference phone and several people in one boardroom, it may be necessary to have multiple external microphone in one room.

Please contact Dash with any questions you may have. This is new for everyone involved and the processes in which we are following may change as we go forward. We want to serve our clients in the best way possible.