



Attorney Guide

Table of Contents

Access your Invite.....	1
Set up your Deposition.....	2
Prepare Private Exhibits.....	2
Join the Proceeding.....	4
Introduce your Exhibits.....	6
Testimony feed in session.....	7
After the Proceeding.....	8
Technical Support	9
Tips & Best Practices	9

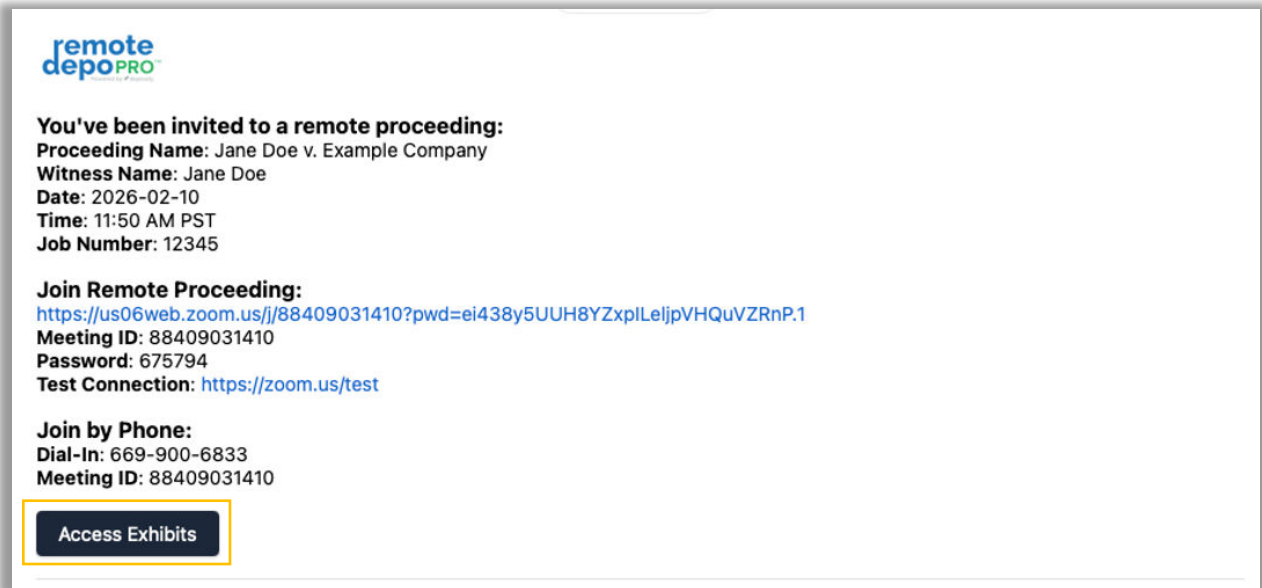
Key Features

RemoteDepo Pro brings Zoom video conferencing together with exhibit management and live transcription & testimony chaptering to give attorneys a complete remote experience.

- Built on Zoom to deliver a smooth intuitive experience
- Live speech-to-text testimony feed
- Testimony automatically organized into navigable chapters that are summarized post proceeding
- Audio fingerprinting intelligently separates speaker voices, so every response is captured clearly, even with multiple people in the room
- Integrated exhibit management, storage, and sharing
- Instant access to video, speech-to-text feed, and introduced exhibits post-proceeding
- Downloadable copy of the testimony feed with notes and bookmarks

Access your invite

You'll receive an invitation via email for every RemoteDepo Pro proceeding. All other participants provided to U.S. Legal Support will likewise receive an email. The invite will include a link to the Zoom meeting, an option to Access Exhibits, as well as helpful user guides.



remote depoPRO

You've been invited to a remote proceeding:
Proceeding Name: Jane Doe v. Example Company
Witness Name: Jane Doe
Date: 2026-02-10
Time: 11:50 AM PST
Job Number: 12345

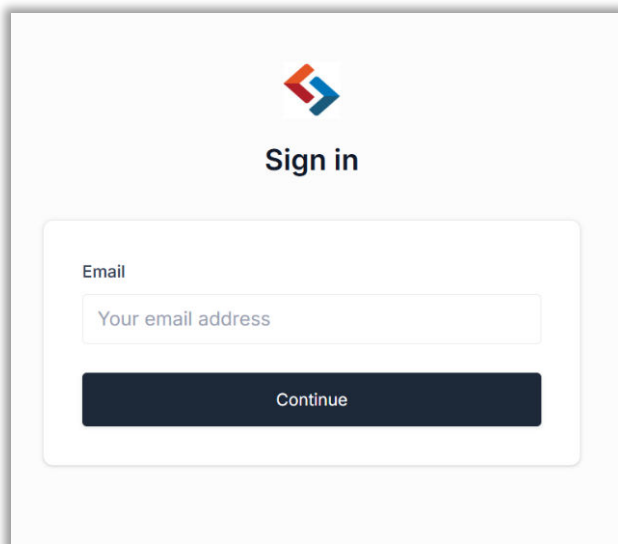
Join Remote Proceeding:
<https://us06web.zoom.us/j/88409031410?pwd=ei438y5UUH8YZxpILeIjpVHQuVZRnP.1>
Meeting ID: 88409031410
Password: 675794
Test Connection: <https://zoom.us/test>


Join by Phone:
Dial-In: 669-900-6833
Meeting ID: 88409031410

[Access Exhibits](#)

Select Access Exhibits and you will be directed to the Sign In page at <https://rdp.uslegalsupport.com/>

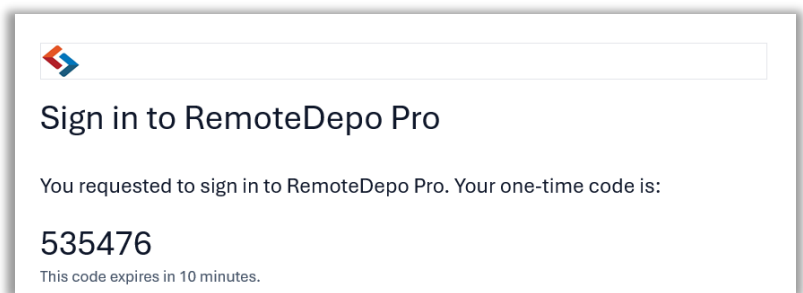
1. Enter your email address and click Continue
2. Collect your one-time access code via email
3. Enter one time code





Sign in

Email

[Continue](#)



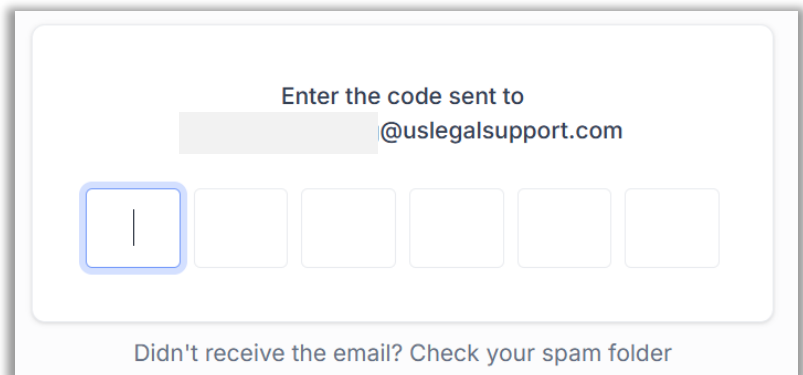


Sign in to RemoteDepo Pro

You requested to sign in to RemoteDepo Pro. Your one-time code is:

535476

This code expires in 10 minutes.



Enter the code sent to [@uslegalsupport.com](mailto:uslegalsupport.com)

Didn't receive the email? Check your spam folder

Recommendation:

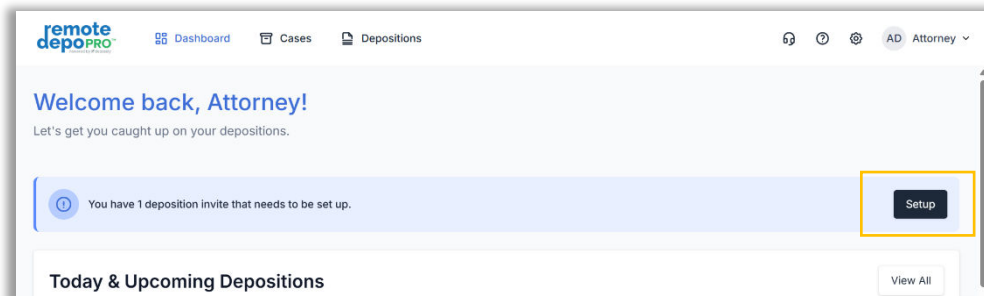
Providing participant emails when scheduling shifts the burden of link sharing from you to U.S. Legal Support.

Set up your Deposition

The RemoteDepo Pro web portal opens to the Dashboard page. You will also have the option to navigate across your Cases and Depositions.

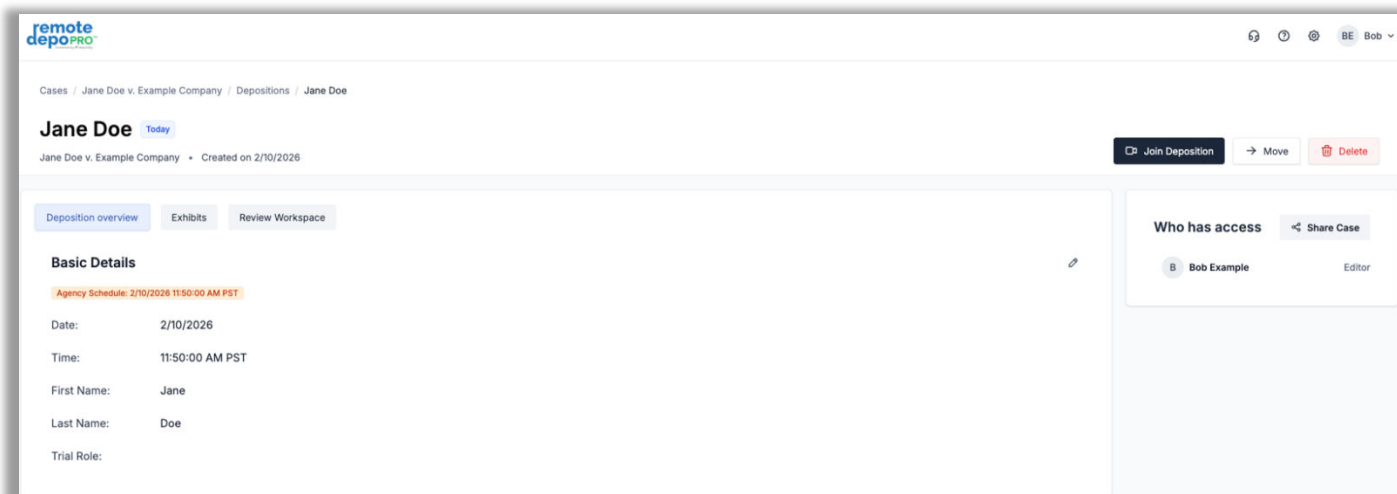
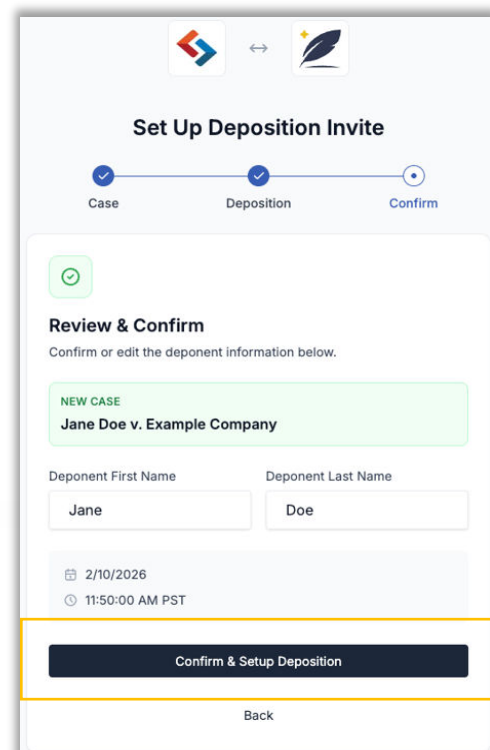
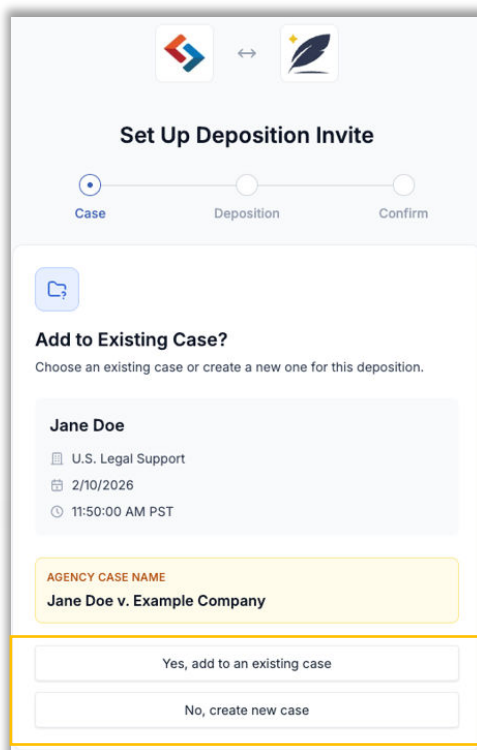
When you're invited to a RemoteDepo Pro Zoom session, you'll have a prompt to Setup that Deposition.

1. Click Setup
2. Select the deposition
3. Add to an existing case or create a new one
4. Confirm Deposition setup



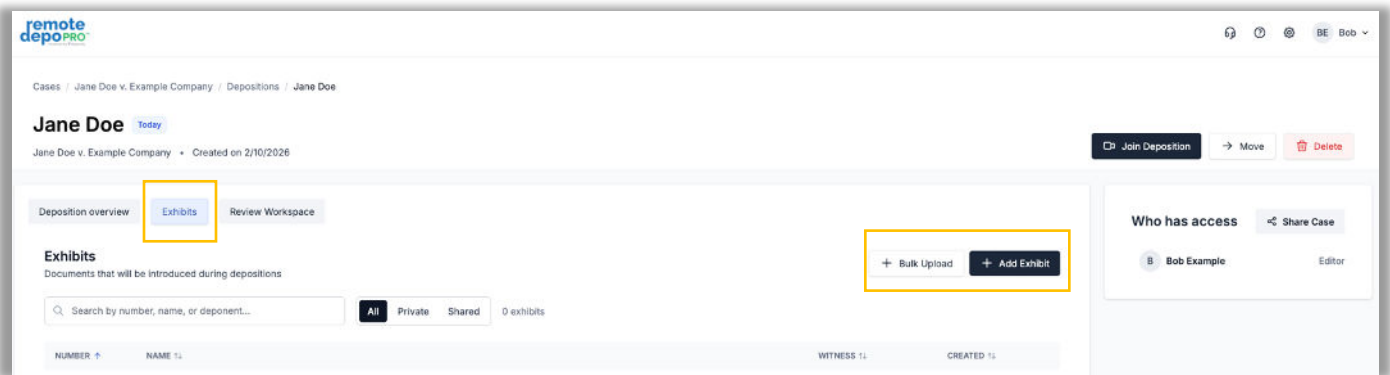
Feature Highlight:

U.S. Legal Support data will flow directly into setup to fast-track entry, but your flexibility remains intact with the ability to adjust Case Name &/or Deponent Name.



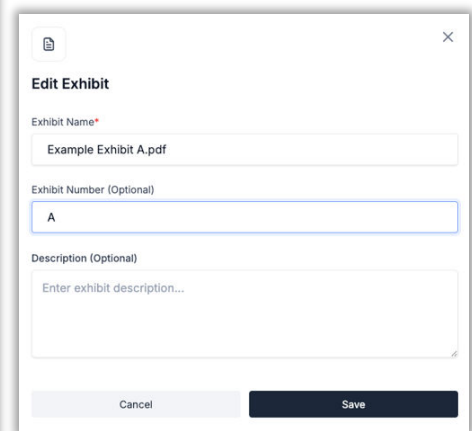
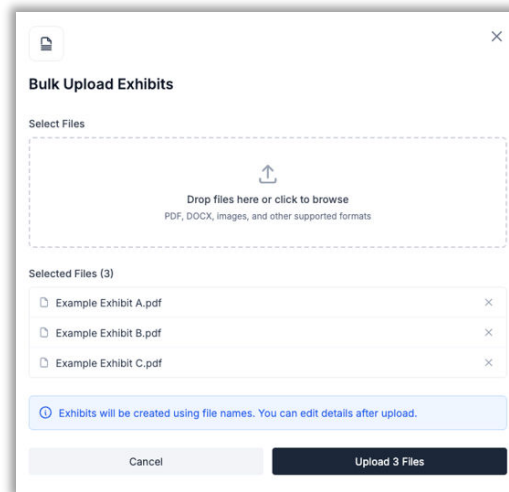
Prep Private Exhibits

Select Exhibits to upload exhibits or to add existing case exhibits into your upcoming proceeding. All private exhibits will be available via the RemoteDepo Pro Zoom app in proceeding.



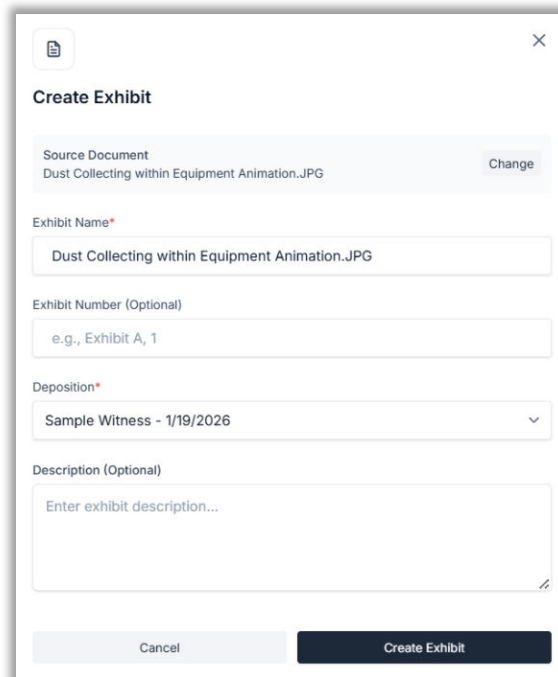
Bulk Upload

1. Select + Bulk Upload to upload in bulk
2. Browse or drag and drop multiple Exhibits
3. Click Upload Files
4. Click an Exhibit to Edit
5. Add a number or adjust file name
6. Click Save



Singular Adding

1. Select + Add Exhibit
2. Select existing case exhibits, browse, or drag and drop Exhibit to upload
3. Rename file if needed
4. Add Exhibit Number
5. Click an Exhibit file to Edit
6. Add Description if preferred
7. Click Create Exhibit



Recommendation:

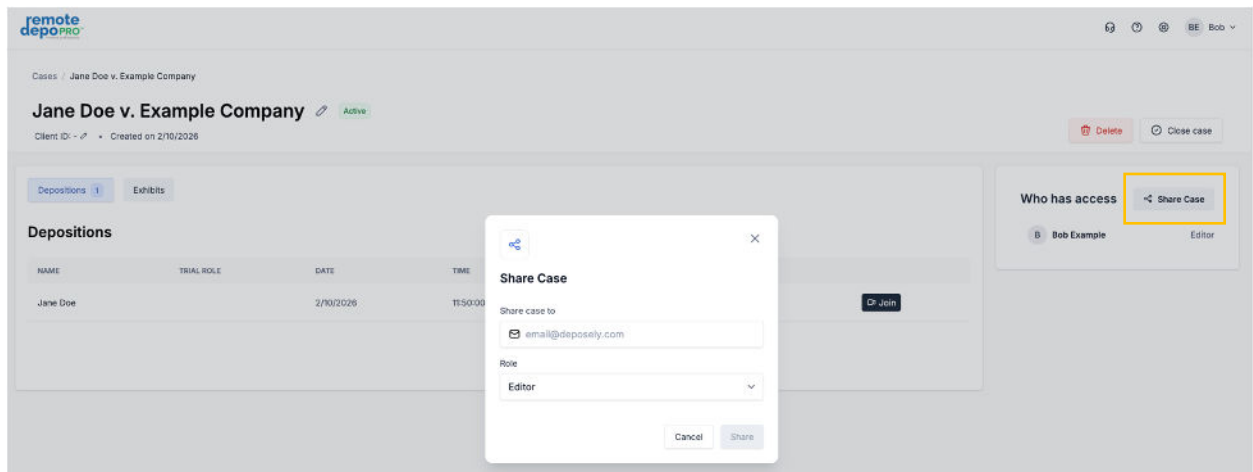
Add Exhibit Numbers to ensure clean stamping & exhibit organization in proceeding.

Feature Highlight:

Using Exhibits across depositions is made easy with option to add an existing exhibit.

Share Case Access to Collaborate

Extend access to others on your team to collaborate on exhibit prep and post proceeding assets. Self-managed option allows for quick control, and U.S. Legal Support is standing by to grant extended firm access for even greater control where needed.



1. Enter the email address of the individual you'd like to extend access to
 2. Select their role: Editor or Viewer
 3. Click Save
- ★ If org member doesn't already exist within the RemoteDepo Pro web portal, contact U.S. Legal Support for swift resolution
- a. Email: RemoteDepoSupport@uslegalsupport.com
 - b. Phone: 888-401-9581

Security Alert:

Private exhibits are only accessible to you and those who have been granted Case access.

Feature Highlight:

As RemoteDepo Pro case proceedings are scheduled, U.S. Legal Support will automatically grant access to the job requestor, the listed attorney, and all provided firm participants within the case.

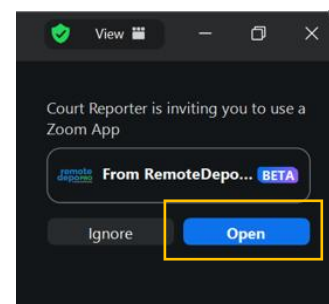
Join the Proceeding

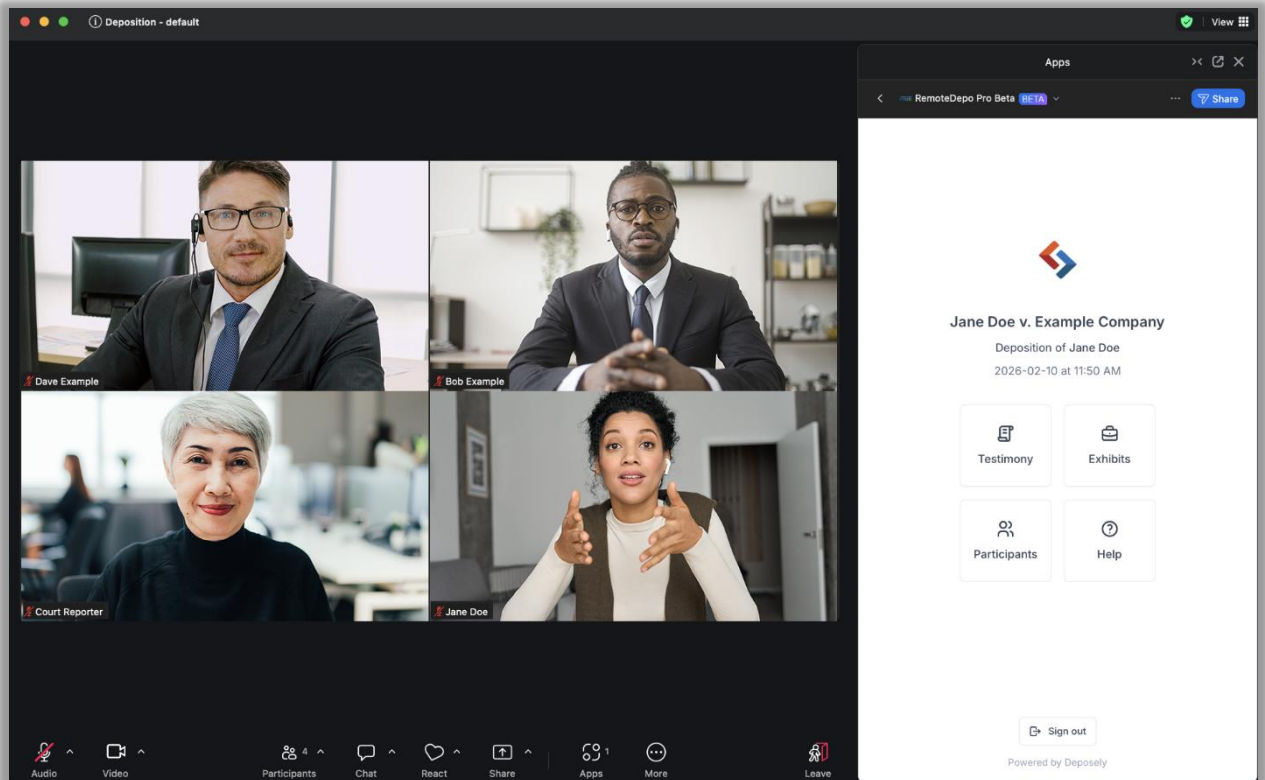
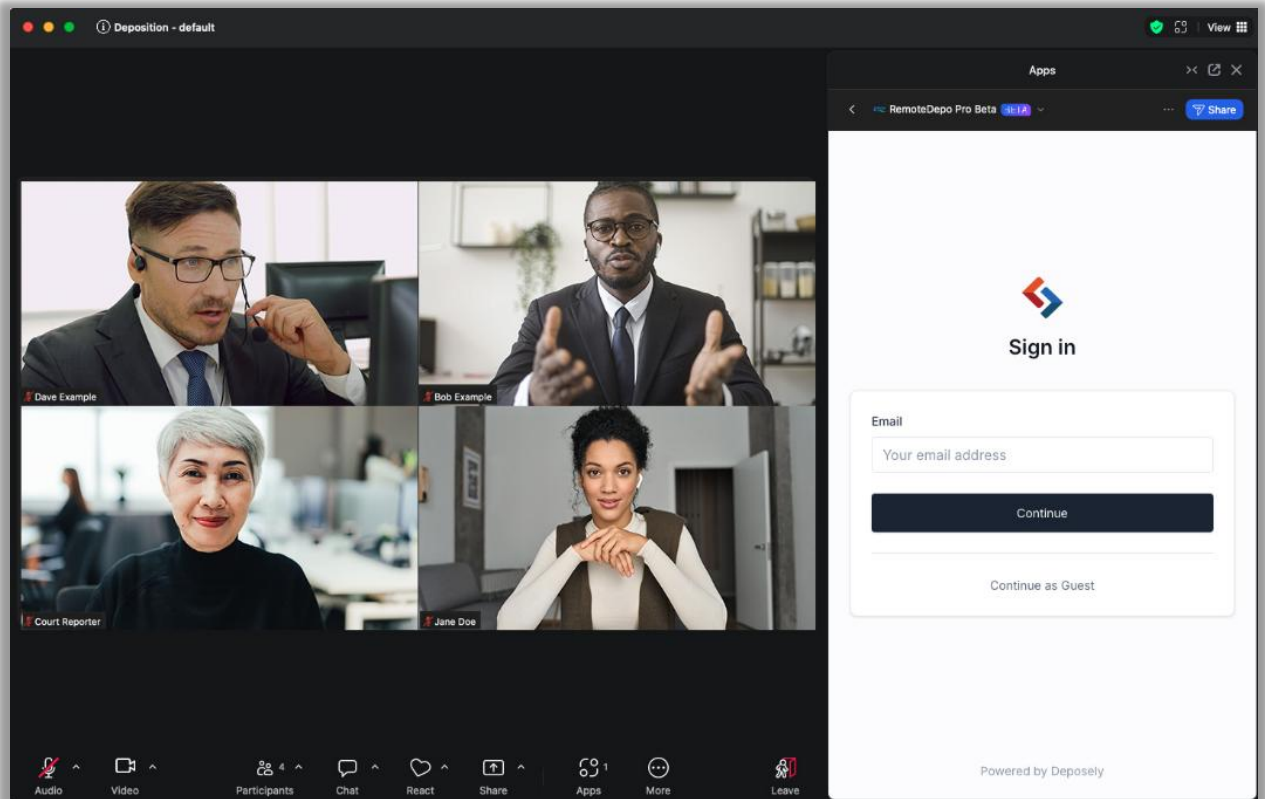
You can join the Zoom session from within RemoteDepo Pro web portal or via your email invitation.

In Proceeding, the Court Reporter or Videographer will share the app with you.

1. Ensure you're signed in to Zoom Workplace
2. Click Open to launch the app
3. Sign into RemoteDepo Pro using your email
4. Enter one time access code sent to you via email
5. The Court Reporter or Videographer will begin the session

The app invitation will also remain available within the Zoom chat for convenience.



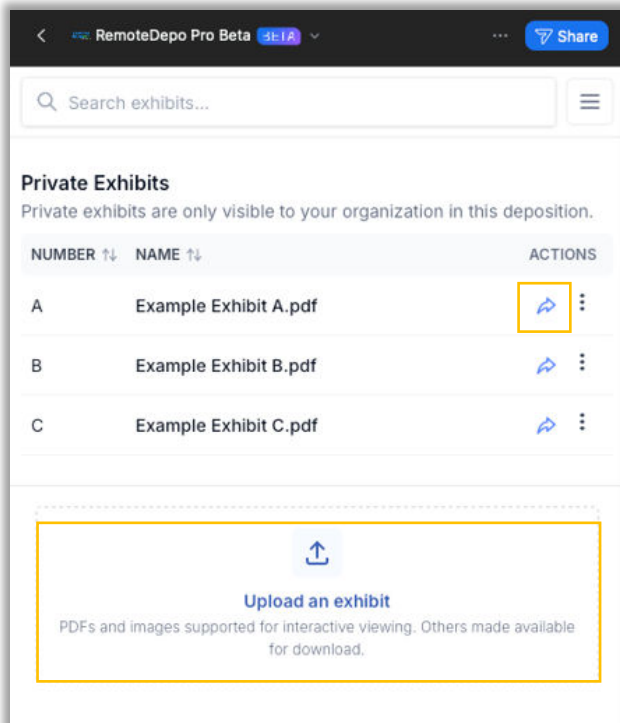


Recommendation:

Sign in to enjoy all features. Fast & secure access with a one-time code removes the need to manage another password. FYI: Guests (witnesses) will only see actively introduced exhibits.

Introduce your Exhibits

Select Exhibits from the home page to upload new private exhibits or access or share existing private exhibits.



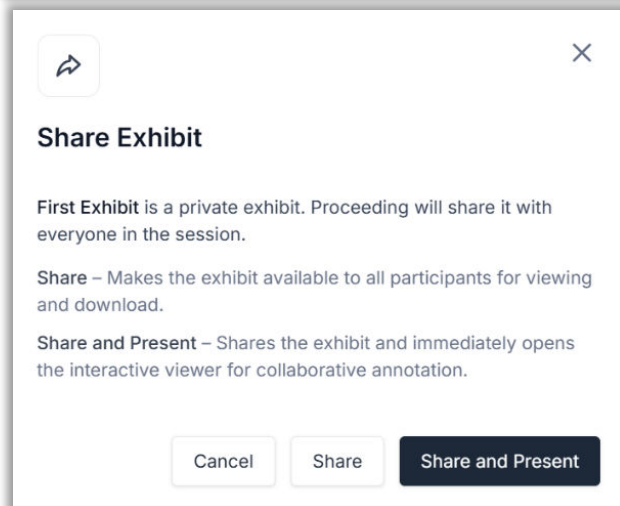
1. Select Share arrow to introduce
2. Select Share & Present
3. Shared exhibits will be displayed for all
4. Attendees will follow presenters scroll by default but can opt to independently review

Supported Files:

PDFs and images are supported for preview, stamping, and annotation. All other file types can be shared but not presented. Zoom's share screen should be leveraged for live presentation of native files.

Feature Highlights:

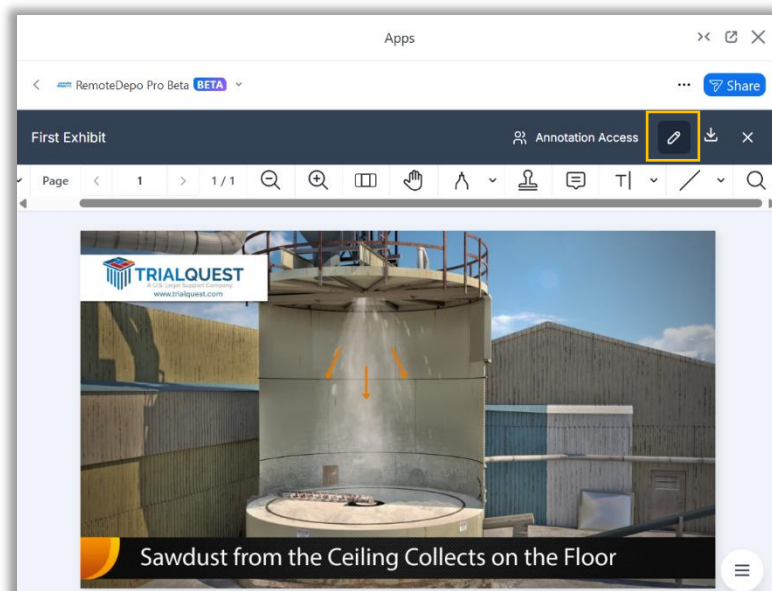
- Upload exhibits on the fly in proceeding
- Customizable exhibit stamps
- Control annotation access
- Participants will follow presenters screen/scroll by default but can opt to independently review

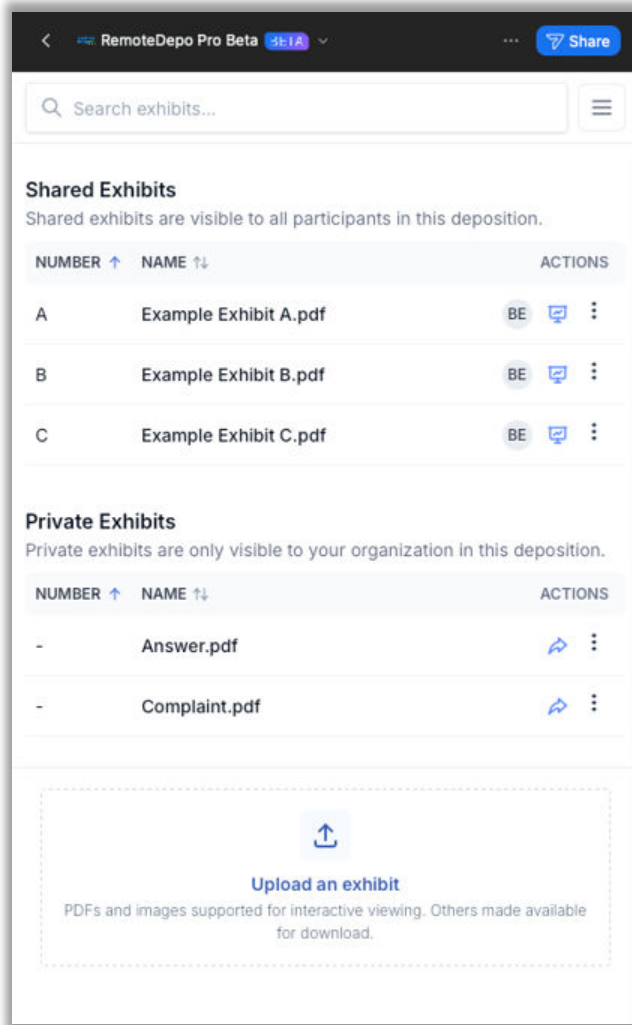


Once exhibit is in presentation mode, you can annotate, provide annotation access, and stamp.

1. Click the pencil icon to open annotation tools
2. Add shapes, highlights, and other markings as needed
3. Click Annotation Access and select another participant to grant annotation access
4. Click X to close the exhibit

Introduced exhibits will move to the Shared section of the exhibit list for preview and download.





Feature Highlights:

- Team visibility and access
- Sortable columns
- Searchable exhibit list
- Private exhibit preview
- Download clean exhibits
- Download marked exhibits
- Chain of custody tells who introduced the exhibit & when
- On record duration clock
- Automated navigable chapters

Testimony feed in session

Select Testimony from the home screen or from the right-hand navigation menu to access the live speech to text transcription feed and automatic chaptering.

1. Once on record, recording will begin
 2. Testimony will be captured in a live feed
 3. Speaker IDs will be applied automatically
 4. Bookmark or notate sections of Testimony for follow up or review
 5. Search by key word or by bookmarked testimony
 6. Chapters will tabulate automatically
- ★ If participants are in the same room, RemoteDepo Pro will intelligently separate each speaker using voice fingerprinting technology. These speaker labels will generate with unique IDs per speaker: (Speaker 1)

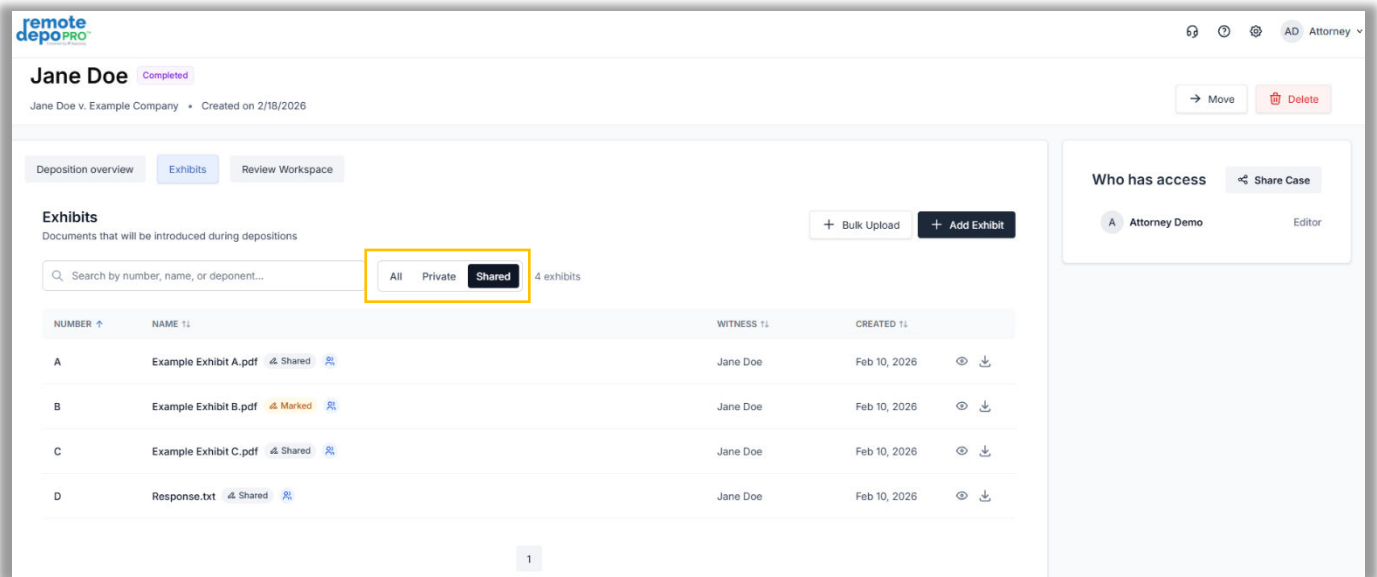


After the Proceeding

Assets will be available in the RemoteDepo Pro web portal after the proceeding.

Exhibits:

Exhibits will be available for preview, download, searching, or filtering by Private/Shared.

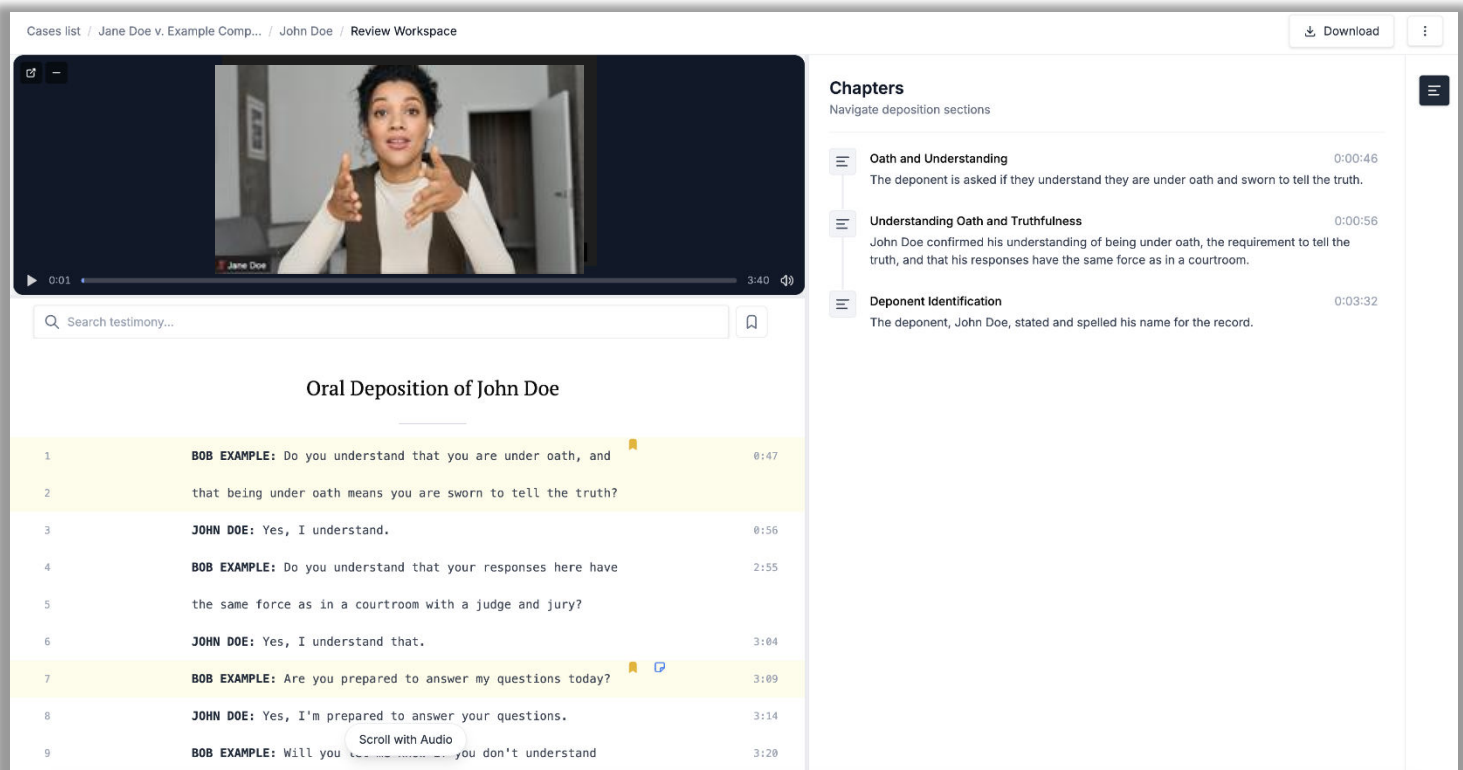


The screenshot shows the 'Exhibits' section of the RemoteDepo Pro interface. At the top, there's a search bar and filter buttons for 'All', 'Private', and 'Shared'. Below this is a table listing exhibits with columns for NUMBER, NAME, WITNESS, and CREATED. The table contains four rows of exhibit data. On the right side, there's a 'Who has access' section showing 'Attorney Demo' with an 'Editor' role. There are also buttons for 'Bulk Upload' and 'Add Exhibit'.

NUMBER	NAME	WITNESS	CREATED
A	Example Exhibit A.pdf	Jane Doe	Feb 10, 2026
B	Example Exhibit B.pdf	Jane Doe	Feb 10, 2026
C	Example Exhibit C.pdf	Jane Doe	Feb 10, 2026
D	Response.txt	Jane Doe	Feb 10, 2026

Review Workspace:

Available assets include synced recording and speech to text feed, AI generated chapters and summarization, and a downloadable copy of the testimony. You can also pop out the video, dynamically adjust each panel to maximize screen space, edit the feed, create new bookmarks, and add additional notes as needed.



The screenshot shows the 'Review Workspace' interface. It features a video player at the top left showing a deposition of John Doe. Below the video is a search bar for testimony. The main area displays the 'Oral Deposition of John Doe' with a transcript. The transcript is numbered and includes speaker names and timestamps. On the right side, there's a 'Chapters' section with a list of sections and their durations.

Oral Deposition of John Doe

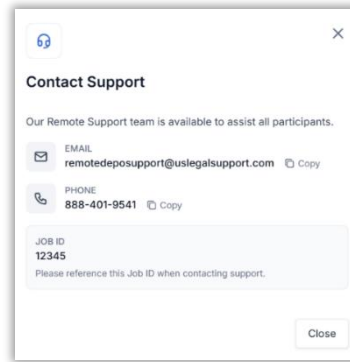
1	BOB EXAMPLE: Do you understand that you are under oath, and	0:47
2	that being under oath means you are sworn to tell the truth?	
3	JOHN DOE: Yes, I understand.	0:56
4	BOB EXAMPLE: Do you understand that your responses here have	2:55
5	the same force as in a courtroom with a judge and jury?	
6	JOHN DOE: Yes, I understand that.	3:04
7	BOB EXAMPLE: Are you prepared to answer my questions today?	3:09
8	JOHN DOE: Yes, I'm prepared to answer your questions.	3:14
9	BOB EXAMPLE: Will you understand that you don't understand	3:20

Chapters

- Oath and Understanding** (0:00:46)
The deponent is asked if they understand they are under oath and sworn to tell the truth.
- Understanding Oath and Truthfulness** (0:00:56)
John Doe confirmed his understanding of being under oath, the requirement to tell the truth, and that his responses have the same force as in a courtroom.
- Deponent Identification** (0:03:32)
The deponent, John Doe, stated and spelled his name for the record.

Technical Support

For technical support or to request admin access to your Web Portal, email remotedeposupport@uslegalsupport.com or call 888.401.9541.



Tips & Best Practices

- Pre-load and number exhibits in the RemoteDepo Pro web portal to streamline in session usage
- Share access to Cases amongst firm members to collaborate
- For broader access controls within the RemoteDepo Pro web portal, contact U.S. Legal Support
- Join the app using your email & one-time code to access full exhibit list and testimony feed. Guests will only have rights to view actively introduced exhibits.
- RemoteDepo Pro app navigation menu will expand and collapse upon hover
- RemoteDepo Pro Zoom app can be expanded & popped out
- Leverage "Annotation Access" to grant witnesses annotation rights
- Keep "Follow Presenter" toggled on in exhibit viewer to stay aligned with what's being presented in Zoom app; toggle off to do a private exhibit review
- PDFs and Images are supported for interactive presentation (annotation, stamping, preview). All other file formats can be shared onto record for Reporters use.
- Set the RemoteDepo Pro app to 'auto-open in meetings' to save a click at the start of your proceedings
- Leverage [Zoom documentation](#) for core video conferencing how tos