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FUNDAMENTALS OF DEPOSITION PREPARATION

As the Client:

1. Preparation
2. Know the Facts
3. Tell the Truth
4. Listen to the Question, Answer the Question

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FUNDAMENTALS OF DEPOSITION PREPARATION

As the Attorney:

1. Plan ahead
2. Notice for the Deposition
3. Hire A Good Court Reporter
4. Think through the Purpose of the Deposition

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FUNDAMENTALS OF DEPOSITION PREPARATION

As the Paralegal:

1. Communication with the Attorney
2. Preparation
3. Documents
4. Communicate with the Court Reporter

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UNDERSTANDING THE WITNESS'S ROLE/PURPOSE

- To provide sworn, truthful testimony under oath in response to questions.
- Disclosing facts
- Preserving testimony
- Evaluating case strength and weakness

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INTERESTING STORIES TO LEARN FROM

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COMMON PITFALLS AND HOW TO AVOID THEM

1. Volunteering information not asked for.
2. Not listening to the question.

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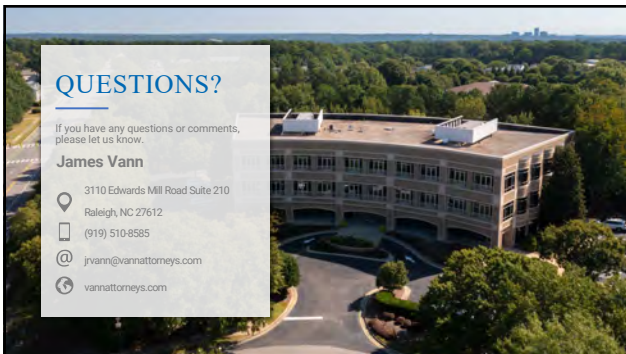
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TIPS FOR ATTORNEYS AND PARALEGALS

1. Plan ahead
2. Have documents ready
3. In person v. Virtual
4. Hiring your court reporter; what to look for?

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QUESTIONS?

If you have any questions or comments, please let us know.


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