

How to Save on Your Next Deposition

As a legal professional, you are always looking for ways to save on your next deposition for both your firm and your client. You may be looking to save time or money, but what if we told you that you could save both? Because let's face it, in the legal industry, *time is money*. With these steps, you will not only save on your next deposition, but it will be your best one yet.

The first key step is to partner with a reputable, professional court reporting agency. Take time to research agencies throughout the area to find the one best fit for your law firm. Also, it is important to check that the agency can meet your firm's specific needs. For example, if you often cover large cases across the nation or the globe, you want to ensure that the agency's reporters will travel to cover those trials or depositions. If you are torn between two agencies, meet with each of them to discuss services, pricing, logistics, etc. It is important that you partner with an agency that is a good fit for your legal practice because then you will be more likely to continue to work with one another. If you have to continuously switch agency after agency, you are losing both time and money in the process.

Once you have chosen a court reporting agency to partner with, it is important to build a relationship with that agency. Court reporting agencies truly value their clientele, and will go the extra mile to meet their specific needs. A positive relationship can reap many benefits for both you and the agency alike. If you pay your invoices on time and are generally easy to work with, you will be seen as a valued client. This can go a long way when you are in need of a conference room at the last minute, or need a transcript completed at the drop of a hat. For urgent matters such as these, you need a specific contact to reach out to that will be available after hours and can assist you in a timely manner.

Now that you have found the right court reporting agency, you can ask the opposing counsel of your next deposition if they would also like to utilize the firm as well. This way your court reporting agency can keep all case documents, including transcripts, exhibits, calendars, in the same repository for you to access easily. This process is so much more convenient and efficient than having two court reporting firms cover the same case.

Another crucial component to saving time and money on depositions is 24/7 access to a secure repository. When you have the capability to instantly download a transcript or exhibit anytime or anywhere, you will save so much time preparing for your deposition and trial. You can say goodbye to the days of having to pick up the phone to call your agency for a file and then having to wait to receive it from them. Now, if you need to access a transcript, you can simply get it at the click of a button. Do you need to share files with opposing counsel for the deposition? You can do that too. An online repository also saves you money on both printing and storage costs of transcripts.

Have you ever had to clear your workday's schedule just so that you could travel to your next deposition? With Multi-platform Video Conferencing (MpVC), you not only save valuable time, but also money on travel expenses. MpVC is a reliable and cost-effective way to attend your next deposition "in person" from the convenience of your own home or office. This allows you to attend multiple depositions across the globe all in the same day!

Typically, there are no software installations required. Your designated technician will send you a link for simple, quick registration. Plus, he or she will even send you a calendar reminder prior to the deposition.

For the depositions that you plan to attend in person, you will need a location for them. It can be a challenge to find a conference room that is not only affordable, but also conveniently located. Most court reporting agencies have the ability to secure a conference space for you. This way your legal team can spend its valuable time preparing for the deposition, and you no longer have to spend the time calling numerous facilities to reserve a room. Also, if this is a service they offer, they are experienced at negotiating cancellation fees and have built a reference list for which conference rooms are good or not so good.

If you are not currently utilizing a standing order, it is time to request one from your agency. A standing order is a set of regulations, guidelines, and preferences that the court reporting agency should follow for specific depositions and trials. For example, a standing order may disclose the file types of transcripts that you prefer, or the email list that the reporter should distribute the transcript to when complete. No matter what a standing order may cover, it ensures that you receive exactly what you want when you want it. It prevents you from having to take the time to call your agency with a request, as it will already be on record. Once your agency has your standing order on file, you can arrive to each deposition feeling organized and prepared, and you will know what to expect after the deposition too.

These are some of the many ways to cut down time and costs on your next deposition. Prior to your next deposition, you should speak with your court reporting agency to ensure that it will be conducted in the most efficient, effective manner. Working together to create a plan of action and have set expectations will eliminate unnecessary fees and save you valuable time that you can spend working with your clients.