PRE DEPOSITION CHECKLIST



2 WEEKS BEFORE	NOTES
SCHEDULING & LOGISTICS	
Confirm deposition date, time, and location with all parties involved	
Serve deposition notice/subpoena (check jurisdiction rules for deadline	28)
File proof of service with the court (if required)	
Reserve conference room or virtual deposition link (Zoom/Teams)	
Book court reporter and videographer (if needed)	
Arrange for interpreter services (if applicable)	
DOCUMENT & EXHIBIT PREP	
Gather and organize key documents:	
Pleadings	
Discovery Responses	
Prior Witness Statements	
Relevant records (medical, employment, etc.)	
Bates stamp all exhibits	
Create exhibit list and print copies for:	
• Attorney	_
Opposing Counsel	
Witness	
Court Reporter	
Get a deposition outline (if attorney requests)	
WITNESS COORDINATION	
○ Send witness prep packet (include:	
Deposition notice	
Directions to location	
Case background	
Expected topics/questions	
Behavioral tips (e.g. "Don't guess").	
Onfirm witness availability and logistics (parking, ID requirements).	
Arrange travel/hotels for out-of-town witnesses	
TECH & SUPPLIES	
O Pack Deposition Kit:	
Notepads, pens, highlighters	
Sticky notes, exhibit stickers	
• Copies of key documents	

PRE DEPOSITION CHECKLIST



DAY BEFORE	NOTES
 Confirm attendance with all parties (reminder emails/calls) Recheck exhibit copies and organization Charge all devices and backup equipment Send a virtual deposition link (if remote) with instructions 	
DAY OF DEPOSITION	
○ Case caption○ Witness name/spelling○ Exhibit list	
WRAP-UP	
 Collect all original exhibits (unless agreed otherwise) Confirm transcript delivery timeline with court reporter Obtain certificate of attendance from court reporter 	
POST DEPOSITION (Within 1 week)	
 ○ Follow-Up Tasks ○ Scan and file exhibits used during deposition ○ Review transcript for errors when received ○ Distribute transcript to legal team ○ Prepare/serve errata sheet (if witness corrections needed) ○ File original transcript with court (if required) ○ Update case management system with: • Deposition summary • Key testimony highlights • Follow-up action items • Process vendor invoices (court reporter, videographer) 	

PRE DEPOSITION CHECKLIST For Last-Minute Cases



CONDENSED EMERGENCY CHECKLIST	NOTES
 Rush-serve subpoena (check local rules for short-notice service) Pull critical documents (complaint, key discovery, prior statements) Prepare condensed exhibit list Book court reporter/videographer immediately Print backup copies of exhibits (even if unorganized) Set up virtual deposition room (if remote) with test link 	
PRO TIPS	
FOR VIRTUAL DEPOSITIONS Send tech instructions to all parties 24hrs in advance Designate a "tech troubleshooter" on your team FOR DIFFICULT WITNESSES Flag inconsistencies for attorney during breaks Note nonverbal reactions (e.g., hesitations, defensiveness)	