



Helpful hints for using our **NEW** Scheduling Application:

- ✓ **The email you enter will be the email address that will receive the confirmation.** If you would like additional parties to the case to receive the deposition confirmation you can add the additional emails separated by a comma.
- ✓ **Co-Defendant cases may not always show your defendant.** If this occurs, please choose the defendant that comes up then click “add attorney” and input your attorney’s name.
- ✓ Law Enforcement Officers **MUST use a badge / ID number.**
- ✓ **Modify v. Cancel:** “modify” is to make changes, “cancel” is to cancel all the depositions on a particular date.
- ✓ **Every time a deposition is changed you will get a NEW confirmation number.** We do not have access to your confirmation number and cannot make any changes for you.
- ✓ **On the day of the deposition** if the case is not on our schedule, you or your attorney will have to go to the website and schedule it. We cannot schedule anything for you.
- ✓ **Always verify everything is accurate** prior to hitting “schedule deposition”.