

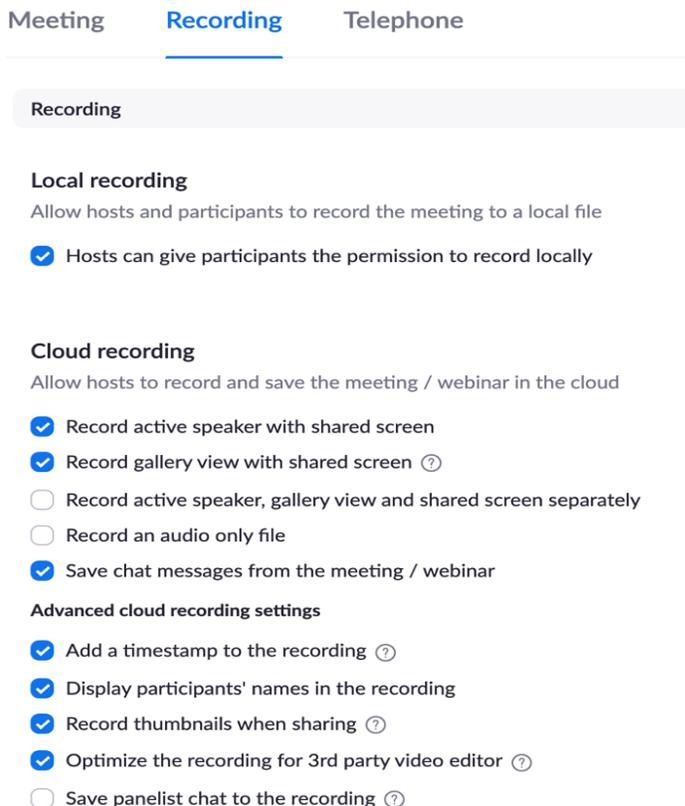
## HOW TO RECORD A ZOOM DEPOSITION

Jay Vaughn  
Hendy Johnson Vaughn Emery, P.S.C.  
Cell: (859) 468-7031  
Email: [jvaughn@JusticeStartsHere.com](mailto:jvaughn@JusticeStartsHere.com)

CR 30.02(4)(b): The video recording equipment will remain stationary at all times during the deposition and will not “zoom” in or out on the witness excepting those times during the deposition when the witness is displaying, for the jury's viewing, exhibits or other pieces of demonstrative proof that can only be fairly and reasonably seen on the video recording by use of the equipment “zooming” in on said evidence. The purpose of this clause is so that the video recording equipment will not “zoom” in on a witness solely to give unfair or undue influence upon the words of the witness, and does not apply to the “zooming” in for other purposes described above.

CR 30.02(4)(e): All objections will be reserved and shall not be stated on the video recording except for objections relating to the form of the question. Objections to testimony on the video recording will be resolved by agreement of counsel or ruling of the Court if counsel cannot agree. All objections relating to said depositions must be made at least 10 days before trial. An edited version shall be presented at trial.

1. Log into your Zoom account online
2. Go to Settings in list on left side of screen
3. Then click on Recording at the top of the Settings screen
4. Enable the settings as shown below:



The screenshot shows the Zoom settings interface with the 'Recording' tab selected. Under 'Local recording', the option 'Hosts can give participants the permission to record locally' is checked. Under 'Cloud recording', several options are checked: 'Record active speaker with shared screen', 'Record gallery view with shared screen', 'Save chat messages from the meeting / webinar', and 'Optimize the recording for 3rd party video editor'. Under 'Advanced cloud recording settings', 'Add a timestamp to the recording', 'Display participants' names in the recording', 'Record thumbnails when sharing', and 'Optimize the recording for 3rd party video editor' are checked. The 'Save panelist chat to the recording' option is unchecked.

Meeting   **Recording**   Telephone

Recording

**Local recording**  
Allow hosts and participants to record the meeting to a local file

Hosts can give participants the permission to record locally

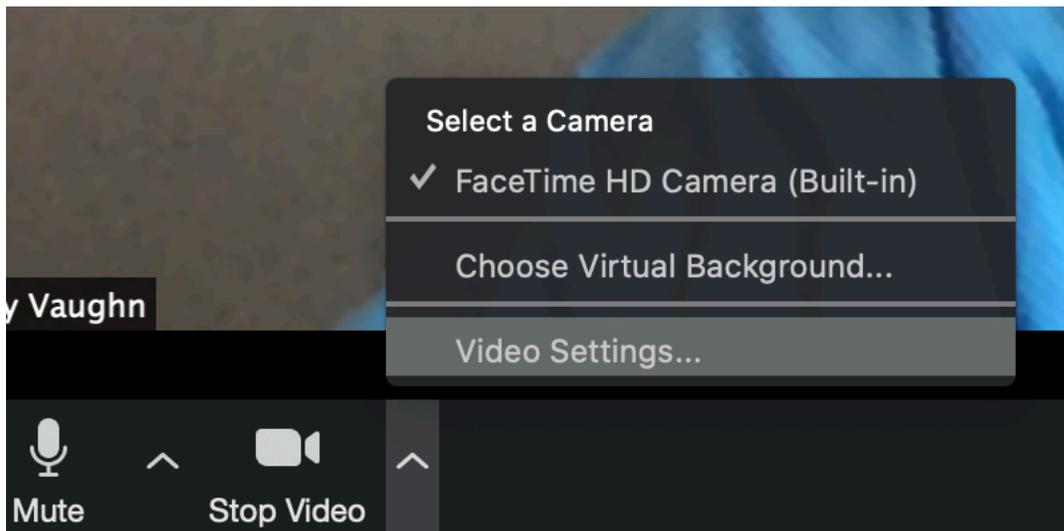
**Cloud recording**  
Allow hosts to record and save the meeting / webinar in the cloud

Record active speaker with shared screen  
 Record gallery view with shared screen <sup>?</sup>  
 Record active speaker, gallery view and shared screen separately  
 Record an audio only file  
 Save chat messages from the meeting / webinar

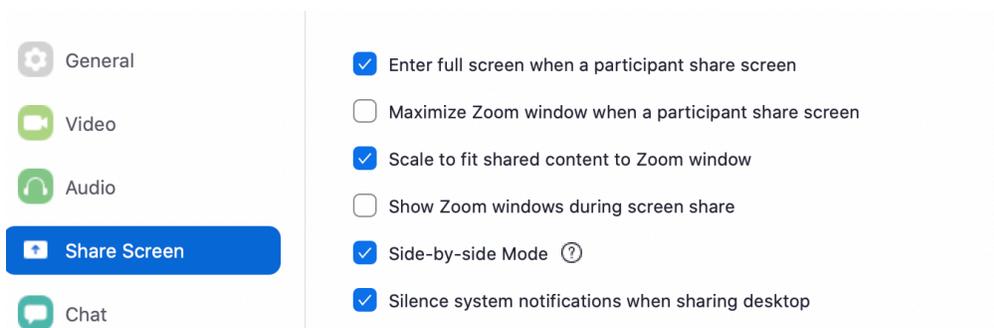
**Advanced cloud recording settings**

Add a timestamp to the recording <sup>?</sup>  
 Display participants' names in the recording  
 Record thumbnails when sharing <sup>?</sup>  
 Optimize the recording for 3rd party video editor <sup>?</sup>  
 Save panelist chat to the recording <sup>?</sup>

5. If the court reporter is present with the deponent, make sure the court reporter has the Zoom meeting on Speaker View.
  - a. The court reporter needs to “Pin” the video of the questioning attorney by clicking on the “...” in the upper right corner of the attorney’s video & select “Pin video.”
  - b. All other participants need to be in Speaker View and “Pin” the video of the deponent.
6. If the court reporter is not present with the deponent, then the deponent’s Zoom screen has to be set on Speaker View.
  - a. The deponent needs to “Pin” the video of the questioning attorney by clicking on the “...” in the upper right corner of the attorney’s video & select “Pin video.”
  - b. All other participants need to be in Speaker View and “Pin” the video of the deponent.
7. Once in the Zoom deposition, at bottom left of screen, select the arrow by Stop Video, select Video Settings:



8. Then select Screen Share & make sure Side-by-Side Mode is enabled as shown below:



9. Then click Record in the bottom of your Zoom window toolbar to request access from the Court Reporter to record.
  - a. Once the Court Reporter has giving you recording permission, click Record and your computer will record the deponent answering questions and when you share your screen to display exhibits, you will see the document on the left of the screen and deponent on the right.
  - b. When in Side-by-Side Mode, there is a slide bar between the screens allowing you to make the document display larger or the deponent larger or each of them taking up 50% of the screen.
10. If you want the recording to show the faces of both the attorney speaking and the deponent (as well as an attorney objecting), then keep it on Speaker View, but don't "Pin" the deponent's screen. If you do this, the recording will show your face as you're asking the question, then it will switch to the deponent's face when they're answering the question, etc.
  - a. But be advised that there is a second delay when the "active speaker" display switches from you to the deponent & vice-versa, so if the deponent answer "Yes" or something very quickly, although you will hear it (and the recording captures that audio answer), it may not capture the witness' face giving the answer.
  - b. The only way to ensure this is to follow the settings in Nos. 5 or 6, above (depending on the location of the court reporter). However, some people like the back-and-forth of the attorneys/deponent screens as it seems more like a conversation, but this may run afoul of CR 30.02(4)(b), above, which requires the camera to be on the deponent.
11. Finally, before you begin recording, test out the screens by talking to see if the deponent only sees you and the other participants only see the deponent. Same with the deponent saying something and making sure that everyone only sees the deponent, except for the deponent only seeing the questioning attorney. This ensures that everyone has "Pinned" the correct video.