

Taking Remote Depositions Interactive Workshop: Fall 2021

Play the role of counsel in mock exercises

MCLE's *Taking Remote Depositions Interactive Workshop* is a unique opportunity for both experienced attorneys and those with little or no experience in handling depositions to learn how to prepare for, take, and defend depositions remotely.

In this “interactive” program, you play the role of counsel in mock exercises that require you to use advanced Zoom features and your performance is immediately critiqued by faculty in small groups. You have the opportunity to upload and share documents that are marked as deposition exhibits. You also annotate documents with the assistance of stenographers who have experience in reporting remote depositions via Zoom.

Pre-workshop preparation is required for this fast-paced program and ensures that you maximize the learning experience for yourself and other registrants.

Special workshop materials and preparation

You receive workshop materials, including simulation exercises, approximately one week prior to the workshop so that you may prepare. The agenda does not allow for any student preparation on the day of the seminar. Students should plan to spend approximately two hours reviewing the materials and preparing deposition questions in advance. In addition to the workshop materials, attendees receive an excellent resource to use when preparing and conducting depositions. Each registrant receives *Effective Deposition Strategies and Techniques* (with a 2020 Supplement), a portable reference guide to assist you in preparing an outline, asking questions, responding to objections, and defending a deposition.

Tips and pointers for key steps

- Starting a Deposition—Stipulations and Planning for Remote Depositions
- Questioning Witnesses Remotely Using Documents
- Making Effective Use of Stenographers
- Deposing a Witness on Social Media and e-Documents
- Marking Documents in Remote Depositions with the Assistance of a Stenographer
- Annotating Documents in a Remote Deposition and Marking Chalks
- Making Objections and Reacting to Those of Opposing Counsel

Registration is limited! Sign up today!

Expert Faculty

Christa A. Arcos, Esq., *Arcos Law Office, Stoneham, Chair*
John Brady, Esq., *Brady/Donahue, PC, Springfield, VT*
Christopher A. Callanan, Esq., *Callanan Law LLP, Boston*
Jennifer Sevigney Durand, Esq., *Durand Family Law, Canton*
Karen Guthrie, Esq., *Law Office of Karen Thome Guthrie, PC, Andover*
Bryna S. Klevan, Esq., *Klevan Law Office, Newton Center*
Hon. Peter M. Lauriat, *Superior Court, Commonwealth of Massachusetts (Ret.); JAMS, Boston*
Helen G. Litsas, Esq., *Law Office of Helen G. Litsas, Arlington*
Lisa McDonald, CSR, RPR, RMR, CRR, *Boston*
H. Luke Mitcheson, Esq., *Morgan & Morgan, PA, Boston*
Benjamin D. Stevenson, Esq., *Stevenson, McKenna & Callanan LLP, Boston*
Kathryn R. Sweeney, FAPR, RMR, CRR, *Newton*

Date & Location

LIVE VIA ZOOM

Friday, October 22, 2021
8:30 am–1:45 pm

Register at www.mcle.org
Program Number: 2220011P01

This session will be held online via Zoom. Due to MCLE's website infrastructure, there is no specific Zoom option to select. Instead, when you visit mcle.org, choose the in-person program option to, in fact, register for the Zoom session. Prior to the program, registrants will receive an email with login information and instructions for the virtual session.

This limited-enrollment program is not included in the MCLE OnlinePass®.

Tuition *(includes written materials)*

- \$295
- \$265.50 MCLE Sponsor Members
- \$221.25 New Lawyers admitted to law practice after 2018, Pending Admittees, Law Students, and Paralegals

To apply for a need-based scholarship, email scholarships@mcle.org.

Materials

The materials for this program will be shipped to you one week before the program date. Please contact Customer Service to confirm that the address you have listed is the address where you would like the program materials shipped.

Earn up to 5 CLE credits

About MCLE

Massachusetts Continuing Legal Education, Inc. (MCLE | New England™) has been the Massachusetts legal community's premier provider of hands-on programs, practical reference materials, and online resources for over 50 years.

MCLE is a self-supporting, independent, not-for-profit educational institution. We depend solely upon sponsor membership dues, program registration fees, publications sales, online subscriptions, and charitable contributions to finance our instructional activities and to sustain growth and innovation in our programs, publications, and online products and services.

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Policies and Information

Register early!

For course agendas, hours, fees, and discounts, please refer to the respective seminar pages. The fee includes program instruction and all electronic written materials unless otherwise noted.

To gain early access to online materials, please register in advance of the program.

Upon registration, MCLE will e-mail a confirmation.

Day-of-the-program registrations are welcome, with the exception of limited enrollment programs, or as otherwise noted.

We accept cash, checks, MasterCard, Visa, American Express, and Discover.

Need special assistance?

If you are a person with a disability or special needs, please let us know in advance so that we can make your experience as convenient and comfortable as possible. Call Customer Service at 800-966-6253 to make arrangements.

For your convenience, MCLE also offers closed captioning  and verbatim transcripts of all recorded webcast programs, available to you online two weeks after the original program date.

Mandatory CLE credits

Individual attorneys are responsible for checking with their particular state CLE accreditation authority about whether and how much credit will be granted. Although MCLE does not pursue state-based credit, MCLE programs are regularly approved in many jurisdictions. It is the responsibility of the individual attorney to submit the information and certifications required under the respective state rule to the appropriate authorities in the jurisdictions in which they seek credit.

Depending on the jurisdiction, lawyers can satisfy their mandatory CLE requirements online with MCLE's webcasts, which feature periodic attendance prompts, electronic written materials, and the opportunity to receive a certificate of attendance.

If your plans change

If you're unable to participate in a program on the date for which you registered, you will receive an email about how to access the program on demand via webcast and/or downloadable mp3 file, including the written materials in electronic form, in full satisfaction of the tuition paid. If you prefer a refund, let us know by the end of the business day prior to the program and we'll refund your tuition after deducting a \$35 processing fee. Note that limited enrollment programs are an exception, cancellation of which require two weeks notice and are subject to a \$55 processing fee.

New lawyer discounts—always the lowest price

For the first three years of practice, MCLE offers new lawyers a 25% discount on all of its products, including programs, books, audio CDs and mp3 recordings. If you were admitted to the bar after 2018, take advantage of the new lawyer prices listed throughout the catalog.

Pending admittees, law students and paralegals are also eligible for a 25% discount on most MCLE programs.

Attorney scholarships

Attorneys with financial need who certify that they are unable to attend a program without financial aid may request a partial tuition scholarship in confidence by writing or emailing scholarships@mcle.org at least two weeks in advance of the program.

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MCLE Sponsorship runs for 12 months beginning September 1. The fee for firm,

corporate law department, or agency membership is calculated based on the number of Massachusetts admittees within the organization. Benefits of membership extend to all lawyers and non-lawyer professionals associated with the organization.

- Solo Practitioners \$95
- Firms by number of Massachusetts attorneys:
 - 2-5 \$ 150
 - 6-10 250
 - 11-25... 500
 - 26-75... 1,000
 - 76-150 ... \$ 2,500
 - 151-250 .. 3,500
 - 251+ 4,500

Order Form Fall 2021

REFERENCE # 22-020

Choose from 4 easy ways to order!

- ▶ **ONLINE** enter your credit card order at www.mcle.org.
- ▶ **MAIL** this order form with payment to MCLE, Inc., Ten Winter Place, Boston, MA 02108-4751.
- ▶ **FAX** your credit card order 24 hours a day to 617-482-9498.
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Shipping & handling \$ 8.50
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3 PAYMENT METHOD

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