



Deposely Attorney Guide

Summary

This guide provides attorneys with key information and instructions for effectively using the AI-powered Deposely platform to prepare, conduct, and review depositions.

Roles description

Attorney

Once logged into the dashboard, an Attorney can view their assigned cases and depositions. They are restricted from seeing the case or deposition details of others, unless those specific cases are explicitly shared with them.

Admin

The Administrator (Admin) role possesses full access across the Deposely platform. This includes management of the main dashboard, events, depositions, organizations, user accounts, granting entitlements, and Zoom access controls.

Provider

The Provider role has access to the main dashboard but will only see events and depositions to which they are explicitly assigned. This role is primarily focused on execution and delivery of services.

Deposely and the Deposition Process

The deposition workflow within Deposely is organized into three primary functional stages.



Prep: Substantially streamline case development with the upload of all case documents by allowing AI-generated case facts, outlines, and questions produced in accordance with your case strategy prior to your final review.

Deposition: During live testimony, counsel may present and annotate exhibits, record notes, and bookmark key portions of the proceeding, while the AI system tracks completed questions to verify adherence to the examination outline and identify any potential inconsistencies in the witness's testimony.

Analyze: At the conclusion of the deposition, taking counsel may review the rough transcript, as well as the corresponding chapters and summary materials.

Attorney portal overview

Upon the initial login, the dashboard defaults to displaying the scheduled events and past depositions. From this central view, the Attorney has three tabs at the top right: Dashboard, Cases, and Depositions.

The screenshot shows the Deposely Attorney portal dashboard. At the top, there is a navigation bar with the Deposely logo and tabs for Dashboard, Cases, and Depositions. The user's name, Michael, is displayed in the top right corner. Below the navigation bar, a welcome message reads "Welcome back, Michael" and "Let's get you caught up on your depositions." The main content area is divided into two sections: "Today & Upcoming Depositions" and "Recent Depositions".

Today & Upcoming Depositions

DEPONENT NAME	DEPONENT TRIAL ROLE	DEPOSITION DATE	DEPOSITION TIME	CASE NAME	STATUS	ACTIONS
Jason Lee	Defendant 30(b)(6) Designee	3/18/2026	8:00:00 AM	AMELIA HERNANDEZ v. STELLAR APPLIANCES, INC.	Upcoming	

Recent Depositions

No recent depositions.

Dashboard: This tab brings the Attorney back to the dashboard landing page.

Cases: Selecting the Cases tab displays the default Cases dashboard displaying all assigned cases, active and closed cases, and the ability to add a new case or select an existing case to view or modify.

Administrators can use the left navigation pane to access various options, such as adding new cases or depositions. Alternatively, a new event can be scheduled directly by clicking the 'Schedule Event' button located at the top of the interface.

The screenshot shows the left navigation pane of the Deposely Attorney portal. At the top, there is a "Schedule Event" button with a calendar icon. Below it, there are five menu items: "Dashboard", "Organizations", "Cases", "Events", and "Depositions", each with a corresponding icon.

Organizations

Law firms in Deposely are managed as organizations. Organizations can be created in one of two ways: either manually added or automatically generated.

Manual Addition: An administrator can manually add a new organization on the Organization management page. This method is helpful if the organization has more than one email domain.

Automatic Creation: If a new law firm participant is added, and their email domain is not already associated with an existing organization in Deposely, the system will automatically create the new organization.

To manually add a new organization, select the '+ Create new' in the top right corner:

The screenshot shows the 'Organizations' management page. On the left is a sidebar with navigation options: Schedule Event, Dashboard, Organizations (selected), Cases, Events, and Depositions. The main content area is titled 'Organizations' and includes a sub-header 'Deposely Organizations managed by your agency.' Below this is an 'Add filter' button and a '+ Create new' button in the top right. A table lists existing organizations:

Name	Primary Contact	Domain Name(s)	Users	Next Deposition
Solaris Legal Advisors 2	Michael Epstein	solarislegal2.com	-	-
trydeposely.com	-	trydeposely.com	-	-
Example Law Firm	Michael Example	examplelawfirm.com	-	-

The 'Create new' button opens a dialog box. If a Primary Contact is optionally selected here, that user is automatically designated as the organization's Admin.

The 'Create Organization' dialog box is shown. It includes the following fields and options:

- Organization Name:** A text input field containing 'Acme Law Firm, LLP'.
- Domain Name(s) (Optional):** A text input field containing 'acmelaw.com' and a '+ Add domain name' button.
- Primary Contact (Optional):** A section with the note 'This contact will be assigned an Admin of the organization.' It contains fields for 'Name' and 'Email Address', both currently empty.
- Buttons:** 'Cancel' and 'Create' buttons at the bottom right.

Cases

The Admin can manage existing cases or initiate a new one by clicking '+ Create new' within the **Cases** section. The Cases view is structured with four distinct tabs: **Details**, **Depositions**, **Exhibits**, and **Access Management**.

Details: Admins have the authority to either modify the details of a case or remove it entirely.

Depositions: The Admin uses this tab to manage depositions for a case. It provides options to view the type and status of each deposition, and to confirm whether the invitation email was sent to all participants.

When an Admin selects a specific deposition, they gain the ability to:

- Cancel or delete the deposition.
- View, edit, stamp, or download existing exhibits.

Exhibits: The Exhibits tab allows administrators to manage case exhibits. Through this view, an admin can search for and view exhibits, download both "clean" and marked versions, stamp, me-ow, edit, or delete an exhibit.

Number	Document Name	Created	Modified	
A1	complaint.pdf	Mar 03, 2026	Mar 03, 2026	
-	Culinary Companion Smart Oven - Project Proposal.pdf	Mar 06, 2026	Mar 06, 2026	Download Clean Download Marked Stamp Edit Delete
-	Email - Sexton to Supervisor.txt	Mar 03, 2026	Mar 03, 2026	

Access Management: The Access Management tab provides Admins with a comprehensive view of all users assigned to the case. Admins can review user roles and manage access by removing users from the case.

Email	Role
zhengbang+isvzoom@deposely.com	Provider
mitchell@trydeposely.com	Provider

Events

Events, when a provider is logging in, allows the provider to have access to all the depositions to which they are assigned. This includes the ability to view exhibits and downloads associated with those events. Providers *cannot* view any cases or events they are not assigned to.

Admins, when logging in, are granted access to all events, which includes all associated cases and depositions.

Depositions

The depositions landing page is accessible to the Admin by selecting "Depositions" on the left navigation bar. From this central view, the Admin has three options: they can select an existing deposition, search for a specific deponent name, or schedule a new deposition using the "+ Schedule Now" option.

Selecting an individual deposition in the deposition list brings up three new tabs for the Admin: Details, Exhibits, and AI Testimony.

Details: Admins have the authority to either modify the details of a case or remove it entirely.

Exhibits: The Exhibits tab allows Admin to manage case exhibits. Through this view, an admin can search for and view exhibits, download both "clean" and marked versions, stamp, me-ow, edit, or delete an exhibit.

AI Testimony: The AI Testimony tab allows the Admin to search the deposition testimony, download the testimony or download the testimony with provider notes.

Post Process Access

Note that while the Admin has access to all content, the Taking Attorney has access to all *assigned* cases, documents, depositions and exhibits.

Opposing counsel has access configured by the Admin:

Asset	Accessibility by Opposing Attorney
Depo chat Log	Always
Depo Document Repository	Never
Depo Exhibit Master List	Never

Depo Introduced Exhibits	Configurable
Depo video recording	Configurable
Depo Transcript	Configurable

The Admin can configure participant settings for a specific deposition.

Help/Contact info

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