



# First Legal Court Reporting App Attorney Guide

## Summary

This guide provides attorneys with key information and instructions for effectively using the First Legal Court Reporting app powered by Deposely platform to prepare, conduct, and review depositions.

## Key Features

First Legal Court Reporting brings Zoom video conferencing together with exhibit management and live transcription & testimony chaptering to give attorneys a complete remote experience.

Built on Zoom to deliver a smooth intuitive experience

- Live speech-to-text testimony feed
- Testimony automatically organized into navigable chapters that are summarized post proceeding
- Audio fingerprinting intelligently separates speaker voices, so every response is captured clearly, even with multiple people in the room
- Integrated exhibit management, storage, and sharing
- Instant access to video, speech-to-text feed, and introduced exhibits post-proceeding
- Downloadable copy of the testimony feed with notes and bookmarks

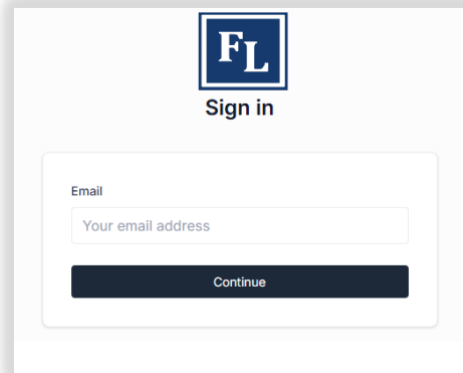
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# Logging In

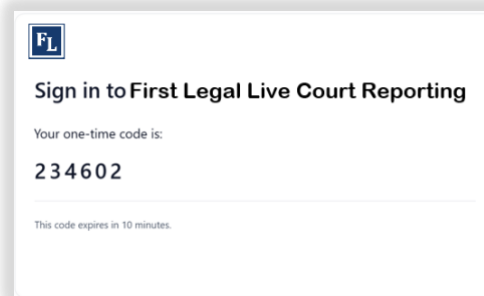
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1. Enter your email address and click Continue



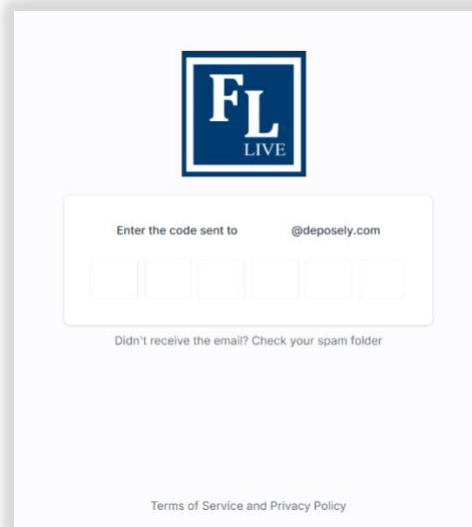
The screenshot shows the 'Sign in' page for First Legal Live. At the top is the 'FL' logo. Below it is the text 'Sign in'. There is a form with a label 'Email' and a text input field containing the placeholder 'Your email address'. Below the input field is a dark blue button labeled 'Continue'.

2. Collect your one-time access code via email



The screenshot shows a page titled 'Sign in to First Legal Live Court Reporting'. It features the 'FL' logo in the top left. The main heading is 'Sign in to First Legal Live Court Reporting'. Below this, it says 'Your one-time code is:' followed by the code '234602'. At the bottom, it states 'This code expires in 10 minutes.'

3. Enter one time code



The screenshot shows the page for entering the one-time code. At the top is the 'FL LIVE' logo. Below it is a form with the label 'Enter the code sent to' followed by the email address '@deposely.com'. There are six input boxes for the code. Below the input boxes is the text 'Didn't receive the email? Check your spam folder'. At the bottom of the page is a link for 'Terms of Service and Privacy Policy'.

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**Recommendation:** Providing participant emails when scheduling shifts the burden of link sharing from you to First Legal Support.

# Setting up your Deposition

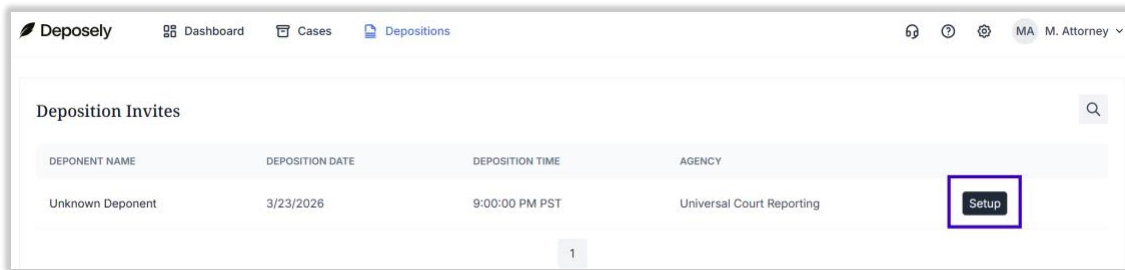
The web portal opens to the Dashboard page. You will also have the option to navigate across your Cases and Depositions.

When you're invited to a First Legal Court Reporting Zoom session, you'll have a prompt to Setup the Deposition.

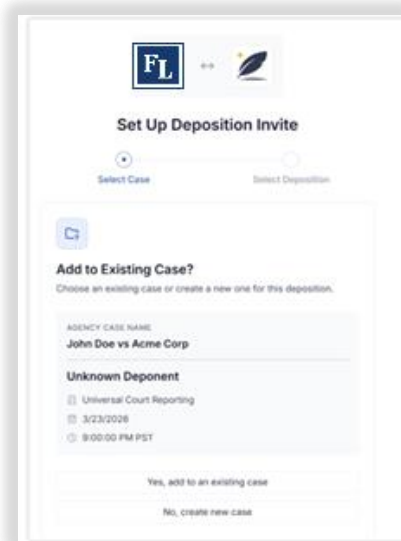
## 1. Click Setup



## 2. Select the deposition



## 3. Add to an existing case or create a new one

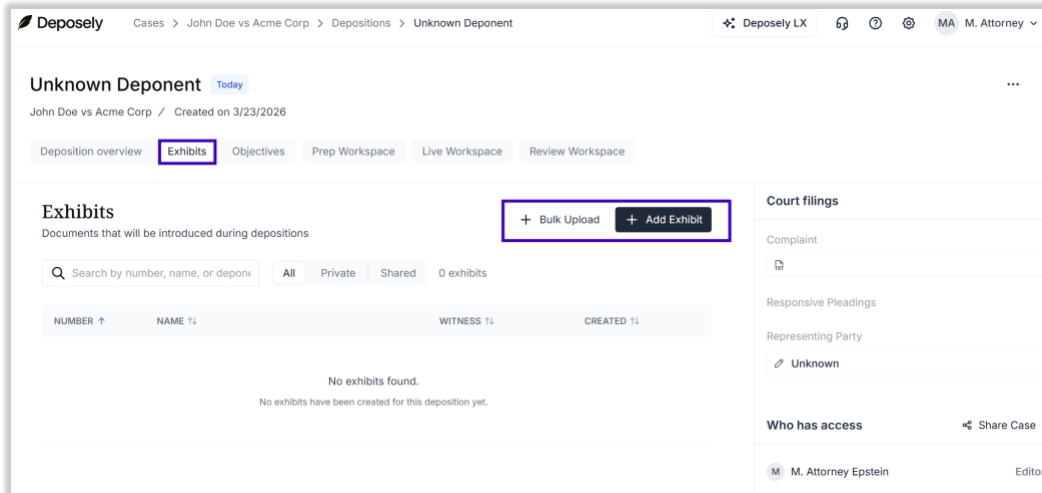


## 4. Confirm Deposition setup

The screenshot shows the 'Unknown Deponent' page in the Deposely application. The breadcrumb trail is 'Cases > John Doe vs Acme Corp > Depositions > Unknown Deponent'. The user 'M. Attorney' is logged in. The page title is 'Unknown Deponent' with a 'Today' status indicator. Below the title, it says 'John Doe vs Acme Corp / Created on 3/23/2026'. A navigation bar includes 'Deposition overview', 'Exhibits', 'Objectives', 'Prep Workspace', 'Live Workspace', and 'Review Workspace'. The main content area is divided into two columns. The left column, titled 'Basic Details', contains the following information: Agency Schedule: 3/23/2026 9:00:00 PM PST; Agency Job ID: default; Date: 3/23/2026; Time: 9:00:00 PM PST; First Name: Unknown; Last Name: Deponent; Trial Role: (blank); Job Title: (blank); Employer: (blank). The right column, titled 'Court filings', includes sections for 'Complaint', 'Responsive Pleadings', and 'Representing Party' (with 'Unknown' listed). Below this is a 'Who has access' section showing 'M. Attorney Epstein' with 'Editor' permissions. At the bottom of the page, there is an 'About the Deponent' section.

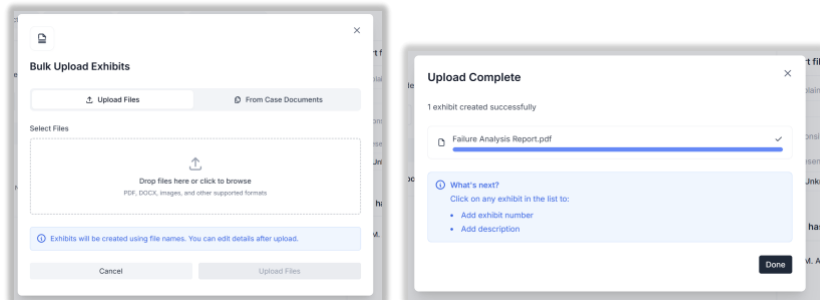
# Prepping Private Exhibits

Select Exhibits to upload exhibits or to add existing case exhibits into your upcoming proceeding. All private exhibits will be available via the First Legal Court Reporting Zoom app in proceeding.

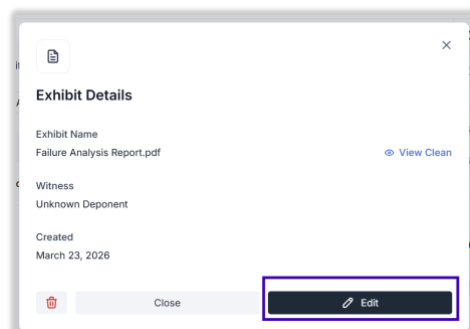


## Bulk Upload

1. Select + Bulk Upload to upload in bulk
2. Browse or drag and drop multiple Exhibits
3. Click Upload Files



4. Click an Exhibit to Edit



5. Add a number or adjust file name
6. Click Save

## Adding Individual Exhibits

1. Select + Add Exhibit

2. Select existing case exhibits, browse, or drag and drop Exhibit to upload

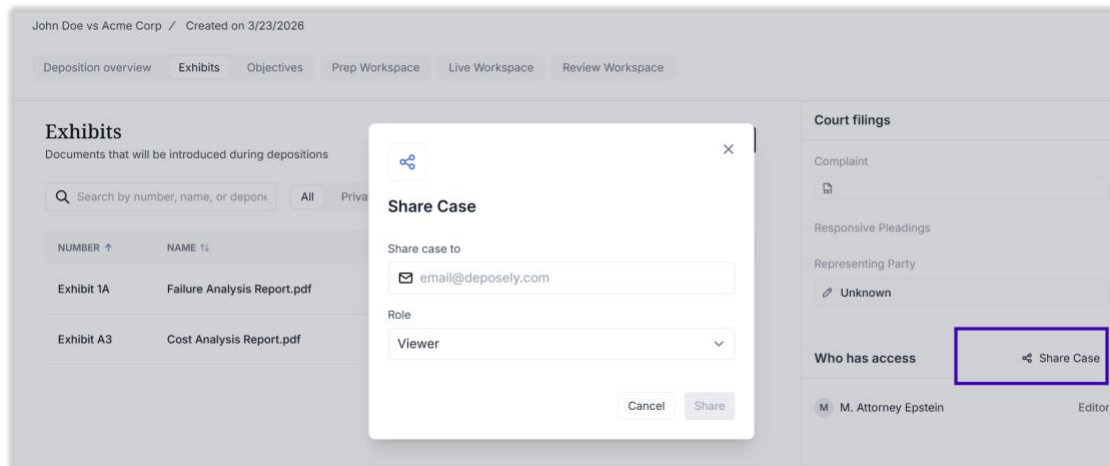
3. Rename file if needed
4. Add Exhibit Number
5. Click an Exhibit file to Edit
6. Add Description if preferred
7. Click Create Exhibit

**Recommendation:** Add Exhibit Numbers to ensure clean stamping and exhibit organization in proceeding.

**Feature highlight:** Using Exhibits across depositions is made easy with option to add an existing exhibit.

# Sharing Case Access to Collaborate

Extend access to others on your team to collaborate on exhibit prep and post proceeding assets. Self-managed option allows for quick control, and U.S. Legal Support is standing by to grant extended firm access for even greater control where needed.



1. Enter the email address of the individual you'd like to extend access to
2. Select their role: Editor or Viewer
3. Click Save

**Security Alert:** Private exhibits are only accessible to you and those who have been granted Case access.

**Feature Highlight:** As First Legal case proceedings are scheduled, First Legal Support will automatically grant access to the job requestor, the listed attorney, and all provided firm participants within the case.

If org member doesn't already exist within the First Legal web portal, contact First Legal Support for resolution.

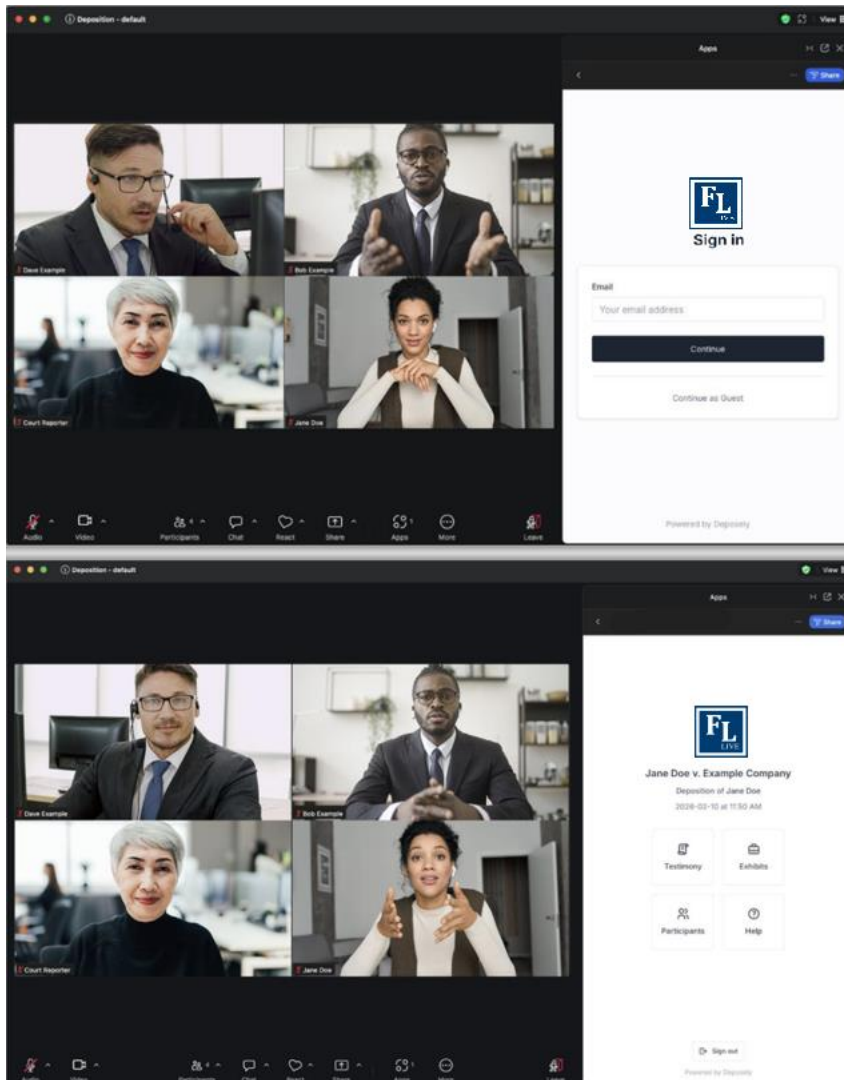
- Email First Legal Support <email here>
- Phone First Legal Support <xxx-xxx-xxxx>

# Joining the Proceeding

You can join the Zoom session from within the First Legal web portal or via your email invitation. In Proceeding, the Court Reporter or Videographer will share the app with you.

1. Ensure you're signed into Zoom Workplace
2. Click Open to launch the app
3. Sign into First Legal using your email
4. Enter the one-time access code sent to you via email
5. The Court Reporter or Videographer will begin the session

The app invitation will also remain available within the Zoom chat for convenience.



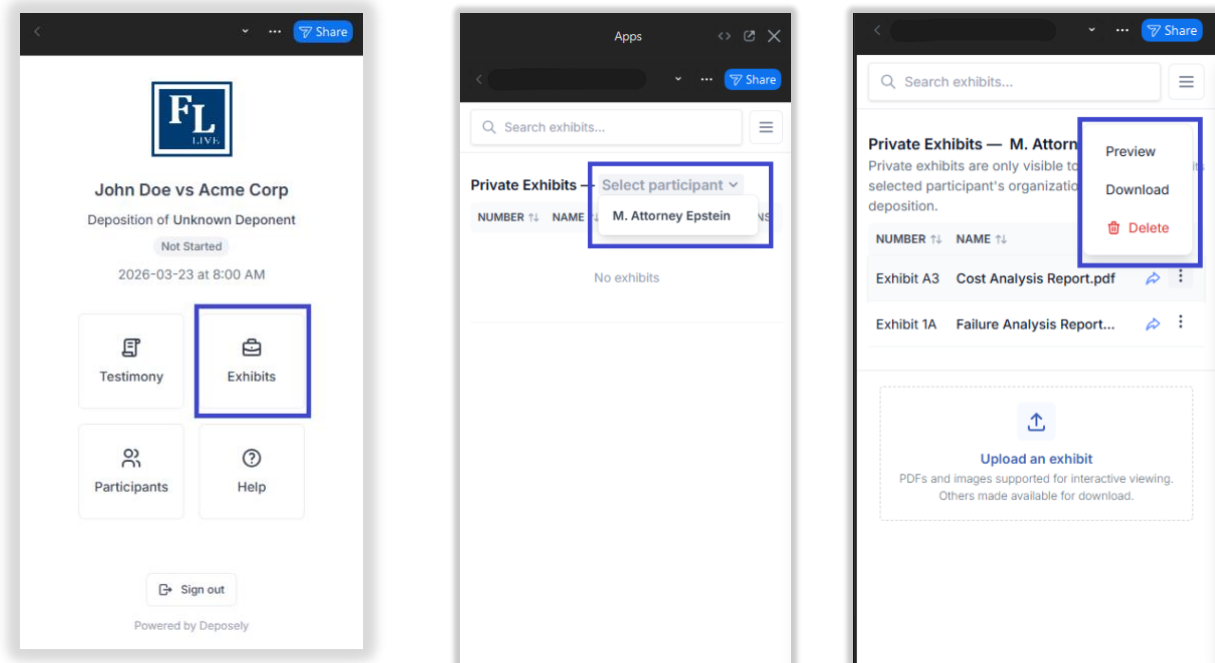
**Recommendation:** Sign in to enjoy all features. Fast and secure access with a one-time code removes the need to manage another password. FYI: Guests, such as witnesses, will only see actively introduced exhibits.

# Introducing your Exhibits

Select Exhibits from the home page to upload new private exhibits or access or share existing private exhibits.

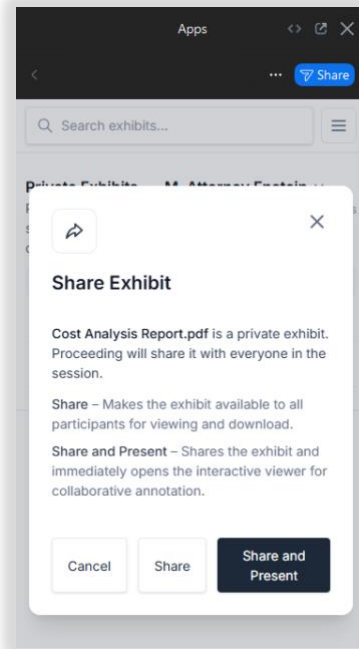
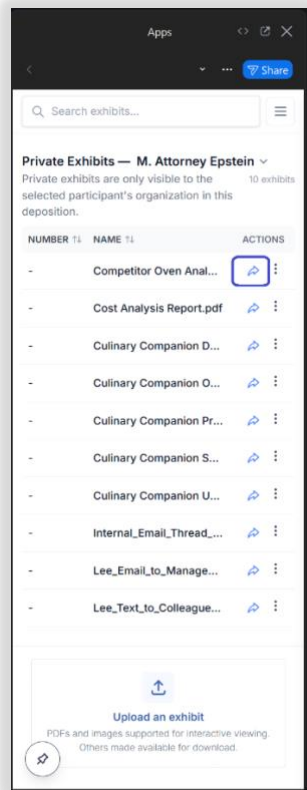
1. Select Share arrow to introduce an exhibit
2. Select Share and Present
3. Shared exhibits will display for all
4. Attendees follow presenters scrolling by default but can opt to independently review and scroll on their own.

In the Zoom right navigation bar, select Exhibits. Next, select Participant to share. From the exhibit options, selecting the three dots allows downloading, preview or delete.



Select the arrow to share the exhibit.

Select Share and Present to enable annotation.



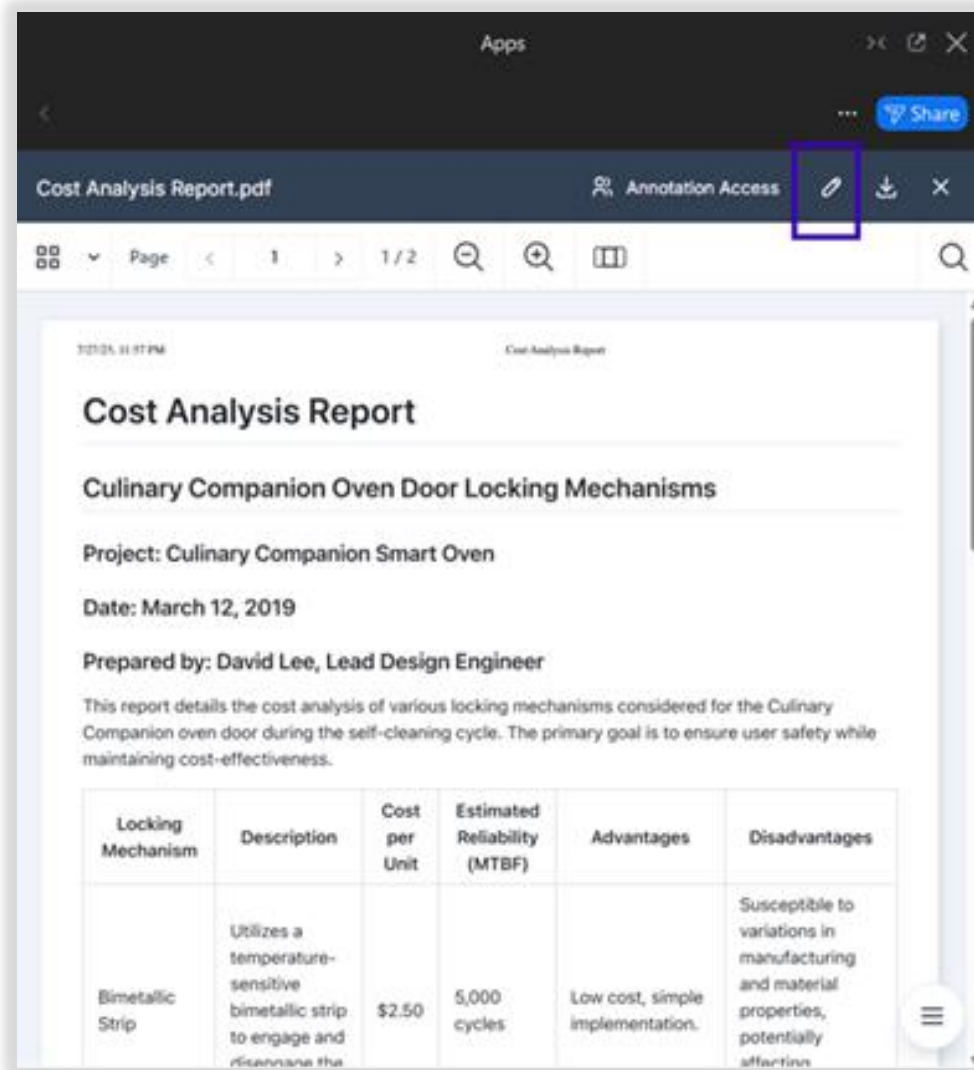
**Supported Files:** Preview supports PDFs and images and live annotating. All other file types will share but not allow live annotation.

**Feature Highlights:** Upload exhibits on the fly in proceeding. Customize exhibit stamps in real time. Control annotation access for presented exhibits.

Once exhibit is in presentation mode, you can annotate, provide annotation access, and stamp.

1. Click the pencil icon to open annotation tools
2. Add shapes, highlights, and other markings as needed
3. Click Annotation Access and select another participant to grant annotation access
4. Click the 'X' to close the exhibit

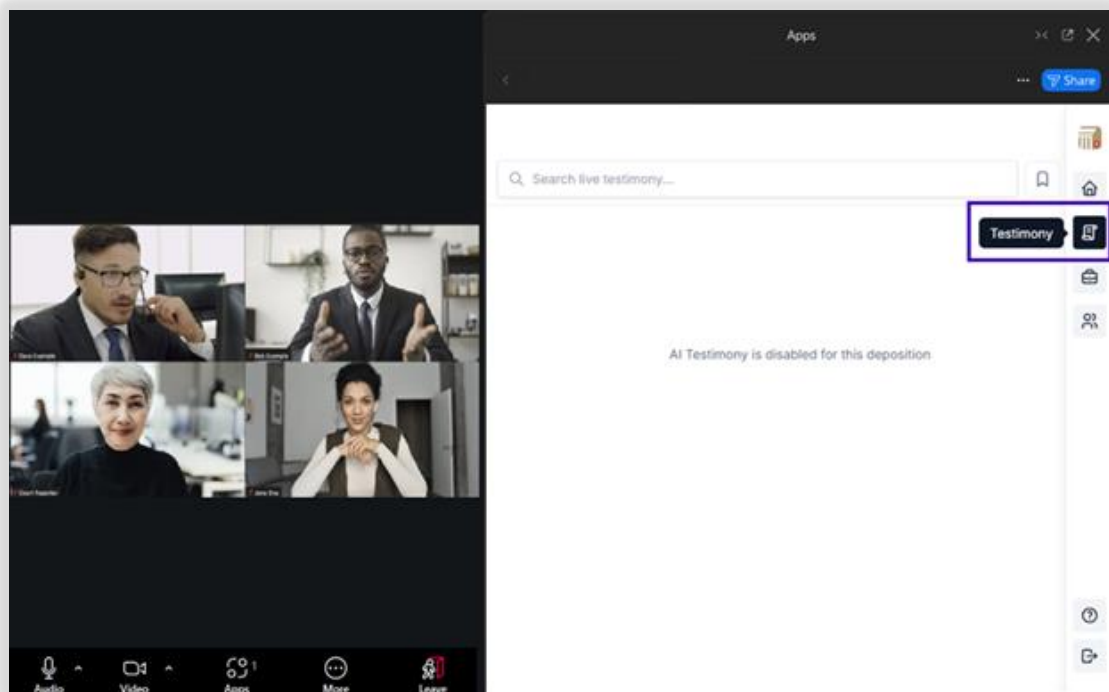
Introduced exhibits will move to the Shared section of the exhibit list for preview and download.

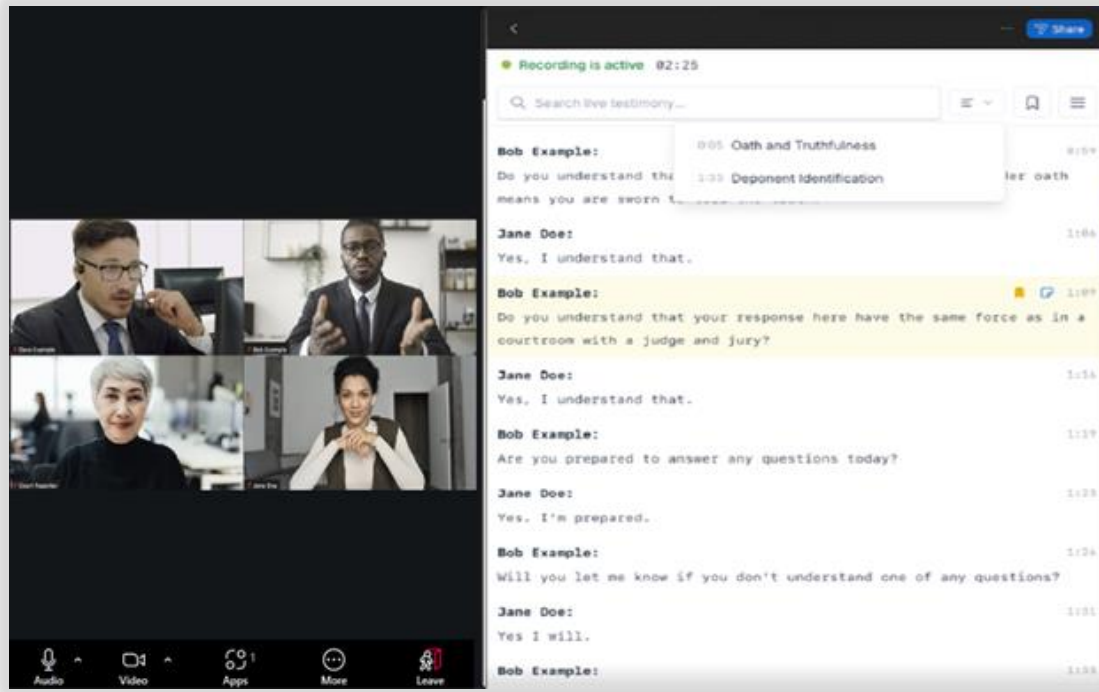


# Testimony Feed in Session

Select Testimony from the home screen or from the right-hand navigation menu to access the live speech to text transcription feed and automatic chaptering.

1. Once on record, recording will begin
2. Testimony will be captured in a live feed
3. Speaker IDs will be applied automatically or may be edited
4. Bookmark or notate sections of Testimony for follow up or review
5. Search by key word or by bookmarked testimony
6. Chapters will tabulate automatically.





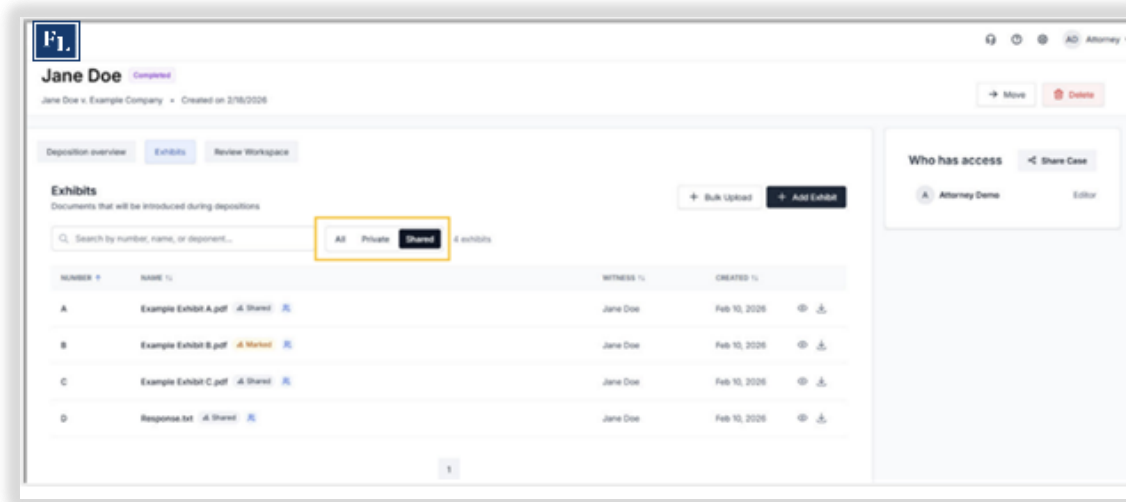
If participants are in the same room, First Legal Court Reporting app will intelligently separate each speaker using voice fingerprinting technology. These speaker labels will generate with unique IDs per speaker: (Speaker 1)

# After the Proceeding

Assets are available in the First Legal web portal after the proceeding.

## Exhibits

Exhibits are available for preview, download, searching, or filtering by Private/Shared.



## Review Workspace

Available assets include synced recording and speech to text feed, AI generated chapters and summarization, and a downloadable copy of the testimony. You can also pop out the video, dynamically adjust each panel to maximize screen space, edit the feed, create new bookmarks, and add additional notes as needed.

# Tips & Best Practices

- Pre-load and number exhibits in the First Legal web portal to streamline in session usage
- Share access to Cases amongst firm members to collaborate
- For broader access controls within the First Legal web portal, contact First Legal Support
- Join the app using your email & one-time code to access full exhibit list and testimony feed. Guests will only have rights to view actively introduced exhibits.
- The First Legal app navigation menu will expand and collapse upon hover
- The First Legal app can be expanded & popped out
- Leverage “Annotation Access” to grant witnesses annotation rights
- Keep “Follow Presenter” toggled on in exhibit viewer to stay aligned with what’s being presented in Zoom app; toggle off to do a private exhibit review
- PDFs and Images are supported for interactive presentation (annotation, stamping, preview). All other file formats can be shared onto record for Reporters use.
- Set the First Legal Court Reporting app to ‘auto-open in meetings’ to save a click at the start of your proceedings
- Leverage Zoom documentation for core video conferencing how to