



**BLUE BEAR  
SOLUTIONS**

A LITIGATION SUPPORT COMPANY

# COURT REPORTING

tutorial

# TAKING ATTORNEY



## ONCE SCHEDULED: Expect a BlueBear Solutions E-mail Invitation.

Upon scheduling a BlueBear virtual remote proceeding, Legal Assistants, Paralegals or Attorneys can expect to receive three email notifications:

1. E-mail confirmation of your legal proceeding with the case name, witness name, date and start time and connection details.
2. Outlook invitation that will include the date, start time, case name, witness name, location details, zoom connection link, instructions on how to join and conduct test, and add to calendar.
3. Remote Counsel Realtime Stream Invitation.

The Outlook invite can also be easily forwarded to the witness by counsel.

## TODAY: Test Your Connection.

- We recommend testing your equipment camera and audio, internet bandwidth and telephone audio that will be used at the time of connection the day of the proceeding.
- Go to your calendar, choose the event, scroll down and choose “Click This Link to Join the \_\_\_\_” in the invitation. A new web browser will open, “Join Meeting”, Click “Join as Participant”, Click Join from Zoom Workplace app.
- If you don’t already have the Zoom Workplace app, download and install onto your computer.
- Turn on mic and camera, then click “Join”.
- This test typically takes 3-5 minutes.
- For assistance contact:  
[calendar@bluebearlaw.com](mailto:calendar@bluebearlaw.com) or 800-816-5874

**Complete the self test**

## ONE HOUR BEFORE EVENT: Remote Proceeding.

- **Join:** You may join the BlueBear remote proceeding from your Outlook Calendar Invitation an hour prior to the scheduled start time.
- Go to your calendar: Choose the event, scroll down, and choose “Click This Link to Join the \_\_\_\_” in the invitation.
- A new web browser will open, “Join Meeting”, click “Join as Participant”, click Join from Zoom Workplace app.
- If you don’t already have the Zoom Workplace app, download and install onto your computer.
- Your mic for the audio and camera should be on, click “Join”.
- Once in meeting, click participant, go to your name and hover to locate the three dots (...), choose Rename, update with your first and last name | Firm Name & the party you represent, and click change.

**Connect to the Audio:** There are two options:

1. Join with Computer Audio
2. Join by Phone: See dial in number. Mute computer device audio.

You can mute your audio by going to the bottom left of your device and clicking the mic. To unmute, follow same step & click the mic.

**Connect to the Video:**

1. Turn on your device’s webcam or camera to be seen on the video display. On the bottom toolbar click “Start Video.”

You can turn your camera off by going to the bottom left of your device and clicking the camera. To turn camera back on, follow same step & click the camera.

**Identify Yourself to the Court Reporter:** Each person who is participating in or attending this session must identify themselves by name, firm name and party they represent to the court reporter so that their appearance is noted on the record.

Attendees not a party to the case will be removed from the remote proceeding by the BlueBear Remote Support Team Member.