

DLA PIPER

SCHEDULING GUIDE CHECKLIST



PREPARATION FOR SUCCESSFUL SCHEDULING

For easy scheduling please have the following information:

- **Firm Information:** Your Name, Email, Phone & Office Location
- **Case Information:** Noticing Lawyer Name & Case
- **Caption:** (including a Word document to upload)
- **Discovery Information:** Date, Time & Witness Name
- **Location Information:** Including City, Province, Street Address and Suite Number, along with the Location Contact Person
- **Special Requests:** Which services you will need? (see 'Services')

WAYS TO SCHEDULE

When your notice is complete and you are ready to schedule visit www.veritext.com/dlapiper/ to find your local scheduling contact and select one of these methods:

- **Online Scheduling:** www.myveritext.com
- **Contact Request to Your Local Office:** www.veritext.com/dlapiper/

Please schedule services taking place within 24 hours via phone.

DETAILS TO CONSIDER BEFORE SCHEDULING



VENUE

With 70 locations nationwide and a network of global affiliates, we have state-of-the-art suites where you need to proceed.

Some considerations when selecting your discovery location are:

- **Size of the Space**
- **Breakout Rooms** (if necessary)
- **Facility Capabilities** (copiers, wireless and hard-wire connection, etc.)
- **Complimentary Lunch** (served at most Veritext locations)



COMPREHENSIVE LITIGATION SERVICES

- | | |
|---|--|
| ☐ Rough | ☐ Interpreting |
| ☐ Realtime: Will you require complimentary iPads or laptops? How many connections are needed? | ☐ Veritext Virtual: Web video streaming, video text streaming and secure messaging |
| ☐ Expedite | ☐ Videoconferencing: What is the bandwidth and current conference room equipment? |
| ☐ Video | |



LARGE CASE ADVISEMENT:

We understand the intricacies of complex multi-party litigation. Upon scheduling, we suggest a consultation with your local Account Executive and Client Services Manager to discuss case needs and best practices. Our team can arrange a standing order of your requested needs for each case to ensure exhibits are handled properly, and communications are directed to appropriate team members, etc.