

DEPOSITION QUESTIONS

Preliminary Questions

- Q Please state your name.
- Q State your address. (Needed for court report.)
- Q With whom are you currently employed? Title?

Admonitions

- Q Have you ever had your deposition taken before?
- Q Do you understand that you have taken an oath to tell the truth that is the same oath administered in a court of law?
- Q Do you understand that your testimony even though in an informal setting of an office has the same force and effect as if you were to testify in a court of law?
- Q Have you discussed the nature of the deposition with an attorney?
- Q Has the attorney explained to you the nature of these proceedings and the importance of giving honest, accurate answers?
- Q Are you satisfied with his or her explanation?
- Q If you do not understand a question will you tell the person presenting the question that you do not understand it?
- Q If you do not understand a question the person asking the question will rephrase the question?
- Q Do you understand that if you answer a question it will be assumed that you have understood the question?
- Q Do you understand that the questions and your answers will be recorded by a court reporter and written into a transcript and that this transcript may be read to the judge as your testimony at a trial or hearing?
- Q Do you understand that you will be given an opportunity to read the transcript of this deposition and to make changes to your testimony?
- Q Do you understand, however, that if you make changes to your testimony that the attorneys may comment on these changes at a trial or hearing?
- Q Please allow me to finish my question before you start to answer it; otherwise, the court reporter will have a difficult time transcribing the questions and answers.

- Q Do you understand that if there is an objection that you are not to attempt to answer the question until the objection has been fully stated and you have been instruction to answer the question by your attorney?
- Q Do you understand that if a question can be answered with a yes or no that you should answer it by speaking with words “yes” or “no” and not nodding your head or saying “uh-huh”?
- Q Do you understand that you may not have an exact recollection of conversations or events but that we are entitled to your best recollection.
- Q Is there any reason why you feel you cannot proceed with this deposition now?
- Q Have you take any medication that may interfere with your ability to testify?
- Q Is there any reason why this deposition cannot proceed?
- Q Do you have any questions about this deposition before we proceed?

Documents

- Q Have you brought any documents with you that is in response to a demand for production?
- Q Did you review any documents before this deposition in preparation for this deposition?
- Q When you discussed this deposition with the attorney did he or she show you any documents or did you show him or her any documents?
- Q Did these documents refresh your memory?

Stipulation

After the transcript has been prepared by the court reporter, the court reporter shall deliver the original of the transcript to the attorney for the deponent, copying all other parties present at the deposition on the transmittal letter.

The court reporter shall prepare and send one copy to: Applicant’s attorney. If a condensed version and an electronic version of the transcript is prepared the court reporter shall send a copy of these to Applicant’s attorney.

The court reporter shall thereafter be relieved of further responsibility. <name> shall be responsible for paying all court reporter costs.

Within 30 days of receipt, the deponent’s attorney shall be responsible for notifying all other attorneys present at the deposition of changes, if any, in the transcript.

After 30 days the original and all copies subject to changes, if any, shall have the same force and effect as if signed by the deponent.