



Insurance Deposition Preparation Checklist

1. Understand the Deposition Process:

- Familiarize yourself with what a deposition is and how it fits into the overall litigation process.
- Understand that a deposition is a formal testimony taken under oath, and it can be used in court.

2. Consult with Your Attorney:

- Schedule a meeting with your attorney to discuss the deposition process and its significance.
- Clarify any legal terms or procedures you do not understand.
- Discuss the strategy to approach the deposition and any specific goals.

3. Review Relevant Documents:

- Go over all documents related to your insurance claim, including your policy, claim forms, and correspondence with the insurer.
- Familiarize yourself with any evidence that may be presented during the deposition.

4. Prepare Your Testimony:

- Write down a summary of the facts related to your claim, including key events, dates, and figures.
- Be clear about your position and what you want to communicate during the deposition.

5. Identify Key Points:

- Make a list of crucial aspects of your claim that you want to ensure are covered during your testimony.
- Be aware of any areas that may be contentious or require careful answers.



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6. Practice Potential Questions:

- Work with your attorney to go over potential questions you might be asked during the deposition.
- Practice your responses to ensure clarity and consistency.

7. Understand the Questioning Style:

- Learn that the opposing counsel may ask leading or complicated questions; stay calm and focused.
- Remember that it's okay to ask for clarification if you don't understand a question.

8. Know Your Rights:

- Understand your rights during a deposition, including the right to consult with your attorney if needed.
- Know that you can take breaks if you feel overwhelmed.

9. Dress Appropriately:

- Choose professional attire for the deposition to present yourself in a respectful manner.
- Aim for business casual or formal clothes, depending on the context.

10. Plan Logistics:

- Confirm the date, time, and location (or virtual platform) of the deposition.
- Ensure you have all necessary contact information for your legal team and the deposition venue.

11. Arrive Early:

- Plan to arrive early to familiarize yourself with the environment and get settled before the deposition begins.
- If by ZOOM test your microphone, camera, lighting, quiet room.
- Have a glass/bottle of water ready.



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12. Stay Calm and Composed:

- Practice relaxation techniques (e.g., deep breathing) to manage anxiety.
- Stay focused and think carefully before answering each question.

13. Follow Ethical Guidelines:

- Remember to tell the truth; dishonesty can have serious legal consequences.
- Avoid speculation; answer questions based on your knowledge and facts.

14. Review Your Answers:

- After the deposition, review your testimony with your attorney to discuss any areas of concern.
- Understand how the deposition might influence the overall case moving forward.

Additional Tips

- Bring necessary materials (notebooks, documents) as instructed by your attorney.
- Stay respectful to all parties present, including the opposing counsel.
- Be mindful of your body language and maintain composure throughout the process.