

# OTR NEWSLETTER

*The Court Reporter's Journal*



## **WE PROVIDE CONFERENCE ROOM RENTALS, COURT REPORTING SERVICES, AND MUCH MORE.**

Located in Whitby in the Durham Region and in Barrie in the Simcoe County region, On The Record Court Reporting (“OTR”) provides dispute resolution conference room rentals and court reporting services in a relaxed atmosphere with a welcoming ambience.

Our modern and top-of-the-line boardrooms are tastefully decorated and are enhanced by superb technology and complimentary beverage service. Our staff are knowledgeable, friendly and efficient.

With a particular focus on client satisfaction, OTR strives to provide the best possible venue and experience outside Toronto’s downtown core. Our clients can have peace of mind knowing that their needs will be quickly and courteously met. Look to OTR to satisfy all your dispute resolution and court reporting service needs.

### **EXPLORE WHAT'S INSIDE THIS ISSUE:**

- [What We Do?](#)
- [Blogs](#)
- [FAQ](#)
- [Book A Room](#)

# How to Select the Right Space for Examinations for Discovery or Examinations Out of Court

When conducting an examination of a witness out of court and under oath, you should consider not only the procedural requirements of conducting the examination, but also the space in which the examination is conducted. Here are some tips to consider when choosing your examination space:

## 1) Consult all parties:

Ensure all parties and their lawyers agree to the examination date and location. When choosing the location for the examination, ensure that the examination room is equipped for your purpose.

## 2) Cautions for recording:

To ensure that your recordings are clear, the room's sound levels should be considered. A noisy room could lead to unclear or distorted audio evidence, making it difficult for your court reporter to produce accurate transcripts.

## 3) Electronic adjustments:

The recording devices should be placed in the right position to capture the evidence given and should be technically capable of recording the evidence without distortion.

## 4) Room size and number of attendees:

The right sized room can help make the examination more comfortable. A room that is too small may make the parties feel uncomfortable or cramped. Similarly a larger room may be a waste of space and money, as some court reporters charge more for larger rooms. Knowing the number of people who are attending the examination will help you determine the space or room size best suited to your examination.

At [On The Record](#), we take pride in our ability to help you choose the right space for your needs.

To book a court reporter for an examination, meeting, or mediation, or to discuss a court reporting position with [On The Record](#), call one of our locations today, conveniently located in [Whitby](#) and [Barrie](#). We look forward to discussing your court reporting or mediation needs.



# 5 Best Practices for Examination for Discovery

Court-related proceedings can be intimidating. Here are some techniques to help you navigate through the process:

## Understanding the Context

Ask a lawyer to repeat a question you may not have understood. Be as attentive as possible and do not guess as to context.

## Remain Honest and Consistent

Remain honest. Bear in mind that what you say is being recorded, and that you may have to give an account in the very same manner at another time.

## Stay Calm

Do your best not to appear argumentative. Remember that it is the lawyer's job to present the arguments, and not yours.

## Take a Break

Feel free to request a break should you feel that you are becoming tired or drained or need to gather your thoughts.

For similar articles related to court reporting please [click here](#).

To book a court reporter for a meeting or a mediation, or to discuss a court reporting position with [On The Record](#), call one of our locations today, conveniently located in [Whitby](#) and [Barrie](#). We look forward to discussing your court reporting or mediation needs.



OTR

## F.A.Q

*What is a court reporter?*

*How does the stenographic machine work?*

*How do the machines know what symbol goes with what words?*

*Is a court reporter required to take typing tests?*

[Click here](#) to learn more.

## VIDEO LINKS

Barrie Offices of OTR

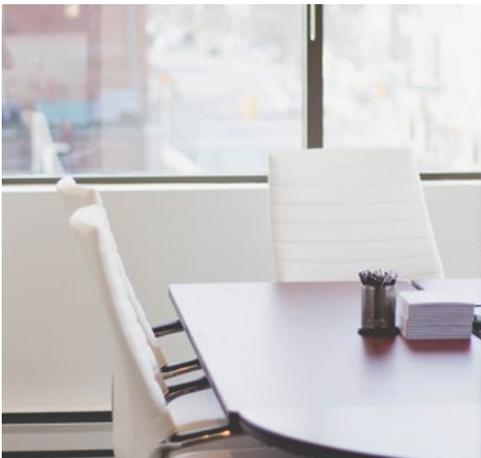
Whitby Offices of OTR

Five Star Reviews

Court Reporters For Your Convenience

## Our Conference Rooms:

### Small



#### Features

- Complimentary beverage service
- Fully individualized catering available upon request
- Teleconferencing
- Holds up to 6 people

Book This Room

### Medium



#### Features

- Complimentary beverage service
- Fully individualized catering available upon request
- Teleconferencing
- Holds up to 8 people

Book This Room

### Large



#### Features

- Complimentary beverage service
- Fully individualized catering available upon request
- Teleconferencing
- Holds up to 10 people
- Video conferencing
- Presentation tools including PC Scanner

Book This Room