



August 2021 Issue 4

The Court Reporter's Journal

www.otr.report

# OTR NEWSLETTER

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[On The Record Court Reporting \("OTR"\)](#) continues to serve our clients in Whitby in the Durham Region, and Barrie in the Simcoe County region, both virtually and in-person subject to provincial mandates. OTR's conference room rentals and court reporting services remain unparalleled and are flexible to meet our clients' changing schedules.



**Examination rooms:** We offer legal examination room rentals and court reporters for all types of examinations including discoveries, examinations under oath, judgment debtor examinations, and more. Our renovated and modern boardroom facilities in Whitby and Barrie are perfect for individuals and businesses seeking a professional and confidential examination room rental and access to court reporters.



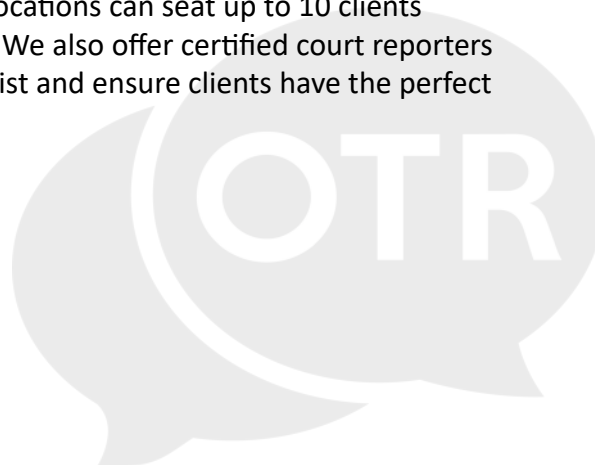
**Mediation rooms:** OTR offers boardroom rentals for mediators and lawyers that require a pleasant and discreet venue to conduct mediations and client discussions. For both Whitby and Barrie we offer certified court reporting services and on-site catering services if required.

**Arbitration rooms:** Arbitrations are becoming a very important and popular part of the legal process. Our facilities consist of three modern and well-equipped boardrooms with seating for up to 10 clients. We also offer full catering for the proceedings, as well as break-out areas for discussing matters of confidentiality.

**Meeting rooms:** Our meeting rooms in both locations can seat up to 10 clients comfortably with social distancing guidelines. We also offer certified court reporters and knowledgeable, friendly staff that will assist and ensure clients have the perfect setting for their legal matters.

EXPLORE WHAT'S INSIDE  
THIS ISSUE:

*What We Do?*  
*Book A Room*  
*Blogs*



### Do you offer video conferencing?

Yes, we do. We offer zoom and MS team meetings conferencing so you and your clients can attend all proceedings from the comfort of your home.



### Are you allowing in-person meetings with covid-19 safety precautions in place?

We are happy to say that at the moment (and until further notice from the Government of Canada) we are accepting “in-person” meetings for any of our boardrooms and locations. We follow all of the Public Health guidelines, all of our boardrooms/kitchens/bathrooms are sanitized regularly, social distancing requirements are adhered to, and masks are provided for all participants. OTR is committed to conducting our business in a safe environment.

### What other services do you offer?

We offer the use of very modern boardrooms with high-speed internet, tech support, reception and copy services as well as refreshment services upon inquiry. We try to make each experience with us a positive one.

## Our Conference Rooms

### Features



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

Book This Room

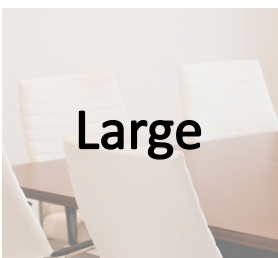
### Features



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

Book This Room

### 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

## How to Conduct a Productive Virtual Meeting

A meeting can be an effective and productive tool to facilitate the communication of ideas and concerns between team members. However, poor oversight of a meeting can produce the opposite of these results, and leave the parties confused and frustrated. To ensure this doesn't happen to you, consider the following tips for running a meeting:

### 1. Provide an Agenda

It can be easy to get off topic if everyone in the meeting has something to say. But a productive meeting requires keeping the conversations on track. If you follow an itemized agenda, it helps establish a path for your conversations to follow.

### 2. Set Objectives

You are meeting for a reason. Setting objectives will help facilitate a discussion between the group members and will also ensure that your conversations are focused on the end goal of the meeting. Clearly communicating to the group what is the intended outcome or the expected result of the meeting will help reach that goal.

### 3. Assign Tasks

Assigning tasks can be valuable for a number of reasons. First, it will keep the meeting organized since every member knows what is expected of them individually. Second, it will increase the quality of the work produced. Members are likely to put better effort into their work if they know they are personally responsible for its quality. Lastly, this practice is excellent for teams with diverse members. The assignment of tasks ensures that the work is completed by members whose strengths align with its requirements. This has favorable results for both quality and productivity.

### 4. Take Notes

Not only will note-taking help you to remember what was accomplished during your meeting, it will also help you to avoid repeating the same conversations in the future. Referencing your notes is a quick way to review what was covered in a previous meeting, consequently freeing up your future time for new issues. If the conversation is fast-moving and requires a lot of input from the group members, it may be helpful to select a few dedicated note-takers to ensure other group members aren't distracted from the conversation, and that they don't miss noting down important concepts throughout their verbal participation.

### 5. Follow-up

Take the time to follow up on what you have discussed. Providing the minutes, or a brief outline of your meeting details can be great ways to follow up with colleagues and ensure that your meeting will result in meaningful and productive tasks without being forgotten.

At On The Record Court Reporting, we offer a very friendly, safe, and quiet space that exemplifies the ideal environment in which to conduct a successful meeting. Whether it is a meeting or mediation, we are here to help make it as stress-free as possible with modern boardrooms, technology, and staff on hand. If you are in need of a boardroom, please visit our website to book one today, or use the panel on the right to select a room. We also have optional catering available upon request.

# How Important is Filming during an Examination for Discovery?

There are several benefits to filming an examination for discovery:

## **Bringing in the right element to the case:**

Many people consume news via digital media. Recordings have become an essential way to relay facts and to engagingly showcase what occurred. Using this medium can help the lawyer better present their case in a format that people can easily digest.

## **Presenting a video of an examination:**

The judge will be able to gain firsthand knowledge, or as close as it gets, of what transpired, thereby decreasing the chances of missing key points.

## **Capturing the truth:**

It could be said that how a person delivers a message is more significant than what they are saying. Video recordings capture every action, gesture, and expression that a person exhibits during an examination for discovery. This format is therefore capable of capturing nuances of evidence that would otherwise get lost in transcription. Showing a video at trial ensures that a witness cannot change their evidence.

## **Solidifying the case:**

A lawyer's principal task is to advocate for their client. Capturing the message in a video helps to enhance the argument simply by pointing out the change in body language or tone of voice.

Although filming an examination of discovery may have many benefits, hiring a professional videographer can come at a significant cost. Perhaps recording the footage in-house is something to consider.

To book a court reporter for an examination or a mediation, or even 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.

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