



# **Deposition Preparation Guide**

How to Prepare for Testimony with Confidence

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## Deposition Preparation Guide

A deposition is a critical part of the litigation process where you provide sworn testimony before trial. Preparation ensures your statements are accurate, credible, and aligned with your legal strategy. This guide highlights best practices to help you feel confident and ready.

### Understand the Process

- Depositions are formal sessions where attorneys ask questions under oath.
- Present are attorneys, a court reporter, and sometimes opposing parties.
- Your testimony is recorded and may be used at trial.

### Review Relevant Documents

- Revisit contracts, correspondence, financial records, or other documents tied to the dispute.
- Work with your attorney to identify key materials.

### Work with Your Attorney

- Schedule preparation sessions to review likely questions.
- Conduct mock Q&A; to practice concise, accurate answers.
- Identify themes and facts central to your testimony.

### Answering Questions Effectively

- Listen carefully before responding.
- Keep answers clear and concise.
- Do not speculate—only testify to what you personally know.
- Pause to think before answering to avoid mistakes.

### Avoid Common Pitfalls

- Do not volunteer extra information beyond the question.
- Avoid guessing or making assumptions.
- Stay calm and avoid defensiveness, even if questions are aggressive.

### Professional Demeanor

- Dress appropriately for a formal setting.

- Speak clearly and respectfully.
- Maintain composure throughout the deposition.

## **Day-of Deposition Checklist**

- Bring valid identification.
- Only bring documents approved by your attorney.
- Get a full night's rest and arrive early.
- Follow instructions from your legal team.

*This guide is intended for informational purposes only and does not constitute legal advice. It does not create an attorney-client relationship with Shkoukani LLP. Each case is unique, and you should consult your attorney for specific preparation tailored to your circumstances.*

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