

THE DOs AND DON'Ts OF DEPOSITIONS

DOs

- Tell the truth.
- PAUSE before you answer the question to give yourself time to think and to permit your attorney to make an objection, if that is appropriate.
- Answer the questions asked, not the question you think the lawyers meant to ask.
- If you do not understand a question, don't answer the question; ask the lawyer to repeat the question, rephrase the question or restate the question.
- Listen to the complete question before answering the question.
- Listen to be sure that the question does not include a meaning with which you disagree.
- Speak slowly and directly.
- Answer questions only with information you know personally.
- The best answers for responding to an attorney representing the other side in a litigation are:
 - a) Yes.
 - b) No.
 - c) I don't know.
 - d) I don't recall.
- Dress and act as if the Judge were present.
- Ask for a break if you need one.
- You may ask to speak to your attorney at any time. *

DON'Ts

- Do not volunteer information.
- Do not try to "dress up" your answer.
- Do not offer opinions unless the question specifically asks for your opinion.
- Do not debate, argue or compete with the attorney asking the question.
- Do not react personally to the mannerisms or the words which the attorney for the other side utilizes.
- Do not offer long narratives.
- Do not allow yourself to be rushed.
- Do not try to decide whether or not what you are answering is the most helpful answer