



INTERNATIONAL  
**DEPO**  
**GUIDE**<sup>TM</sup>

**OPTIMA**  **JURIS**<sup>TM</sup>  
THE INTERNATIONAL DEPOSITION AGENCY

# HOW TO SCHEDULE **A DEPOSITION** IN GERMANY



# GERMANY DEPO BASICS

When it's time to schedule your deposition in Germany, we want you to have the most comprehensive information available at your fingertips. That is why our experts have put together this easy-to-follow guide on setting up a deposition in Germany. First, let's answer some of the most important questions:

1

**Are depositions permitted in Germany?**

Good news — taking U.S. depositions in Germany is permissible. However, there are regulations on how and where they can be held.

2

**Where can the deposition take place?**

All Germany depositions must take place on the U.S. Consulate grounds in Frankfurt. The consulate has limited appointment slots and may require extended lead times. Conference room and consular fees in Frankfurt may exceed \$1000 daily rate. You may consider moving your deposition outside of Germany, as neighboring countries have fewer restrictions.

3

**How early should we plan?**

Give yourself about 6 weeks to plan, as the consulate in Germany requires a reservation be made several weeks or months in advance in order to book their limited conference facilities.

4

**Are there local resources?**

Yes! We have regionally-based court reporters in Europe, which means minimal travel costs for you.

5

**Is a visa required for the attorney traveling?**

U.S. passport holders may enter Germany for up to 90 days for tourist or business purposes without a visa.

# 6

## Depo Options: should the attorney attend the deposition in person or remotely?



### Attending Deposition In-Person

Attorneys, court reporters, legal videographers, and/or deposition interpreters travel to the location of the witness.

#### Advantages:

Typically this an ideal scenario to get the clearest record and you are less likely to encounter technical issues.

#### Disadvantages:

Travel costs can add up quickly, with additional fees for a conference room and consular services can reach more than USD \$1100 per day.



### DepoAnywhere™ Web-based Videoconferencing

Attorneys participate remotely via a web-based videoconference solution that connects on any laptop, smartphone or tablet.\*

#### Advantages:

Cost-effective solution for minor witnesses, sworn statements, or when your budget is really tight. DepoAnywhere™ includes a backup telephone dial-in feature, and an Optima Juris team member to monitor your connection to provide real-time help.

#### Disadvantages:

Remote connections can be prone to pauses, interruptions, and/or connection lost due to network issues.



### Moving depo to nearby country

If you're under time constraints and don't have six weeks ahead of time to plan, moving your depo outside of Germany is a good way to expedite matters.

#### Advantages:

U.S. deposition friendly countries like Belgium, the Netherlands, or Italy are less restrictive than Germany and travel is relatively hassle-free in Europe.

#### Disadvantages:

Some additional travel costs if your witness has to travel to a neighboring country.

\*For the best and clearest record we always recommend that the court reporter, videographer and interpreter be physically present with the witness.

# 7

## How can we swear in a witness outside of the U.S.?

When attorneys need to swear in witnesses abroad, the time-honored solution is for both sides to stipulate on the record that the court reporter can swear in the witness. Using a U.S. certified court reporter is not enough, because notary powers do not apply when they venture outside of U.S. territory. Stipulating on the record is an excellent solution and it works in all cases, with both U.S. certified and foreign certified reporters (i.e.: British or Canadian reporters). Stipulating on the record is the easiest way to assure the admissibility of your witness's testimony.

[WATCH VIDEO](#)

# Every situation, covered

Whether you're an attorney, paralegal, or a court reporting firm looking to set up an international depo, we've got your back.



Ian Hardy  
CEO & Founder

Kimberlee Castro  
Director of Scheduling

## Scheduling or Questions?

Call Kimberlee directly

949.433.4529

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[Schedule Depo](#)

# Essential travel information for Germany

Traveling to Germany for a deposition? Get the most out of your visit by brushing up on the culture with these useful travel tips.



## CURRENCY

Germany uses the Euro. Before you leave, notify your bank, credit card company, or other financial institutions that you are going overseas.



## GENERAL TIPPING

To tip the cabbie, round up. In restaurants, leaving 10 percent is a reasonable tip for good service. Even a five percent tip is acceptable, especially if you've only ordered a beer or small item.



## MAJOR AIRPORTS

BERLIN, Berlin Brandenburg Airport, BER

DÜSSELDORF, Düsseldorf Airport, DUS

FRANKFURT, Frankfurt Airport, FRA

HAMBURG, Hamburg Airport, HAM

MUNICH, Munich Airport, MUC

STUTT GART, Stuttgart Airport, STR

# GERMANY DEPO CHECKLIST

## Optima Juris' comprehensive checklist for your deposition in Germany.

When scheduling an international deposition, we ideally recommend getting started four to six weeks in advance. Of course, it's possible to work within a much shorter timeframe, just keep in mind you need to allow sufficient time for noticing your witness, arranging for resources on the ground (like court reporters, interpreters, conference rooms), and planning travel.

## Getting there

### 3-1 weeks before your deposition

- If the attorney is traveling, be sure to make all travel arrangements, including air, hotel, and any travel insurance or special shipping arrangements for the deposition exhibits. The earlier you book your travel, the cheaper it will be.
- Prepare and send your deposition notices.
- Submit any relevant documents to the case that you would like the team to review prior to the deposition.
- Send a list to the Consulate of all participants attending the depo, and any electronic equipment at least three business days before deposition.

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## Plan ahead

### 4-6 weeks before your deposition

- Determine whether the witness in question is willing to be deposed. If the witness is willing, mutual stipulation of the parties can allow for depositions to be planned quickly. If the witness is unwilling, contact us for your options.
- To reserve the Consulate these items must be submitted six weeks before your deposition:
  - Preferred deposition dates
  - Payment for the reservation fee
- Determine which deposition services will be required:
  - Court reporter (realtime or standard delivery)
  - Legal videographer
  - Deposition interpreter (determine language pair needed)
- Contact Optima Juris to book your reporter and any other depositions services you require.

## That's it

### Everything has been set...

- Upon conclusion of the deposition, the attorney will place their orders with the court reporter for the transcript and/or video copies.
- Submit payment for transcripts and video, and await the arrival of your order.
- You deserve a pat on the back - your international depo went off without a hitch. Bravo!

Scheduling or Questions? Call 1.855.678.4628