

LegalView Exhibit Manager FAQs

Q: What is LegalView Exhibit Manager?
A: LegalView Exhibit Manager (powered by Egnyte) is a sophisticated but simple interface that enables attorneys to *upload exhibits* to a secure repository, and *mark and introduce them electronically* within the remote deposition environment.

Q: What is Egnyte?
A: Egnyte is the name of the operating system that runs the LegalView Exhibit Manager platform.

Q: How do I log in to LegalView Exhibit Manager?
A: You will receive an email from Lexitas to create an account with a user name and password. From the email, click the 'Accept Invitation' button to be directed to the log in page.

Q: What if I don't receive the email invitation to upload my exhibits?
A: Check your Spam filter before contacting a Lexitas representative for assistance.

Q: How far in advance does LegalView Exhibit Manager need to be requested?
A: Lexitas requires 24 hours in advance of your scheduled proceeding to set up LegalView Exhibit Manager for your case.

Q: What folder should I use to upload my files before the deposition?
A: Potential exhibit files should be uploaded to the 'Case Documents – Private' folder only. Other parties cannot access your Private folder.

Do not upload exhibit files to the 'Marked Exhibits – Shared' folder as contents are accessible by all parties and is reserved for the day of the proceeding.

Q: What type of files can be uploaded?
A: All file types are supported, including video files. You can upload files individually, in batches or drag and drop an entire folder.

Q: How can I share files with someone who does not have a LegalView Exhibit Manager account?
A: Contact our Lexitas scheduling team to provide your colleague with a secure link to access the 'Case Documents – Private' folder.

Q: How are exhibits shared with other parties, including the court reporter, at the deposition?
A: All attendees will be provided with a secure link to access and download files from the 'Marked Exhibits – Shared' folder. The link expires the next calendar day after the deposition.

Q: Can I introduce previously marked exhibits – without applying a new exhibit sticker?
A: Yes. Upload previously marked exhibits to the 'Case Documents – Private' folder. On the day of the deposition, click 'Mark & Introduce' from the dropdown menu, then select the 'Introduce Only' button. The exhibit will then automatically move to the Shared folder for all parties to view and access.

Q: Can a file be deleted from the 'Marked Exhibits – Shared' folder?
A: A file can be deleted from the 'Marked Exhibits – Shared' folder by contacting our Lexitas scheduling team to request that the file be removed.

Q: Can I or someone on my team act as the 'hot seat operator' to run LegalView Exhibit Manager?
A: Yes. LegalView Exhibit Manager is designed so that you can navigate the system on your own. However, if requested, a Lexitas Document Technician can attend the proceeding to oversee all aspects of exhibit handling for you.

Q: Can opposing counsel request LegalView Exhibit Manager?
A: Opposing counsel can order LegalView Exhibit Manager. Each firm will have their own Private folder.