



Schedule B Video Conference Checklist

DATE AND TIME OF MEETING: _____

MEDIUM FOR MEETING: _____

FILE NUMBER: _____

START OF MEETING

- Test video and sound quality.
- Confirm client has signed consent to video recording
- Start video recording
- Have the client scan the entire room they are in to ensure no one else is in the room.

Any other parties present, and reason for presence:

- Have all parties introduce/identify themselves

Clients present: _____

Ask of clients:

- not to mute their audio at any time during the call.
- hold to camera ID that was previously provided and confirm that it is the client.
- Take a screenshot of the front and back of each client's ID and save the file.

DOCUMENTS

- Confirm the client has received and printed the following documents, including any exhibits to affidavits or statutory declarations.

- Confirm that you have printed copies of all documents listed above.



- Review and explain each document, ensuring that:
 - the paper copies you and client have are the same
 - client has initialed the bottom right hand corner of each page of their copy
 - you have initialed the bottom right hand corner of each page of your copy
- Confirm client's understanding of the documents and provide sufficient opportunity for client to ask questions.
- Have client angle camera, if required, when signing so signing of documents can be witnessed.
- Have client hold documents to camera after signing to ensure signed correctly.

After all clients have signed any **affidavits** ask them (and obtain an affirmative response from all signatories):

- If sworn: "Do you swear that the contents of this affidavit as subscribed by you are true, so help you God?" or
- If affirmed: "Do you solemnly affirm and declare that the contents of this affidavit as subscribed by you are true?"
- After all clients have signed any **statutory declaration** ask them (and obtain an affirmative response from all signatories):

"Do you make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath?"
- Client to scan and e-mail signed documents to lawyer.
- Compare each page of the copy received from the deponent against the initialed copy that was before him or her in the video conference and may affix his or her name to the jurat only upon being satisfied that the two copies are identical.
- For each commissioned documents, commissioner shall combine their copy of the commissioned documents with client's scanned copy.

END OF MEETING

Confirm how client will be returning documents with wet ink signature.

- Courier
- Mail
- Other: _____