

VIDEOGRAPHER IN-PERSON JOB PACKET

PROFESSIONAL CONDUCT INSTRUCTIONS

- **You are representing DepoScripts. Thank you for being part of our team!**
- Arrive at the job site approximately 1 hour prior to the scheduled start time.
- Use DepoScripts business cards if they have been provided for you. Please do not solicit your company, personal business cards, or personal contact information.

SETUP INSTRUCTIONS

- Run all microphone cables & electrical cables (cords) under the table. It is required to tape down cables & cords with gaffers tape in walking pathways or areas that present a trip hazard.
- Move any objects beside or in front of the witness – water bottles, coffee mugs, soda cans, etc.
- Use a professional, neutral backdrop (blue or gray preferred – not too dark or bold).
- Use a light kit per your discretion.
- Set your camera white balance, iris, and focus. Set your mixer audio gain.

VIDEO/AUDIO SPECIFICATIONS

- Video shall be recorded using a professional, 3 chip-CCD, CMOS camera. HD video only.
- Video format: h.264/AVC (MPEG-4), 1920x1080, 16:9 display, 29.97 fps, 1200 kb/s, CBR
- Audio format: MPEG-4 (AAC), 48000 Hz, Stereo, 192 kbps

RECORDING SPECIFICATIONS

- Use DepoScripts Videographer Read-On Sheet.
- Record the timestamp.
- Do not record color bars.
- Record medium shot of the witness. Record exhibits per attorney's request.

ORDER INSTRUCTIONS

- **Videographers are responsible for video orders. Proof of order must be obtained in writing, on the record, or on audio backup** for all ordering parties. Please complete an order form for each attorney, whether they order or not. For remote attendees, please get order on the record or on audio backup and note on the order form.

UPLOAD INSTRUCTIONS

- **Please upload all media files and paperwork to DepoScripts Upload Portal**, including the Read-On & Job Worksheet and Attorney Order Forms, **within three (3) business days of the deposition date.**

DepoScripts Upload Portal: <https://spaces.hightail.com/uplink/DepoScripts>
(Click here to download the Partner Portal Guide with step-by-step instructions)

INVOICE/BILLING INSTRUCTIONS

- **Please upload your final invoice when submitting the job** or email to DSbilling@deposcripts.com. All additional expenses, such as parking or tolls, require receipts for reimbursement. **Mileage must be approved prior to the job date.**



VIDEOGRAPHER READ-ON & JOB WORKSHEET

OPENING INTRODUCTION

Job No.: _____

We are now on the record. This is the beginning of media unit #1.

Today is (month, day, year) _____. The time is _____ am/pm.

The deponent is _____

in the matter of _____

filed in _____

The (File # / Civil Action #) is _____

My name is _____, legal videographer. The court reporter is _____

We are both representing DepoScripts. We all counsel please identify themselves for the record? Afterwards, the court reporter may swear in the witness.

OFF THE RECORD

Off the record. The time is _____ am/pm.

ON THE RECORD

On the record. The time is _____ am/pm.

CHANGING MEDIA

Off the record. The time is _____ am/pm. This is the end of media unit number _____.

On the record. The time is _____ am/pm. This is the beginning of media unit number _____.

CONCLUSION

Scheduled Start Time: _____ Actual Start Time: _____ End Time: _____

MU1 (On) _____ (Off) _____ TRT _____ MU2 (On) _____ (Off) _____ TRT _____

MU3 (On) _____ (Off) _____ TRT _____ MU4 (On) _____ (Off) _____ TRT _____

MU5 (On) _____ (Off) _____ TRT _____ MU6 (On) _____ (Off) _____ TRT _____

Total # of Media Units: _____

Total Deposition Run Time: _____ Hrs _____ Mins

Court Reporter Contact Email: _____ Phone: _____



VIDEO ORDER FORM

DepoScripts.com
 (252) 681-DEPO (3376)
 Info@DepoScripts.com

CONTACT & DEPOSITION INFORMATION

Ordering Attorney: _____ Email: _____

Firm Name: _____ Phone: _____

Case Caption: _____

Deponent(s): _____ Depo. Date: _____

Copy On Delivery: _____

Only for purchasing attorney internal team and/or co-counsel. Include name, email, and job title for each individual.

STANDING ORDER

Create a standing order of your video preferences for this case or for all matters (master). If you already have a standing order, please select "Standing Order On File" and proceed to signature.

☐ Standing Order On File ☐ Create Case Standing Order ☐ Create Master Standing Order

VIDEO ORDER

Standard delivery is 10 business days. Standard electronic video package is synced video/transcript with linked exhibits and MPEG-4 video files. Transcript purchase required when ordering video.

FORMAT

☐ Syncing (Video synchronized with the transcript and linked exhibits)
☐ Digital Video (MPEG-4 Only)
☐ No Order

DELIVERY OPTIONS

☐ Secure Electronic Delivery
☐ USB Flash Drive
☐ DVD Video

TURNAROUND

☐ Standard Delivery (10 Business Days) ☐ Expedited Delivery: Deliver By _____

Transcripts/videos are for original purchasers only. Unauthorized sharing among parties will incur full charges. Transcript purchase required when ordering rough draft, real-time, video, or deposition summary. I hereby acknowledge the terms, rates, and fees for services requested and accept responsibility for payment upon receipt of the invoice,

Printed Name

Signature

Date



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