

MINIMUM REQUIREMENTS FOR AFFILIATE VIDEOGRAPHERS

Please Note: If your firm cannot comply with any of the following requirements, please call our office immediately. Failure to comply with any of the following requirements without our consent could result in nonpayment.

EQUIPMENT:

1. We accept **miniDV, DVCam, and DVD masters only**. Exceptions to this requirement must be approved prior to the commencement of the deposition. These tapes may only be recorded in SP of either 60 or 80 minute duration.
2. A **3-chip digital camcorder with a minimum of 480 lines** shall be used to acquire the video signal. Recording on a portable deck is acceptable as long as it meets the 480-line minimum and is of miniDV format.
3. **Date/time stamp** is required to be burned to the video track of the tape. This may be done in a variety of ways, such as activating the feature in the menu selection of most cameras. If your camera does not allow for recording of the date/time stamp on the video track of the tape, a time/date generator may be used. The date/time stamp must contain the day, month, year as well as hours, minutes, seconds. The only exception to this requirement is upon receiving a stipulation (on the record) from both sides to exclude the date/time stamp.
4. **A minimum of three (3) lavalier condenser microphones connected through a mixer** must be used at each deposition. One (1) each for the deponent, the taking attorney, and the attorney defending the deposition. A fourth condenser area (PZM type) microphone for additional parties as well as announcements by the videographer shall be deployed. Do not use camera shotgun microphones during depositions. A separate fifth microphone for the videographer's announcements is preferred. Day-in-the-life, Independent Medical Exams, and other similar video/audio assignments can be recorded with the use of on-camera microphones at the videographer's discretion. **No wireless microphones are to be used during depositions.**
5. The use of a non-distracting backdrop is required when at all possible. Do not use Chroma-key backdrops (chroma blue, green, etc).

ANNOUNCEMENTS:

1. Videographers' announcements are required to be made in accordance with local practices, and a minimum of an introduction (case style), on and off record times as well as date and tape number shall be made. Attorneys for both sides may stipulate that these announcements are not to be made, but must do so "on the record". Attached is a sample of the above-mentioned announcements.
2. A test recording is required on the head of each tape followed by 10 seconds of black with no audio. Review the test recording on each tape prior to going back on the record.



PROFESSIONAL APPEARANCE/CONDUCT:

1. At Esquire Corporate Solutions, we take pride in conducting ourselves in a professional manner, and our dress code is business attire. We believe a professional appearance is essential and expect that our affiliates will represent our company with those high standards in mind at all times.
2. At all times while recording on-the-record testimony, the videographer is required to remain in the room and monitor both the audio and video streams at a point beyond the last recording device in the chain. For example, audio shall be monitored at a point beyond the recording device and not from the mixer.
3. A "time remaining" card must be offered to the questioning attorneys when 5 minutes remain on the tape. At no time shall a recording be made on the last one minute of any tape.
4. At the conclusion of the deposition, the videographer shall take orders from both sides and complete the attached worksheet. **Our standard video deposition product is a Digital Video Transcript which includes an mpeg file. Please ensure that any other format requests are correctly identified on the attached worksheet.** VHS tapes are available on a request-only basis. If a video deposition is ordered expedited, please notify our office immediately.

If attorneys request pricing information, please have them call our office.

5. At no time shall a videographer record "off the record" conversations either by video or audio. In the event that such recordings inadvertently occur, notify all parties present and contact our office immediately.
6. The deponent shall be framed in a manner that is acceptable to both parties' counsel. The cross-table technique is acceptable as long as you allow the attorneys the opportunity to reposition themselves in such a manner to achieve the same or near-same framing of the deponent. Avoid distracting items in the shot if at all possible.

ADMINISTRATION:

1. Fed-Ex the masters to **Esquire Corporate Solutions (CSD) ATTN: Video Production, 2700 Centennial Tower, 101 Marietta Street, Atlanta, Georgia 30303, 404.495.0777** within two (2) business days using our FedEx account number, **27533888-5** On an expedited assignment, please call our office at the conclusion of the deposition for further instructions. ***ALWAYS MAKE AND MAINTAIN A SAFETY COPY BEFORE SHIPPING THE MASTERS.***
2. A video worksheet (attached) must be completed after the deposition and mailed with the masters tapes/data discs/.

If you have any questions regarding any of the requirements listed above, please call our office. We understand that the need may arise to make exceptions to the requirements and we are always willing to discuss these matters with you to better serve the needs of our clients.

RUSH _____ (date)
 Non-Production



ESQUIRE
DEPOSITION SOLUTIONS
an Alexander Gallo Company

Location: _____ (City)

VIDEOGRAPHER WORKSHEET

Esquire Deposition Solutions

Esquire Corporate Solutions (CSD)

Assignment Number _____ File Number _____ Date _____

Perform Audio/Video Test Recording at the beginning of each tape

Introduction

This is tape # _____ to the videotaped deposition of _____

In the matter of _____ v _____

Being heard before the _____ Court _____

Case/File# _____

This deposition is being held at _____

on ____/____/____ at (time) _____ AM PM

My name is _____ and I am the videographer.

The court reporter is _____

Counsel will you please introduce yourselves and affiliations and the witness will be sworn.

Scheduled Start Time _____ Actual Start Time _____ End Time _____

Order Information

Original:
Name _____
Firm _____
Address _____

Phone _____
Email _____

Copy:
Name _____
Firm _____
Address _____

Phone _____
Email _____

SYNC _____ DVD _____ OTHER _____

SYNC _____ DVD _____ OTHER _____

Copy:
Name _____
Firm _____
Address _____

Phone _____
Email _____

Copy:
Name _____
Firm _____
Address _____

Phone _____
Email _____

SYNC _____ DVD _____ OTHER _____

SYNC _____ DVD _____ OTHER _____

Tape/DVD/File Run Times

Tape 1 _____ Tape 2 _____ Tape 3 _____ Tape 4 _____ Tape 5 _____ Tape 6 _____