



Eastern Region Video Production Center
290 West Mount Pleasant Avenue, Suite 2260, Livingston, NJ 07039
(973) 549-4423 – Voice ♦ (973) 629-1249 – Fax

APPEARANCES

WITNESS: DATE:

JOB #: VIDEOGRAPHER NAME:

CAPTION:

Please list the appearances for all the attorneys that were in attendance in the room and remotely. Also, please indicate the format that the attorney would like for the video.

Form box for attorney information including fields for Name, Firm, Address, Phone, Email, Video Format Requested (DVD-Video, MPEG-1 Files, NO COPY, Sync MPEG-1 video to transcript, Video LEF File, Livenote Publisher Bundle, Other), Expedited, and If Yes, Deliver By.

Form box for attorney information including fields for Name, Firm, Address, Phone, Email, Video Format Requested (DVD-Video, MPEG-1 Files, NO COPY, Sync MPEG-1 video to transcript, Video LEF File, Livenote Publisher Bundle, Other), Expedited, and If Yes, Deliver By.

Form box for attorney information including fields for Name, Firm, Address, Phone, Email, Video Format Requested (DVD-Video, MPEG-1 Files, NO COPY, Sync MPEG-1 video to transcript, Video LEF File, Livenote Publisher Bundle, Other), Expedited, and If Yes, Deliver By.

Form box for attorney information including fields for Name, Firm, Address, Phone, Email, Video Format Requested (DVD-Video, MPEG-1 Files, NO COPY, Sync MPEG-1 video to transcript, Video LEF File, Livenote Publisher Bundle, Other), Expedited, and If Yes, Deliver By.



Job#: _____

Eastern Region Video Production Center
290 West Mount Pleasant Avenue, Suite 2260, Livingston, NJ 07039
(973) 549-4423 – Voice ♦ (973) 629-1249 – Fax

READ-IN

PLEASE NOTE: The following script is to be read at the beginning of each deposition for every witness.

Engage all recording devices and then begin with:

We are now on the record.

Please note that the microphones are sensitive and may pick up whispering and private conversations. Please turn off all cell phones or place them away from the microphones as they can interfere with the deposition audio. Recording will continue until all parties agree to go off the record.

My name is _____, representing _____.

The date today is _____ and the time is approximately _____.

This deposition is being held at _____

located at _____

and is being taken by counsel for the _____

The caption of this case is:

v.

This case is being held in the _____

Case Number _____

The name of the witness is _____

At this time, the attorneys present in the room and everyone attending remotely will identify themselves and the parties they represent. Our court reporter _____, representing _____, will swear in the witness and we can proceed.



Eastern Region Video Production Center
290 West Mount Pleasant Avenue, Suite 2260, Livingston, NJ 07039
(973) 549-4423 – Voice ♦ (973) 629-1249 – Fax

APPEARANCES

WITNESS: _____ DATE: _____

JOB #: _____ VIDEOGRAPHER NAME: _____

CAPTION: _____ v. _____

Please list the appearances for all the attorneys that were in attendance in the room and remotely. Also, please indicate the format that the attorney would like for the video.

Form box for attorney information including fields for Attorney Name, Firm, Address, Phone, Email, Video Format Requested (DVD-Video, MPEG-1 Files, NO COPY, Sync MPEG-1 video to transcript, Video LEF File, Livenote Publisher Bundle, Other), Expedited, and If Yes, Deliver By.

Form box for attorney information including fields for Attorney Name, Firm, Address, Phone, Email, Video Format Requested (DVD-Video, MPEG-1 Files, NO COPY, Sync MPEG-1 video to transcript, Video LEF File, Livenote Publisher Bundle, Other), Expedited, and If Yes, Deliver By.

Form box for attorney information including fields for Attorney Name, Firm, Address, Phone, Email, Video Format Requested (DVD-Video, MPEG-1 Files, NO COPY, Sync MPEG-1 video to transcript, Video LEF File, Livenote Publisher Bundle, Other), Expedited, and If Yes, Deliver By.

Form box for attorney information including fields for Attorney Name, Firm, Address, Phone, Email, Video Format Requested (DVD-Video, MPEG-1 Files, NO COPY, Sync MPEG-1 video to transcript, Video LEF File, Livenote Publisher Bundle, Other), Expedited, and If Yes, Deliver By.



Eastern Region Video Production Center
290 West Mount Pleasant Avenue, Suite 2260, Livingston, NJ 07039
(973) 549-4423 – Voice • (973) 629-1249 – Fax

CERTIFICATE OF VIDEOGRAPHER

VERITEXT JOB#: _____

v.

In the _____
Case Number _____

I, _____, a videographer representing _____,
do hereby certify that I have accurately made the audio/video recording of the deposition of
_____ that took place on _____ and took place
at _____.

The total amount of media used was _____.

The total running time is approximately _____ hours and _____ minutes.

I further certify that I am a disinterested person, that I am not related in any way to any of the parties involved,
and that I am in no way interested in the outcome of said action.

Videographer's Signature



CERTIFIED LEGAL VIDEOGRAPHY
290 West Mount Pleasant Avenue, Suite 2260, Livingston, NJ 07039
(973) 549-4423 ó Voice • (973) 629-1249 ó Fax

Video Deposition Guidelines

While you may normally utilize these protocols, a few items are noted below simply to ensure consistency for all clients of **Veritext**. Please feel free to bring any questions or concerns to our attention at your earliest convenience for clarification.

- **Background:** We require ALL videographers to use a neutral background behind the witness. Our preferred background color is grey. A neutral wall or in some cases a neat bookshelf may be used, but every effort should be made to utilize a background.
- **Attire:** We require all videographers representing **Veritext** to dress in Business Attire at all depositions. A tie is required for men. Jeans, t-shirts and casual attire is not acceptable.
- **Time/Date Stamp:** The *time and date stamp* must be present on the video at all times, unless the videographer is specifically instructed not to do so by all Counsel present. When reporter is time-stamping the transcript, please synchronize make sure the video time matches the reporter's steno machine time.
- **Lighting:** Auxiliary lighting is to be discouraged except if *absolutely necessary* in order to obtain a clear image.
- **Audio:** Take whatever steps are necessary to ensure that the witness, all attorneys, the court reporter, and yourself, will be picked up by the lavalier and/or table microphones utilized. All videographer announcements ***must*** be clearly audible on the recording. Feel free to raise your voice to accomplish this if a microphone is not near you.
- **Media Format:** DVD-Video is the preferred master media for recording depositions for **Veritext**. Mini DV, DVCAM or Large Format DV tape back up tape should be run during the deposition. Please leave at least 60 seconds of leader at the start of each media unit ó either color bars, black, or picture with no audio. Please label the media directly ó do not use sticky notes to label the media. ***The name of witness, date of deposition, media number., running time and case name MUST be on the on the label.***
- **Audio Recording:** An audiotape or digital audio file of the deposition must be made available to the Court Reporter. Please include the date, witness name and media number on the label for each audio tape or file name for any audio file.



CERTIFIED LEGAL VIDEOGRAPHY

290 West Mount Pleasant Avenue, Suite 2260, Livingston, NJ 07039
(973) 549-4423 ó Voice • (973) 629-1249 ó Fax

- **Media Numbering:** Please begin each day and each witness with new a media unit ó do not continue recording on the same videotape from one day to the next or from one witness to the next on the same day. When a deposition is continued on more than one day, please label and announce the deposition as *“The Continuation of the deposition of _____”* and start media numbering the media #1. Do not continue numbering based on the media number last recorded on the previous day.

Paperwork

You ***MUST*** complete all **Veritext** paperwork provided with the information for each job. **Veritext** paperwork includes 4 separate items listed below. If you cannot obtain any of the required information listed in the paperwork packet you must include an acceptable reason for not obtaining the information. *** ***If we have to conduct an investigation to complete the production of the job due to incomplete paperwork, we will deduct the appropriate amount from your invoice.*** ***

1) **Read-In sheets**

These read-in sheets may or may not include items that you are familiar with. You must indicate that you are working for **Veritext**. Any reference to another company is not acceptable unless you are instructed otherwise when you receive the assignment from us.

2) **Objection/Exhibit Log**

The time of each occurrence of going on or off the record, the start and end of each media unit, the marking of exhibits, change of attorneys and objections should be recorded on the log sheet. If additional space is required, please feel free to duplicate the form, or continue recording times and events on the back of the page. It is intended that each log sheet should represent one day. Generally, however, it should not be necessary to use a new sheet for each media unit.

3) **Certificate**

Please have the Videographer complete and sign the *Certificate* where indicated. Please print the name of the Videographer clearly and use one certificate for each day.

4) **Appearance Page with Duplication Order Information**

In addition to collecting business cards from all attorneys who can provide them, please note all appearances and orders for the various formats of media: (DVD-Video, MPEG-1, MPEG-1 with synchronization to the transcript, or LEF/PTZ. All of these are available from **Veritext**. If the attorney does not have a business card available, the videographer **MUST** list the attorney’s name, firm, address, phone number and email address. **FAILURE TO LIST THIS INFORMATION MAY CAUSE A DELAY IN PAYMENT OR NON-PAYMENT OF YOUR INVOICE.** If an attorney requests pricing information, or specific details about the formats available, please note that on the sheet, and inform Counsel that the office will contact him or her with the requested information.



CERTIFIED LEGAL VIDEOGRAPHY
290 West Mount Pleasant Avenue, Suite 2260, Livingston, NJ 07039
(973) 549-4423 ó Voice ♦ (973) 629-1249 ó Fax

Important Note:

All duplication of media will be produced and distributed by Veritext. Do not make copies for us. You will not be paid for this production unless we specifically ask you to do so.

Shipping/Submission of Forms

All completed paperwork/forms (read-in sheets, objection log, appearances, and certificate) *and your invoice* should be emailed to videoadmin-nj@veritext.com. Please include the Veritext assignment number in the email subject line.

Ship the video masters to the following address:

Veritext Legal Solutions
Eastern Region Video Production Center
290 West Mount Pleasant Avenue, Suite 2260, Livingston, NJ 07039
(973) 549-4423 ó Voice ♦ (973) 629-1249 ó Fax

If the attorneys or Veritext personnel indicate a more expedited delivery schedule, you ***MUST*** comply with our instructions to the best of your ability. Please utilize our FedEx account number **007 177 224** and ship all materials via **Next Day Priority Overnight Service (10:30am delivery to our office.)**

ALWAYS make a safety back-up of each master tape prior to shipping. These need not be retained once it has been confirmed that the master tapes have arrived safely and in working condition. In the event that instructions are given for a copy of the deposition to be expedited to any party, please contact our office for instructions.

Any and All Questions

Please feel free to contact Dave DaSilva or Carmine Giuliano at any hour, day or night, with any questions. You may reach us at the following telephone numbers:

Dave Office: 973-549-4436
Dave Cell: 973-445-9071
Carmine Office: 973-549-4426
Carmine Cell: 973-445-9070

