DATE: [Insert Date]

TO: [Insert Name of Witness/Deponent]

RE: Notice of Remote Videoconference Deposition
Case Name: [Insert Case Caption]
Case Number: [Insert Case Number]

Dear [Insert Name],

This letter provides instructions for your upcoming deposition, which will be conducted remotely via videoconference on **[Insert Date]** at **[Insert Time]**.

1. Connection Details
The deposition will be hosted using [Insert Platform, e.g., Zoom/WebEx]. Please use the link below to join the session at least 15 minutes prior to the start time:
Meeting Link: [Insert URL]
Meeting ID: [Insert ID]
Passcode: [Insert Passcode]

2. Technical Requirements
- Ensure you have a stable internet connection.
- Use a device with a working webcam, microphone, and speakers.
- You are encouraged to use a headset to ensure clear audio and privacy.

3. Environment and Conduct
- Please be in a quiet, private room where you will not be interrupted.
- Your camera must remain on for the duration of your testimony.
- You may not communicate with anyone off-camera regarding your testimony while the deposition is in progress.

4. Exhibits
Exhibits will be introduced digitally during the session. You will be given the ability to view these documents on your screen as they are presented by counsel.

5. Reporting and Swearing-In
A court reporter will be present remotely to administer the oath and record the proceedings. Please have a government-issued photo ID available to verify your identity on camera.

If you experience technical difficulties joining the meeting, please immediately contact [Insert Name/Technical Support] at [Insert Phone Number].

Sincerely,

[Your Name]
[Your Law Firm/Company]
[Your Contact Information]