

To: [Videographer Name/Agency Name]

From: [Attorney Name/Law Firm]

Date: [Current Date]

Subject: Instructions for Remote Deposition Videography

Dear [Videographer Name],

This letter serves as formal instruction regarding the upcoming remote deposition. Please find the case details and technical requirements below:

1. CASE INFORMATION

- **Case Name:** [Case Name]
- **Case Number:** [Case Number]
- **Witness Name:** [Witness Name]
- **Date:** [Date of Deposition]
- **Start Time:** [Start Time and Time Zone]
- **Platform:** [e.g., Zoom, WebEx, MS Teams]

2. VIDEO REQUIREMENTS

- **Primary Recording:** Capture a high-definition recording of the witness from the chest up.
- **Audio:** Ensure clear, redundant audio capture of all participants.
- **Exhibits:** Record the screen share whenever an exhibit is being introduced or discussed.
- **Backup:** Maintain a secondary local recording in the event of an internet disruption.

3. REMOTE PROTOCOLS

- **Time Stamps:** The video must include a synchronized digital time stamp.
- **On/Off Record:** Clearly announce on camera when the deposition is going "on the record" or "off the record" at the request of counsel.
- **Waiting Room:** Admit only authorized participants as provided in the service list.

4. DELIVERABLES

- **File Format:** Provide the final video in [e.g., MP4 or MPEG] format via secure digital download.
- **Certification:** Include a signed Videographer's Certificate attesting to the accuracy of the recording.

Please confirm receipt of these instructions and provide the login link for all parties at least 24 hours prior to the start time.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Firm Name]