

DATE: [Insert Date]

TO: [Videographer Name/Agency Name]

ADDRESS: [Insert Address]

RE: Confidentiality and Protective Order Instructions

CASE: [Case Name/Style]

COURT: [Court Name and Case Number]

DEPOSITION OF: [Name of Deponent]

Dear [Name of Videographer],

This letter serves as formal instruction regarding the recording and handling of the video deposition of [Deponent Name], scheduled for [Date].

Please be advised that this litigation is subject to a **Protective Order** issued by the Court. Accordingly, you are instructed to comply with the following requirements:

- **Confidential Designation:** Parts of, or the entirety of, this deposition may be designated as "Confidential" or "Highly Confidential" pursuant to the Protective Order.
- **Access Restrictions:** The video and audio recordings must not be disclosed, shown, or distributed to any person or entity other than the undersigned counsel or authorized representatives of this firm.
- **Secure Storage:** All raw footage, master tapes, and digital files must be stored in a secure location and encrypted if transmitted electronically.
- **Marking Media:** Any physical media (DVDs, USBs, Hard Drives) or digital folders containing this deposition must be clearly labeled with the legend: "**CONFIDENTIAL - SUBJECT TO PROTECTIVE ORDER.**"
- **Disposal/Return:** At the conclusion of this matter, you may be required to return or certify the destruction of all copies of the recording in your possession.

By proceeding with this assignment, you acknowledge your agreement to maintain the confidentiality of these materials and to be bound by the terms of the Protective Order. If you have any questions regarding these instructions, please contact our office immediately.

Sincerely,

[Your Name]

[Law Firm Name]

[Your Phone Number]

[Your Email]

Enclosure: Copy of Protective Order