

DATE: [Date]

TO: [Videographer Name/Agency Name]

FROM: [Attorney Name/Law Firm]

RE: Letter of Instruction for Videotaped Deposition

CASE CAPTION: [Case Name and Docket Number]

DEPOSITION DETAILS:

Witness: Corporate Representative of [Company Name]

Date: [Date of Deposition]

Time: [Start Time]

Location: [Physical Address of Corporate Office/Site]

Dear Videographer,

This letter serves as your formal instruction for the videotaped deposition of the Corporate Representative of [Company Name]. Please adhere to the following requirements:

1. Equipment and Setup: Please arrive at least 45 minutes prior to the start time to set up. Ensure professional-grade lighting and audio equipment are used. A backup recording system is required.

2. Format: Record the deposition in high-definition digital format. The final output should be provided in [MPEG-4 / Sync-ready] format unless otherwise requested.

3. Procedures:

- State the beginning and end of each media unit (disk/file) on camera.
- Announce the start and end of every break "off the record" and "on the record."
- Ensure the witness and any exhibits shown are clearly visible.
- Monitor audio levels constantly to ensure all speakers are audible.

4. Exhibits: If requested, be prepared to capture "over-the-shoulder" shots of specific documents or physical evidence being presented to the Corporate Representative.

5. Timestamping: The video must include a continuous, visible digital time display (Hours:Minutes:Seconds) embedded in the recording.

6. Delivery: Please provide a certified copy of the video to [Law Firm Name] via [Secure Link/Physical Drive] within [Number] days of the deposition.

7. Billing: Please send the invoice for the original and one copy to my attention at the address provided above.

If you have any questions regarding these instructions or the location logistics, please contact [Contact Person] at [Phone Number].

Sincerely,

[Attorney Signature]
[Printed Name]