

[Date]

[Videographer Name/Company]

[Address]

[City, State, Zip Code]

RE: Deposition of [Witness Name]

Case Name: [Case Name]

Case Number: [Case Number]

Dear [Videographer Name],

This letter serves as formal instruction regarding the video recording and exhibit presentation for the upcoming deposition of [Witness Name] scheduled for [Date].

1. Digital Exhibit Integration

During the deposition, exhibits will be presented digitally via [Software Name, e.g., TrialPad, Zoom, or Exhibit Share]. Please ensure your equipment is configured to capture the direct digital output of the exhibits to maintain high resolution in the final recording.

2. Picture-in-Picture (PiP) Requirements

Whenever a document or exhibit is being discussed, please utilize a Picture-in-Picture (PiP) format for the video record. The layout should meet the following specifications:

- The exhibit should occupy the primary (large) portion of the screen.
- The witness's head-and-shoulders camera feed should be displayed in a smaller inset window.
- Ensure the witness inset does not obscure any text or critical data on the exhibit.

3. Transitions

Please switch to a full-screen view of the witness during opening admonitions, periods of questioning where no exhibit is active, and during any colloquy between counsel. Return to the PiP format immediately upon the introduction of an exhibit.

4. Final Delivery

The final video file must be delivered in [Format, e.g., MP4 or MPEG-1] format, synchronized with the court reporter's transcript. The PiP layout must be "burned-in" to the video so that it is visible during standard playback.

Please contact me at [Phone Number] or [Email] if you require a technical test or have questions regarding these specifications.

Sincerely,

[Your Name]

[Your Law Firm]

[Your Contact Information]