

[Your Law Firm Name]  
[Address Line 1]  
[Address Line 2]  
[Phone Number]  
[Email]

[Date]

[Videographer Name/Company]  
[Address Line 1]  
[Address Line 2]

**RE: Letter of Instruction for Video Deposition**

**Case Name:** [Case Caption/Style]

**Case Number:** [Court Case Number]

**Witness Name:** [Name of Non-Party Witness]

**Date of Deposition:** [Date]

**Location:** [Physical Address or Virtual Link]

Dear [Videographer Name],

This letter serves as your formal instruction to provide videography services for the non-party deposition of [Witness Name] scheduled for [Time] on [Date].

Please adhere to the following requirements:

- **Arrival:** Please arrive or log on at least [30/60] minutes prior to the start time to set up equipment and test audio/video quality.
- **Format:** The deposition must be recorded in high-definition digital format.
- **Background:** Ensure the witness is framed against a neutral, professional background.
- **On-Camera Statement:** At the beginning of the deposition, please state on the record your name, company, the date, time, case caption, and the name of the witness.
- **Time Stamps:** The video must include a continuous, legible time stamp displayed on the recording.
- **Exhibits:** Be prepared to capture close-ups of physical exhibits or screen-shared documents if requested by counsel.
- **Confidentiality:** This matter is [Public/Confidential]. Please ensure all data is handled according to standard legal privacy protocols.

Following the deposition, please provide the following deliverables:

1. One (1) digital copy of the unedited video file (MP4 or preferred legal format).
2. One (1) synchronized video-to-transcript file (upon completion of the written transcript).
3. A certified copy of the video log and any necessary certification forms for court use.

Please send the invoice for your services to [Billing Contact Name] at [Billing Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Title]

[Law Firm Name]