

Date: [Insert Date]

To: [Videographer Name/Agency Name]

Address: [Insert Address]

RE: Deposition of [Witness Name]

Case Name: [Case Caption/Number]

Date of Deposition: [Insert Date]

Dear [Videographer Name],

This letter serves as your formal instruction regarding the technical specifications and audio backup requirements for the upcoming deposition of [Witness Name]. To ensure the integrity of the record, please adhere to the following protocols:

1. Primary Audio Recording:

The primary audio must be captured via individual professional-grade microphones for the witness, the questioning attorney, and opposing counsel. Please ensure clear separation of tracks if your equipment allows.

2. Redundant Audio Backup:

A secondary, independent audio recording device must be running simultaneously throughout the entire proceeding. This backup must be powered by a separate source (e.g., battery or separate circuit) to prevent data loss in the event of a primary system failure.

3. Technical Specifications:

- **Video Format:** High Definition (1080p minimum) in .MP4 or .MOV format.
- **Time Stamp:** A visible, continuous digital time stamp must be embedded in the video at all times (hours, minutes, and seconds).
- **Audio Quality:** Minimum 48kHz sampling rate, 16-bit depth.

4. Media Storage and Delivery:

Please maintain the original raw files until the final edited version is delivered and confirmed. The final video should be delivered via [Secure Cloud Link/Physical Drive] and synchronized with the court reporter's transcript (.SBF or .CMS format).

5. Room Layout:

Please arrive at least [45/60] minutes early to set up and test all audio/visual equipment. Ensure the background is neutral and the lighting is sufficient to clearly capture the witness's facial expressions and any exhibits shown.

Please acknowledge receipt of these instructions and confirm your ability to meet these technical requirements by replying to this email/letter.

Sincerely,

[Your Name]

[Your Law Firm]

[Your Phone Number]