

[Your Law Firm Name]  
[Street Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Videography Service Name]  
[Contact Person]  
[Street Address]  
[City, State, Zip Code]

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

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

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

**Witness Name:** [Name of Subpoenaed Witness]

Dear [Contact Name],

This letter serves as your formal instruction to provide videography services for the deposition of [Witness Name], an out-of-state witness subpoenaed in the above-referenced matter.

**Deposition Details:**

- **Date:** [Date of Deposition]
- **Time:** [Start Time]
- **Location:** [Physical Address or Virtual Platform Link]
- **Court of Record:** [Trial Court Name and State]

**Specific Instructions:**

1. **Standards:** Please ensure all recording complies with [Trial State] Rules of Civil Procedure regarding video depositions.
2. **Beginning of Tape:** At the start of the recording, please state the date, time, location, case name, and your name on camera.
3. **Oath:** Ensure the witness is sworn in by the court reporter on camera.
4. **Time Stamps:** The video must include a continuous digital time display showing hours, minutes, and seconds.
5. **Exhibits:** Please capture clear shots of any physical exhibits or documents being referenced by the witness when requested by counsel.
6. **Media Format:** Upon completion, please provide the final video file in [MP4/MPEG] format via [Cloud Link/USB/DVD].
7. **Synchronization:** If requested, please coordinate with the court reporter, [Court Reporting Agency Name], to provide a synced transcript and video file.

**Billing:**

Please direct all invoices for your services to [Firm Name/Responsible Party] at the address listed above. Reference the case number on all correspondence.

Please confirm your availability and receipt of these instructions by signing below and returning a copy to our office.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Title]

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**Acknowledgment of Instructions:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_