

**Date:** [Date]

**To:** [Videographer Name/Company]

**Address:** [Company Address]

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

**Case Number:** [Case Number]

**Deponent:** [Name of Witness]

**Date of Deposition:** [Date]

Dear [Videographer Name],

This letter serves as formal instruction regarding the videotaping of the upcoming deposition of [Witness Name]. Please note that this deposition will be conducted through a [Language] interpreter.

In addition to your standard recording procedures, please adhere to the following requirements for this translated proceeding:

- **Audio Levels:** Ensure that the microphones are positioned to clearly capture the voices of the questioning attorney, the witness, and the interpreter. All three must be distinct on the audio track.
- **Framing:** Unless otherwise instructed on the record, maintain a standard "head and shoulders" shot of the witness. The interpreter should remain off-camera but must be clearly audible.
- **Interpretation Delays:** Please be mindful of the natural pauses required for interpretation. Do not stop the recording during the time it takes for the interpreter to translate questions or answers unless instructed by counsel.
- **Time Stamps:** Ensure the internal clock and on-screen time stamps are accurate, as the translation process will significantly extend the duration of the deposition compared to a standard English-only proceeding.
- **Media Labeling:** Clearly label all digital files or media with the witness's name, the date, and a notation stating "Translated Deposition: [Language]."

Please confirm your receipt of these instructions and verify that your equipment is prepared for these requirements.

Sincerely,

[Your Name]

[Your Law Firm]

[Your Phone Number]

[Your Email]