

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

[Court Name]  
[Court Location/District]

[Plaintiff Name], Plaintiff,  
v.  
[Defendant Name], Defendant.

Case No.: [Case Number]

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# NOTICE OF DEPOSITION

TO ALL PARTIES AND THEIR COUNSEL OF RECORD:

PLEASE TAKE NOTICE that, pursuant to Rule [Insert Rule Number, e.g., 30] of the Rules of Civil Procedure, the undersigned will take the deposition upon oral examination of:

**Deponent Name:** [Name of Person to be Deposed]  
**Date:** [Date of Deposition]  
**Time:** [Time of Deposition]  
**Location:** [Physical Address or Virtual Platform Link]

The deposition will be recorded by [Method of Recording, e.g., stenographic means, audiovisual means] before a certified court reporter or other officer authorized by law to administer oaths.

[Optional: If the deponent is required to bring documents, include the following:]  
The deponent is further required to produce the documents and items set forth in the attached Schedule A at the time and place of said deposition.

The oral examination will continue from day to day until completed. You are invited to attend and cross-examine.

Respectfully submitted,

[Signature]  
[Printed Name]

Counsel for [Party Name]  
Dated: [Current Date]

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## **CERTIFICATE OF SERVICE**

I hereby certify that a true and correct copy of the foregoing Notice of Deposition was served upon all counsel of record via [Method of Service, e.g., Email, E-filing, or Certified Mail] on this [Day] day of [Month], [Year].

[Signature of Person Serving Notice]