

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

[Date]

[Opposing Attorney Name]
[Opposing Law Firm Name]
[Address]
[City, State, Zip Code]

Re: [Case Name / Case Number]

NOTICE OF VIDEOCONFERENCE DEPOSITION

To all parties and their counsel of record:

Please take notice that, pursuant to the [Applicable Rules of Civil Procedure], the deposition of **[Name of Deponent]** will be taken on the following date and time:

- **Date:** [Date of Deposition]
- **Time:** [Start Time] [Time Zone]
- **Location:** Remote Videoconference

The deposition will be conducted via **[Platform Name, e.g., Zoom/WebEx]**. A link to the virtual meeting room and telephonic dial-in instructions will be provided to all counsel of record via email at least 48 hours prior to the commencement of the deposition.

The deposition will be recorded by stenographic means before a Certified Shorthand Reporter and/or Notary Public authorized to administer oaths. The deposition may also be recorded by audiovisual means for use at trial or for other purposes permitted by law.

The deponent is requested to have available for reference a copy of any documents produced in response to the attached [Request for Production/Subpoena Duces Tecum].

Respectfully submitted,

[Signature]

[Attorney Name]
Counsel for [Plaintiff/Defendant]