

Please use the following read-on at the beginning of the deposition.

"WE ARE ON THE RECORD. THE DATE IS: \_\_\_\_\_. THE TIME ON THE MONITOR IS : \_\_\_\_\_.

THIS IS THE VIDEO RECORDED DEPOSITION OF : \_\_\_\_\_.

BEING TAKEN IN THE MATTER OF: \_\_\_\_\_.

v. \_\_\_\_\_ CASE # : \_\_\_\_\_.

THIS MATTER IS BEING HEARD IN THE (court): \_\_\_\_\_.

THIS DEPOSITION IS BEING HELD AT: \_\_\_\_\_.

AND IS BEING TAKEN BY COUNSEL FOR: \_\_\_\_\_.

MY NAME IS: \_\_\_\_\_, A LEGAL VIDEOGRAPHER REPRESENTING: \_\_\_\_\_.

LOCATED IN (City, State): \_\_\_\_\_. THE COURT REPORTER IS : \_\_\_\_\_.

REPRESENTING: \_\_\_\_\_, LOCATED IN (City, State): \_\_\_\_\_.

"COUNSEL WILL NOW INTRODUCE THEMSELVES FOR THE RECORD, BEGINNING WITH THE PLAINTIFF'S COUNSEL, STATING WHOM THEY REPRESENT AND ANY STIPULATIONS THAT APPLY TO THIS DEPOSITION."

For asbestos depositions: "APPEARANCES, AND APPLICABLE STIPULATIONS, WILL BE REFLECTED ON THE STENOGRAPHIC RECORD."

After attorney introductions: "WILL THE COURT REPORTER PLEASE SWEAR IN THE WITNESS AND WE CAN PROCEED?"

| Scheduled start time _____ |                  | Actual start time _____ |                   | End time _____    |                   |
|----------------------------|------------------|-------------------------|-------------------|-------------------|-------------------|
| MEDIA 1 RT _____           | MEDIA 2 RT _____ | MEDIA 3 RT _____        | MEDIA 4 RT _____  | MEDIA 5 RT _____  | MEDIA 6 RT _____  |
| MEDIA 7 RT _____           | MEDIA 8 RT _____ | MEDIA 9 RT _____        | MEDIA 10 RT _____ | MEDIA 11 RT _____ | MEDIA 12 RT _____ |

The total number of media used was \_\_\_\_\_. The total running time was approximately \_\_\_\_\_ hours and \_\_\_\_\_ minutes.

## Videographer's Certificate

Witness: \_\_\_\_\_

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

Case: \_\_\_\_\_

v. \_\_\_\_\_

I hereby affirm that this is a fair, true, accurate and complete digital recording of this proceeding. I have no interest in this matter whatsoever and am not related to an attorney or party involved in this action.

Videographer's signature

Date



## ACTIVITY LOG

Witness: \_\_\_\_\_

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

Case: \_\_\_\_\_

V. \_\_\_\_\_

Please log time on/off the record, exhibit number and time marked, change in attorneys, and start of new media using the following naming convention.

ON or OFF - EXB ## - CHANGE (questioning attorney's last name) - MEDIA#

[illegible]

BEFORE going ON the Record: "STANDBY PLEASE." When you have opened the iris & the microphones: THE TIME IS .... AND WE ARE ON THE VIDEO RECORD."

WHEN going OFF the Record: THE TIME IS .... AND WE ARE GOING OFF THE RECORD. When you have stopped recording please announce: "WE ARE OFF THE VIDEO RECORD."

At the BEGINNING of a media unit: "THIS IS THE BEGINNING OF MEDIA UNIT \_\_\_\_\_ OF THE VIDEO RECORDED DEPOSITION OF (witness) TAKEN ON (date). THE TIME IS .... AND WE ARE ON THE VIDEO RECORD.

At the END of a media unit: "THIS IS THE END OF MEDIA UNIT .... OF THE VIDEO RECORDED DEPOSITION OF (witness) TAKEN ON (date). THE TIME IS ..... AND WE ARE GOING OFF THE RECORD. When you have stopped recording please announce: "WE ARE OFF THE VIDEO RECORD."

END OF DEPOSITION ANNOUNCEMENT: "THIS CONCLUDES THE VIDEO RECORDED DEPOSITION OF (witness) TAKEN ON (date). THE TIME IS AND WE ARE GOING OFF THE RECORD.

- You will be representing GPS, LLC for this assignment. Please do not distribute your own business cards.
- Please arrive at least 1 hour prior to the start of the assignment for set-up. If you are not going to arrive at least 1 hour prior to the start time, please call us ASAP so we can alert the client.
- Always include time/date stamp on video, unless specifically requested and agreed to by all attorneys present at the deposition.
- Limit media length to 1 hour 55 minutes.
- Please send video files, action log, and order forms to [gpsvideo@gps.llc](mailto:gpsvideo@gps.llc) within 3 business days of the date of the assignment. Please send video files as 1 video file per media unit, in Mpeg-4 format. Please let us know if you need us to share a Dropbox folder with you for uploading the files.
- Please direct all attorney inquiries to [gpsproduction@gps.llc](mailto:gpsproduction@gps.llc).
- Send invoice to [gpsbilling@gps.llc](mailto:gpsbilling@gps.llc).

DEPOSITION DATE

ATTORNEY NAME & PHONE NUMBER

DEPONENT'S NAME

FIRM NAME

CASE CAPTION

FIRM ADDRESS

CONTACT FOR ORDER (IF NOT LISTED ATTORNEY)

ATTORNEY EMAIL ADDRESS

Our standard video order is an MPEG-4 file delivered to you via digital sharing platform through an email. If you would prefer something other than the standard order, please indicate your preference below. If you would like us to contact someone else at your firm for the video order, please list their contact information above.

Standard video order

Alternative video order (please specify format and delivery below)

**Please select alternative format you would like the deposition video delivered to you in:**

DVD-Video  
(for playback in a DVD player.)

MPEG-1

MPEG-2

**Would you like the video synchronized with the transcript and exhibits linked?**

(MPEG-1 and MPEG-4 formats only.)

Yes

No

**How would you like to receive the video files?**

(If you have selected DVD-Video format it must be delivered on a DVD.)

DVDs

USB Flash drive

Uploaded to file sharing platform  
(link to be sent via email)

**Do you need the video files delivered to you on an expedited basis?**

(Regular delivery is ten business days. If you need it faster, please specify the date you need it by.)

Yes    Delivery date: \_\_\_\_\_

No

This will acknowledge that I have ordered the above services and am responsible for the payment thereof.

**ALL INVOICES ARE PAYABLE UPON RECEIPT.**

Attorney's Signature

Attorney's Printed Name

Date

DEPOSITION DATE

ATTORNEY NAME & PHONE NUMBER

DEPONENT'S NAME

FIRM NAME

CASE CAPTION

FIRM ADDRESS

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