

DATE: \_\_\_\_\_ VIDEO JOB#: \_\_\_\_\_ VIDEOGRAPHER/FIRM: \_\_\_\_\_

WITNESS NAME: \_\_\_\_\_ CASE NAME: \_\_\_\_\_

ADDITIONAL EQUIPMENT: \_\_\_\_\_ PARKING: \_\_\_\_\_ MILEAGE: \_\_\_\_\_

SCHEDULED START TIME: \_\_\_\_\_ ACTUAL START TIME: \_\_\_\_\_ STOP TIME: \_\_\_\_\_

RUN TIME: Disc 1: \_\_\_\_\_ Disc 2: \_\_\_\_\_ Disc 3: \_\_\_\_\_ Disc 4: \_\_\_\_\_ Disc 5: \_\_\_\_\_ Total Hours: \_\_\_\_\_

SHIPPING: TRACKING #: \_\_\_\_\_ DATE SHIPPED: \_\_\_\_\_ COST: \_\_\_\_\_

Did you use DepoTexas' account for shipping?  Y  N

Additional Notes:

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**VIDEOGRAPHER INSTRUCTIONS** (please follow completely)

1. Always arrive a minimum of 60 minutes before the scheduled start time of the deposition.
2. Use a backdrop whenever possible. To ensure audio quality, please make sure that all participants are miked.
3. DO NOT fade audio or video when going on or off the record. DO NOT include date/time stamps unless requested by the hiring attorney. Please identify the media number on the record at the beginning and end of each disc/tape.
4. You MUST double master (record to two separate sources) **at the job**. One master needs to be a DVD-Video formatted disc compatible with DVD players.
5. Record only in SP mode, 4:3 aspect ratio and 2 channel audio.
6. **DO NOT exceed 80 minutes on any DVD or tape.**
7. Include the following information on each DVD label:  
A. Date; B. Witness Name; C. Disc Number and total discs, i.e., 1 of 3; D. Run Time, to the nearest minute;  
E. DepoTexas job #
8. If any attorneys are requesting the video on a RUSH or EXPEDITED basis, please inform DepoTexas via e-mail at: video@depotexas.com
9. DepoTexas will do all production and distribution. **Within 3 days of the deposition** send DVD copies (please first check them for correct playback in a DVD player) and include the **DepoTexas Video Worksheet, DepoTexas signed Video Order Forms, Resource Worksheet and your detailed invoice (one per job #) with the video.** Retain the original master tapes/DVDs for at least 90 days from the job date.

Send videos, paperwork, and invoice to:

**DepoTexas, Inc.**  
**ATTENTION: PRODUCTION**  
**13101 Northwest Freeway, Ste. 210**  
**Houston, Texas 77040**

DO NOT send on an Overnight basis unless it is a RUSH.