

OFFICE USE ONLY

- Entered in to RB/Tracking
- Video Check
- Checked for Scanned TA
- Priority Assigned
- Video Production – Encode / Sync
- Save on USB
- RB Track Final Note
- Drop on Exhibits / Video Table

VIDEO WORKSHEET

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

ORDERING ATTORNEY NAME: _____ EMAIL: _____
LAW FIRM: _____ PHONE: _____
Legal Video Services: Synchronized Digital Video Transcript _____ Not Synced Video File _____

COPY ATTORNEY NAME: _____ EMAIL: _____
LAW FIRM: _____ PHONE: _____
Legal Video Services: Synchronized Digital Video Transcript _____ Not Synced Video File _____

COPY ATTORNEY NAME: _____ EMAIL: _____
LAW FIRM: _____ PHONE: _____
Legal Video Services: Synchronized Digital Video Transcript _____ Not Synced Video File _____

Additional Notes _____

VIDEOGRAPHER INSTRUCTIONS

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.
4. Record tapes and DVDs in SP mode only. DO NOT exceed 80 minutes on any DVD or tape.
5. Please identify the disc number on the record at the beginning and end of each disc.
6. Include your invoice, DepoTexas Video Worksheet and Resource Worksheet with video. Include the following information on each DVD:
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 #
7. Retain the original master tapes/DVDS (for at least 90 days from the job date), and send only DVD copies **WITHIN 3 BUSINESS DAYS** to:

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