



ALABAMA TRIAL SERVICES

www.altrialservices.com

100 Reach Circle
Alabaster, AL 35007
205-907-6963

Cooper &
Associates
Legal Video Services, LLC
An Alabama Trial Services Company

Videography Protocol

- 1) **Format** - We can handle most video formats from MiniDV, DVCAM, MPEG 2 & 4, & DVD Video or uploaded video.
- 2) **Backups** - We check tapes and produce jobs immediately and will send an email with permission to destroy deposition backups. These must be retained by your firm in the event that something goes wrong in shipping. Do not mail us these.
- 3) **Microphones** - Each participant who is speaking must have an individual microphone. A boundary microphone for any attorney asking questions is not acceptable; they can get a microphone from someone next to them. The audio should be mixed so that all microphones are on both channels. Audio on only one channel is likewise unacceptable.
- 4) **Audio** - With respect to audio levels, err on the side of low levels rather than overloading the microphones or camera. Distortion from excess audio levels at the time of the deposition is not acceptable. Please use 48k audio mode.
- 5) **Setting** - Please use a backdrop whenever possible, gray is preferable. Don't use blue chroma key. If the witness is next to, or in front of, a window please close the blinds and try to block out that outdoor light. This will prevent the witness being side lit.
- 6) **Camera Settings** - If using auto white balance results in poor results, adjust it manually. Set the iris manually so that when the witness holds up white paper it doesn't close, darkening the shot. Focus on the witness initially using auto mode and then switch to manual so that other objects don't take the focus. Essentially the camera should be in manual mode during the deposition. Do not leave it in auto mode. If light conditions change during the deposition, you must adjust to accommodate those changes.

7) **Framing** - This is very important! - The picture below is our preferred framing of the witness. This is the shot we need. Do not let attorneys or the witness stack paper and put glasses and water bottles in the shot. Politely ask them to move them aside. If necessary shoot slightly above the table top to get clutter out of the picture. This is an example of good composition.

Optimal



8) If you have any questions, please feel free to call or email for quicker response.
Michael Nicholls (205) 907-6963; mnicholls@altrialservices.com

Send all master media for production by ATS to:

Alabama Trial Services

100 Reach Circle
Alabaster, Al 35007

Send tapes for 3 day delivery

Fed EX # 3187-0425-2

Please get a tracking number.

10) Ask each party if they would like a copy, and if so, just take down their name.
We will call them if we do not already know what they get.

11) Do not submit any bills to attorneys. Please bill **Alabama Trial Services**.