

# READ-ON SCRIPT

## Start of First Videotape:

1. Make sure everyone is ready to begin.
2. Start all decks, let them get up to speed and then begin: Here begins the deposition of \_\_\_\_\_, Tape/Disc 1, Volume \_\_\_\_\_. In the matter of \_\_\_\_\_ in the \_\_\_\_\_ case # \_\_\_\_\_ Today's date is \_\_\_\_\_ and the time on the video monitor is \_\_\_\_\_  
The video operator today is \_\_\_\_\_ representing Array Reporting (or Affiliate).  
The court reporter is \_\_\_\_\_ of \_\_\_\_\_, reporting on behalf of Array Reporting (or Affiliate).  
Today's deposition is being taken on behalf of the (circle one) PLAINTFF/DEFENDANT and is taking place at: (street, city, and state) \_\_\_\_\_

3. "Counsels please introduce yourselves and state whom you represent"
  - a. If necessary say, "Would all others present please state your name for the record"
4. "Would the court reporter please swear in the witness"

## Going Off / On the Record

1. Make sure all counsels agree to go off the record.
2. Then announce, "Going off / on the record the time is \_\_\_\_\_"

## To Begin Each New Piece of Videotape

1. Make sure all counsels are ready and agree to go on the record.
2. "This marks the beginning of Tape/Disc number \_\_\_\_\_, Volume \_\_\_\_\_, In the deposition of \_\_\_\_\_ The time is \_\_\_\_\_."

## To Conclude Each New Piece of Videotape

1. Make sure all counsels agree to go off the record.
2. "This marks the end of Tape/Disc number \_\_\_\_\_, Volume \_\_\_\_\_, In the deposition of \_\_\_\_\_ Going off the record, the time is \_\_\_\_\_."

## End of The Deposition

1. Make sure all counsels agree to go off the record.
2. "This is the end of Tape/Disc number \_\_\_\_\_ Volume \_\_\_\_\_ In the deposition of \_\_\_\_\_ Going off the record, the time on the monitor is \_\_\_\_\_"

**Deponent Name:**

**Case Name:**

**Video Operator:**

**Depo Start Time:**

**Depo End Time:**

**Mark tapes as confidential?**

**YES**

**NO**

**(circle one)**

## MASTER MEDIA LOG

	<b>Start Time</b>	<b>End Time</b>	<b>Total Running Time</b>
Media 1			: : :
Media 2			: : :
Media 3			: : :
Media 4			: : :
Media 5			: : :
Media 6			: : :
Media 7			: : :
Media 8			: : :
Media 9			: : :

**Within two working days we should receive the master Tapes/Discs and this paperwork. Please ship all materials with slip provided.**

