

READ ON STATEMENTS

Be sure to obtain every attorney's business card
These are the read-on and read-off statements required by our attorney clients.

Beginning:

START RECORDING

We are on the record. The time is: _____. The date is: _____.

This is the beginning of the deposition of _____

Will counsel introduce yourselves and state whom you represent?

The court reporter will now swear in the witness.

Breaks/ Lunch:

The time is _____. We are off the record.

STOP RECORDING

4. Please Standby.

START RECORDING

. The time is: _____.

End/Deposition

1. Please Standby.

2. "This is the end of the deposition of: _____. The court reporter will now take the orders for the transcript.

WAIT UNTIL COURT REPORTER FINISHES, THEN TAKE VIDEO ORDER:

To the non-scheduling attorney(S): "Mr/Ms Attorney", (the scheduling attorney) is getting the video of today's deposition included in their appearance fee. Would you like to order a copy of today's deposition? (Be sure to note their answer on billing sheet).

3. The time is: _____ and we are off the record.

STOP RECORDING

*****IF ANY ATTORNEY SAYS THEY NEED THE VIDEO IN A RUSH, OR ON A SPECIFIC DATE CONTACT US IMMEDIATELY BY CALLING 800-528-3335. We will need to arrange for you to upload the video to our repository*****

