

**APPEARANCES / COPY ORDERS**

**Witness:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Veritext job #** \_\_\_\_\_ **Videographer name:** \_\_\_\_\_

**Caption:** \_\_\_\_\_ **vs** \_\_\_\_\_

**IMPORTANT:** Please list the appearances for ALL of the attorneys present in the room or remotely. Please indicate the format for each attorney that would like to order video. Please use additional pages if needed.

Attorney name: \_\_\_\_\_  
Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Send to attn of Email: \_\_\_\_\_  
Video Format:  
Expedited?      If yes, deliver by: \_\_\_\_\_

Attorney name: \_\_\_\_\_  
Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
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**Paperwork must be signed and uploaded to portal**