

For support during proceedings,
855-440-4861 or remote@veritext.com



For all other inquiries
866-642-9574 or support@veritext.com

Job Number _____

In-Person Read-on

Good Morning/Afternoon. We are going on the record at _____am/pm on _____. Please note that the microphones are sensitive and may pick up whispering and private conversations. Please mute your phones at this time. Audio and video recording will continue to take place unless all parties agree to go off the record.

Hybrid / Remote Read-on

Good Morning/Afternoon. We are going on the record at _____am/pm on _____. Please note that this deposition is being conducted virtually. Quality of recording depends on the quality of camera and internet connection of participants. What is seen from the witness and heard on screen is what will be recorded. Audio and video recording will continue to take place unless all parties agree to go off the record.

This is Media unit 1 of the video recorded deposition of _____

taken by counsel for _____ in the matter of:

vs _____

filed in the _____

Case number / docket number _____

**** IF IN-Person:** The location of the deposition is _____

****IF REMOTE:** *This deposition is being conducted remotely using virtual technology.*

My name is _____ representing _____ and I am the videographer.

The court reporter is _____ from the firm _____.

I am not authorized to administer an oath*, I am not related to any party in this action, nor am I financially interested in the outcome. If there are any objections to proceeding, please state them at the time of your appearance. Counsel and all present, including remotely, will now state their appearances and affiliations for the record, beginning with the noticing attorney.

*Notaries shall omit the sentence in **bold**.

Will the court reporter please swear in the witness and then counsel may proceed.

Upon going off the record, state "This is the end of Media __, we are going off the record, the time is ____."
STOP recording.

At the conclusion of the deposition state " We are off the record at _____am/pm and this concludes today's testimony given by _____. The total number of media used was ____ and will be retained by _____.

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: _____

Phone: _____
Send to attn of Email: _____
Video Format:
Expedited? If yes, deliver by: _____

Attorney name: _____
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Expedited? If yes, deliver by: _____

Attorney name: _____
Firm: _____
Address: _____

Phone: _____
Send to attn of Email: _____
Video Format:
Expedited? If yes, deliver by: _____

Paperwork must be signed and uploaded to portal



CERTIFICATE OF VIDEOGRAPHER

VERITEXT JOB #: _____

<p>_____</p> <p>v.</p> <p>_____</p> <p>In the _____</p> <p>Case number _____</p>

I, _____, a videographer representing _____,

do hereby certify that I have accurately made the audio/video recording and preserved the entirety of the deposition of _____ that took place on _____ and took place at the location of _____ consisting of _____ media units.

The total running time is approximately _____ hours and _____ minutes.

I further certify that I have not modified, altered, or edited this recording in any way. I am a disinterested person, have no financial interest in the outcome of this action, and in no way interested in the outcome of said action. I am not related in any way to any of the parties involved in this action.

Videographer's Signature