



# Midwest Litigation Services Videographer Requirements

1301 Oak Street  
Kansas City, MO 64106  
816-221-1160

## 1. Before the deposition

- Dress appropriately
- Have enough media and storage space on hand for a minimum of shooting 2 full days of depositions.
- Know where your job assignment is located and anticipate drive time, construction, etc. so as not to arrive late.
- Arrive at your job assignment 60 minutes before the scheduled start to:
  - anticipate equipment issues
  - set up equipment and test audio & video quality, including white balancing.
  - complete video worksheet thoroughly
- Introduce yourself to attorneys and reporter. Keep conversations to a minimum. Please also be mindful of the subject matter of conversations.
- Sync time and date with all equipment used or referenced:
  - Camera (including backup camera if applicable)
  - Laptop or backup device
  - Reporter laptop and steno device
  - Watch or phone

## 2. Technical Requirements

- Preferred Video formats: MTS, TS, MPEG4, MPEG2, DVD Playable (VOB).  
**Please note MiniDV & DVCAM will not be accepted after 1/1/2015.**
- Video is to be recorded at 4kbps bit rate or higher. If using tape SP mode is required.
- Video can be either 16:9 or 4:3
- Video backup on-site is required. Must be of equal quality to master.
- Audio - Minimum of 4 microphones is recommended with one being reserved for videographer.
- Audio - Must be recorded in stereo or stereo mono
- Audio - If available, please provide a line to reporter.
- Record 10-30 seconds of a black leader with no audio on media; must fade in and out at the beginning or end of recording.

## 3. The Deposition

- Mic up necessary parties with the microphone attached on the outermost layer of clothing on the upper chest area.
- Confirm that attorneys and reporter are ready to begin.
- Inform all parties that if they have any communication devices such as cell phones and tablets they should be turned off as they could cause interference. Remind attorneys silent or vibrate modes may still affect audio. Do not be too pushy unless interference affects audio.
- Begin recording video and backup, being mindful to remember of the black leader.
- Complete introduction statement before depo. Read introduction as scripted. If attorney requests no or special introduction, then honor their request

- During deposition:
  - Do not eat
  - Do not read newspapers, magazines, browse the internet, use cell phones (including Facebook, Twitter, texting).
  - Frame witness in slightly off center and filling screen with witness and edge of table at bottom of screen. If non essential items are in frame, zoom tighter to witness.
  - Lock vertical and horizontal control knobs on tripod unless there will be exhibits, such as photos or models, to be zoomed in upon.
  - Do not open tapes or undo wrappings while on record, as this is distractive to all parties.
- Going off record (for a break)
  - Make sure all counsel consent to go off record.
  - Announce: "Going off the record. The time is \_\_\_\_\_ this ends media \_\_\_\_\_."
- Going back on record
  - Make sure all counsel consent to go back on the record.
  - Announce: "Going back on the record. The time is \_\_\_\_\_ this begins media \_\_\_\_\_."
- End of Deposition
  - Make sure all parties have completed questioning and are in agreement.
  - Announce: "This concludes the videotaped deposition of (name of witness) at (time). We are off the record."

#### 4. Post Deposition

- Video Format information
  - Get orders from all attorneys, who would like video copy and mark those that do not want video or request a courtesy call regarding format.
  - Scheduling attorney automatically receives a copy. This is included in cost.
  - If any attorney refuses a copy, be sure to get all contact information.
  - Thank all attorneys for their business and wish them a wonderful day.
- Label all materials with name, date, running time and tape number.
- Break down equipment and clean up any mess you made.
- Bring or send video masters with completed video worksheet to MLS within 3 business days, unless expedited, then ASAP. Completed worksheets must accompany the master media. If not, you will be charged back \$25.
- Midwest Litigation Services will do production and distribution, unless otherwise arranged.

#### 4. Shipping

- Please send the following items via **Fed Ex Account #332186124, priority delivery to Midwest Litigation Services, 1301 Oak Street, Kansas City, MO 64106.**
- Video must be received within 3 days of the deposition.

Following these simple procedures will ensure quality service and a good rapport with the clients. Thank you for your attention and cooperation. Please e-mail questions or comments to MLS Video Supervisor Gene Miller at [gmill@midwestlitigation.com](mailto:gmill@midwestlitigation.com) or the video department at [video@midwestlitigation.com](mailto:video@midwestlitigation.com).



# Video Worksheet

- Depo       Other PD  
 Video Only     Expedite  
 Appearance Only

Job # \_\_\_\_\_  
 Mileage \_\_\_\_\_  
 Start \_\_\_\_\_  
 End \_\_\_\_\_  
 Total Hrs \_\_\_\_\_

We are on the record. Today's date is \_\_\_\_\_ and the time is \_\_\_\_\_. This is the video recorded deposition of \_\_\_\_\_ in the matter of \_\_\_\_\_.

Case# \_\_\_\_\_ in the \_\_\_\_\_.

This deposition is being held at \_\_\_\_\_.

The reporter's name \_\_\_\_\_. My name is \_\_\_\_\_. I'm the (certified) legal videographer.

We are with Midwest Litigation Services. Would the attorneys present please introduce themselves?  
 (WAIT) Would the court reporter please swear in the witness? You may proceed.

\* Default format is DepoView with mpeg1 and text sync  
 \*\* Compatible with most Apple devices

Taking Firm \_\_\_\_\_ Name \_\_\_\_\_  MPEG-1\*     DVD (TV)  
 \_\_\_\_\_  MPEG-2     SHAREFILE (E-MAIL)  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  MPEG-4\*\*     CALL FIRM  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ E-mail \_\_\_\_\_

Firm \_\_\_\_\_ Name \_\_\_\_\_  MPEG-1\*     DVD (TV)  
 \_\_\_\_\_  MPEG-2     SHAREFILE (E-MAIL)  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  MPEG-4\*\*     CALL FIRM  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ E-mail \_\_\_\_\_

Firm \_\_\_\_\_ Name \_\_\_\_\_  MPEG-1\*     DVD (TV)  
 \_\_\_\_\_  MPEG-2     SHAREFILE (E-MAIL)  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  MPEG-4\*\*     CALL FIRM  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ E-mail \_\_\_\_\_

Firm \_\_\_\_\_ Name \_\_\_\_\_  MPEG-1\*     DVD (TV)  
 \_\_\_\_\_  MPEG-2     SHAREFILE (E-MAIL)  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  MPEG-4\*\*     CALL FIRM  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ E-mail \_\_\_\_\_

Misc. Notes: \_\_\_\_\_

Witness	On	Off	RT	Witness	On	Off	RT	Witness	On	Off	RT