

VIDEO WORKSHEET

CR firm: ie. Gulfstream

Job #: _____

Date: _____

Sched Time: _____

Arrived: actual _____ billing _____

Depart: actual _____ billing _____

Witness 1: _____

Witness 2: _____

JOB TYPE

(circle one)

- In Person
- Zoom only
- Zoom TECH only
- In Person + Laptop
- ELMO
- ELMO + Laptop

Reporter: _____

Email: _____

MP3 requested :

MP3 sent :

"No thanks" :

Time ON	Time OFF	Elapsed Time (this segment)	Elapsed Time (this witness total)	Notes
				1 =
				2 =
				3 =
				4 =
				5 =
				6 =
				7 =
				8 =
				9 =
				10 =
				11 =
				12 =
				13 =
				14 =
				15 =
				16 =
				17 =
				18 =
				19 =
				20 =

Setup reminders

- White balance
- Sync clocks with reporter
- Audio feed to reporter
- Get attorney cards for order sheets
- Exhibit stickers for attorneys (*non-steno*)
- Reset time counter on camera
- Gate/compressor settings to reasonable levels
- My cell phone silent
- Format Ninja if needed

When ready to go on record

- Mics look good?
- All channel mutes off?

Notes:

Mileage:

Parking: \$

Oath for interp: Do you swear or affirm that that your translation will be a true and accurate translation of the testimony given by the witness, so help you God?

Oath for non-steno: Do you solemnly swear that the testimony you are about to give will be the truth, the whole truth, and nothing but the truth, so help you God?