VIDEO WORKSHEET

CR firm: ie. Gulfstream

Job # : _____

Date:_____

Sched Time:_____

Arrived: actual _____ billing _____

Depart: actual _____ billing _____

Witness 1: _____

Witness 2: _____

Witness 3: _____

JOB TYPE
(circle one)

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

Time ON	Time OFF	Elapsed Time (this segment)	Elapsed Time (this witness total)	Notes
				EXHIBITS
				1 =
				2 =
				3 =
				4 =
				5 =
				6 =
				1 =
				2 =
				3 =
				4 =
				5 =
				6 =
				1 =
				2 =
				3 =
				4 =
				5 =
				6 =

Setup reminders

- □ SPOTLIGHT THE WITNESS!!!
- □ Rename everyone to First Last
- □ Witness in Landscape orientation?
- □ Did you spotlight the witness?
- □ Full screen mode, read-in templates ready?
- □ Minimize stack of thumbnails to talking bar
- □ Spotlight the witness, I'm serious
- □ My cell phone silent
- □ Format Ninja if needed

When ready to go on record

- □ All attys unmuted for identification on record?
- □ Is the witness spotlighted?

Notes:

Any Document Shares? □ No □ Yes

FINAL RECORDINGS

- □ Cloud/Local is better
- □ Ninja is better
- □ Both are perfect

NONSTENO

Good afternoon, today's date is [DATE]. The time is [XXX]. This is the video deposition of [WIT] and it is being conducted remotely in accordance with the emergency orders regarding COVID-19.
My name is [VIDEOGRAPHER]. I'm the video conference host and a registered notary. I will be administering the oath and recording the video deposition. All video conference participants have been admitted by me through a secure waiting room.
Will the attorneys please state their appearance for the record, starting with the attorney for the plaintiff? Also state if anyone else is in the room with you.
[interp], will you raise your hand for the oath? Do you swear or affirm that your translation will be an accurate translation of the testimony given by the witness, so help you God?
[WIT], will you please raise your right hand for the oath? *Do you swear or affirm that you are [WIT] and that you will tell the truth, the whole truth and nothing but the truth so help you God?*