

## **AWR VIDEOGRAPHER CHECKLIST**

**\*\*This is for AWR depositions, not in reference to jobs AWR is covering for out-of-state court reporting firms\*\***

Please be aware that you are representing **A. William Roberts, Jr. & Associates**.  
Please do **NOT** pass out personal business cards.

In order to ensure you are paid in a timely manner, make sure you send us the following items within 24 hours of the deposition.

- AWR Worksheet – Complete with Attorneys and Order information
- Your Invoice
- Certificate of Video Operator
- Certificate of Video Operator Prior to Commencement (for **SC** State Court ONLY)
- FedEx Tracking Receipt (if applicable)

### **Delivery Options:**

- Upload all paperwork and media files (**Digital MPEG2 is desired format**) to our online portal located at <http://scheduledepo.com/awr-video-upload-portal/>

Or

- Send media and paperwork via **FedEx 2 Day** using our FedEx account number (please see assignment paperwork or call the office to obtain the number)
- *DVD is Required Media Format- please label with date, witness name and disk number.*

#### **Video Department**

234 Seven Farms Drive, Suite 210  
Charleston, SC 29492  
(843) 722-8414

IF EXPEDITED use Standard Overnight shipping.

If there are any questions regarding these instructions, please contact our office.

**AWR VIDEOGRAPHER CHECKLIST FOR  
OUT-OF-STATE COURT REPORTING FIRMS**

**EXCEPTION: VERITEXT files should be uploaded to AWR portal as usual.**

Please adhere to the following on out-of-state (OSR) jobs that you cover for AWR:

Please be aware that you are representing the **out of state reporting firm**, not AWR or your company. Please do **NOT** pass out personal business cards.

- Label the master video DVD(s) accordingly:
  - Date
  - Witness Name
  - Disk #
- Use OSR worksheets, if provided
- Send AWR Certificate Page
- Send directly to OSR firm per the shipping instructions provided on the job sheet
- Fill out AWR worksheet – Complete with Attorneys and Orders
- Email AWR worksheet with Invoice and FedEx Receipt to <mailto:awr@scheduledepo.com>

Please adhere to all OSR firm guidelines. If you have any questions, please contact our office.



**A. William Roberts, Jr. & Associates**  
court reporting | videography | videoteleconferencing | trial presentation

**Witness:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Job #:** \_\_\_\_\_

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

**Please log Exhibits(*EXH*), and On/Off the Record Times**

EVENT	TIME	EVENT	TIME	EVENT	TIME

**Tape 1 Run Time:** \_\_\_\_\_ **Tape 2 Run Time:** \_\_\_\_\_ **Tape 3 Run Time:** \_\_\_\_\_ **Tape 4 Run Time:** \_\_\_\_\_

Tape 5 RT: \_\_\_\_\_ Tape 6 RT: \_\_\_\_\_ Tape 7 RT: \_\_\_\_\_ Tape 8 RT: \_\_\_\_\_

Scheduled Start Time: \_\_\_\_\_ Actual Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

EXPEDITED-----YES  NO

TRIAL DATE \_\_\_\_\_

NETWORK FIRM \_\_\_\_\_

We Distribute  FedEx  Their Account   
 They Distribute  UPS  Our Account

Ship Date \_\_\_/\_\_\_/\_\_\_

Tracking Number/Weight: \_\_\_\_\_

VIDEOGRAPHER: \_\_\_\_\_ COURT REPORTER: \_\_\_\_\_

CASE CAPTION & NUMBER:

Empty box for Case Caption & Number.

JOB NO. \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 LUNCH: \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE: \_\_\_\_\_

**ORIGINAL:**

**(BUSINESS CARDS)**

**COPY:**

Attorney:  
Law Firm:

Empty box for Attorney and Law Firm information.

Attorney:  
Law Firm:

Empty box for Attorney and Law Firm information.

**COPY:**

Attorney:  
Law Firm:

Empty box for Attorney and Law Firm information.

**COPY:**

Attorney:  
Law Firm:

Empty box for Attorney and Law Firm information.

WITNESS:	SCHEDULED START:	ACTUAL START:	END:	No. MEDIA USED	APF ONLY
1.					<input type="checkbox"/>
2.					<input type="checkbox"/>
3.					<input type="checkbox"/>
4.					<input type="checkbox"/>

*\*We supply all ordering Counsel with Synchronized-to-Transcript DVD & Standard DVD-VOB unless otherwise specified*

**SPECIAL INSTRUCTIONS:**

Empty box for Special Instructions.

-www.scheduledepo.com-

1-800-743-DEPO

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**A. William Roberts, Jr. & Associates**  
worldwide case management 24/7

234 Seven Farms Drive, Suite 210  
Charleston, SC 29492  
(843) 722-8414  
(800) 743-DEPO  
Fax: (866) 390-3376

**CERTIFICATE OF VIDEO OPERATOR PRIOR TO COMMENCEMENT**

I, \_\_\_\_\_, hereby affirm that I am familiar with the provisions of Rule 30(h) of the South Carolina Rules of Civil Procedure pertaining to videotape depositions and will assure that the videotaping of this deposition is done in compliance with the provisions of Rule 30(h) and in an impartial manner.

Dated this \_\_\_\_ day of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_,  
*(City/State)*

\_\_\_\_\_  
VIDEO OPERATOR

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**CERTIFICATE OF VIDEO OPERATOR**

I, \_\_\_\_\_, certify that the deposition of \_\_\_\_\_, was videotaped by me and that it consists of \_\_\_Media File(s); that it is accurate and complete and is an unedited tape of the testimony given by the witness; that I am not financially interested in this action and am neither a relative nor an employee of any of the parties.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_  
*(City/State)*

\_\_\_\_\_  
**VIDEO OPERATOR**

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**VIDEOGRAPHER'S READ-ON**

We are now on the record.

Today's date is \_\_\_\_\_.

The time is approximately \_\_\_\_\_.

This is the video deposition of \_\_\_\_\_

Taken by Counsel for the \_\_\_\_\_ (Plaintiff/Defendant).

The location is (specific): \_\_\_\_\_

My name is \_\_\_\_\_, legal videographer,  
representing A. William Roberts, Jr., & Associates.

This deposition is taken in the matter of

\_\_\_\_\_ vs.

\_\_\_\_\_ ; Case

Number \_\_\_\_\_.

Counsel, please introduce yourselves for the Record.

(Counsel will now identify themselves)

When they are done, you say:

Would the Court Reporter please swear in the Witness?

(She/he will then do so)

**GOING ON/OFF THE RECORD**

When going off, you say:

We will now go off the record. The time is approximately \_\_\_\_\_.

We will now go back on the record. The time is approximately \_\_\_\_\_.

### **CONCLUSION OF "A" VIDEOTAPE**

At the conclusion, you say:

This concludes Video Number \_\_\_\_ in the Video deposition of \_\_\_\_\_.

The time is approximately \_\_\_\_\_.

We are now off the record.

### **STARTING TAPE NUMBER 2, 3, AND SO ON:**

We are now back on the record. Today's date is \_\_\_\_\_. The time is approximately \_\_\_\_\_. This is Video Number \_\_\_\_ in the video deposition of \_\_\_\_\_.

(The proceedings will then continue)

### **CONCLUSION OF DEPOSITION:**

When the attorneys are done, they usually say, that's all I have. Other attorneys may have questions, but you will know when all counsel has completed.

At the conclusion, you say:

This concludes the Video deposition of \_\_\_\_\_. The time is approximately \_\_\_\_\_. We are now off the record.