

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 MPEG4 is desired format**) to our online portal located at <http://scheduledepo.com/awr-video-upload-portal/>
 - Minimum bitrate of 1000 kb/s
 - Audio bitrate: 224 kbps
 - Audio frequency: 48,000 Hz Or
 - Resolution: 720 x 480
- If you cannot upload, 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.



court reporting | videography | videoconferencing | trial presentation

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

-www.scheduledepo.com-

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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. I am familiar with the
provisions of Rule 30(h) pertaining to videotape depositions.

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:

In accordance with Rule 30(h)3, the witness has the right to be shown the
videotaped deposition unless waived by the witness and the parties.

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 _____.

Highlighted portions are still to be read if
counsel asks for shortened read on

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.