



## SCRIPT

### AT THE BEGINNING OF THE DEPOSITION:

(make sure everyone is ready, say “just a moment” and start decks. Wait 5 seconds for them to get up to speed, then read below)

“This marks the beginning of the video taped deposition of \_\_\_\_\_ (WITNESS)

in the case titled \_\_\_\_\_ vs. \_\_\_\_\_

Case # \_\_\_\_\_. Today’s date is \_\_\_\_\_ (DATE) and we are on the

record at \_\_\_\_\_ (TIME). The video operator today is \_\_\_\_\_ of

41 Productions and the court reporter is \_\_\_\_\_ of \_\_\_\_\_.

Today’s deposition is being taken on behalf of the (CIRCLE ONE) Plaintiff // Defendant and is taking place

at: (street address, city & state) \_\_\_\_\_.”

- “Would all those present please state your name and appearance for the record?” (ALLOW TIME FOR EVERYONE TO STATE NAME AND APPEARANCES)
- “Would all others present please state your name for the record?”
- “Would the court reporter please swear in the witness?”
- “Please begin...”

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### AT THE BEGINNING OF EACH NEW TAPE:

(make sure everyone is ready and agrees to go on the record, then read below)

“This marks the beginning of videotape number \_\_\_\_\_ (TAPE NUMBER) in the deposition of \_\_\_\_\_ (WITNESS). We are on the record at \_\_\_\_\_ (TIME) Please continue...”

### AT THE END OF EACH TAPE:

(make sure everyone agrees to go off the record, then read below)

“This marks the end of videotape number \_\_\_\_\_ (TAPE NUMBER) in the deposition of \_\_\_\_\_ (WITNESS). We are going off the record at \_\_\_\_\_ (TIME).”

### GOING ON/OFF THE RECORD:

(make sure everyone is ready and agrees to go on/off the record, then read below)

“We are going on / off the record at \_\_\_\_\_ (TIME).”

### AT THE END OF THE DEPOSITION

(make sure everyone agrees to go off the record, then read below)

“This is the end of videotape number \_\_\_\_\_ (TAPE NUMBER) and concludes the deposition of \_\_\_\_\_ (WITNESS). The original videotapes will be retained by 41 Productions in Amarillo, TX. We are going off the record at \_\_\_\_\_ (TIME).”