DEPOTEXAS DEPOSITION SERVICES

Sunbelt Reporting & Litigation Services

VIDEOGRAPHER TRAINING AND GUIDELINES

Thank you for working with DepoTexas. Please follow the instructions below in order to ensure that your job is produced and billed properly.

Not following these instructions may cause a delay with producing and billing the job, which may result in a delay with your payment.

When recording video for any DepoTexas job, please:

- Print your Job Notification and Notice the day prior. Double check your start time and location.
- Contact office if any discrepancies are noted.
- Arrive 1 hour early.
- Let video department know of any RUSH requests.
- Record DVD/MPEG2 in SP mode ONLY. Do not exceed 80 minutes per tape or file on DVD.
- Always shoot two medias.
- Ship DVD/MPEG2s to office within 48 hours after your depo. Retain original video.
- Include the following info on each DVD/MPEG2: date, witness name, disc number and total discs, run time to the nearest minute, DepoTexas job number.
- Include copy of worksheet and final invoice.

WARNING

You MUST obtain signed DepoTexas Video Order Forms for every attorney that wishes to order video. You CANNOT use any of the following as a valid Video Order Form:

- **Court reporter's Transcript Order Form**
- **Business card with a signature**
- **Your own custom video order form**
- **Blank paper with a format and signature listed**

Failure to obtain signed DepoTexas Video Order Forms for all copy attorneys may result in a delay of production, billing, and payment to you.

Please see the next page for detailed information on how to ship your video and paperwork to DepoTexas.

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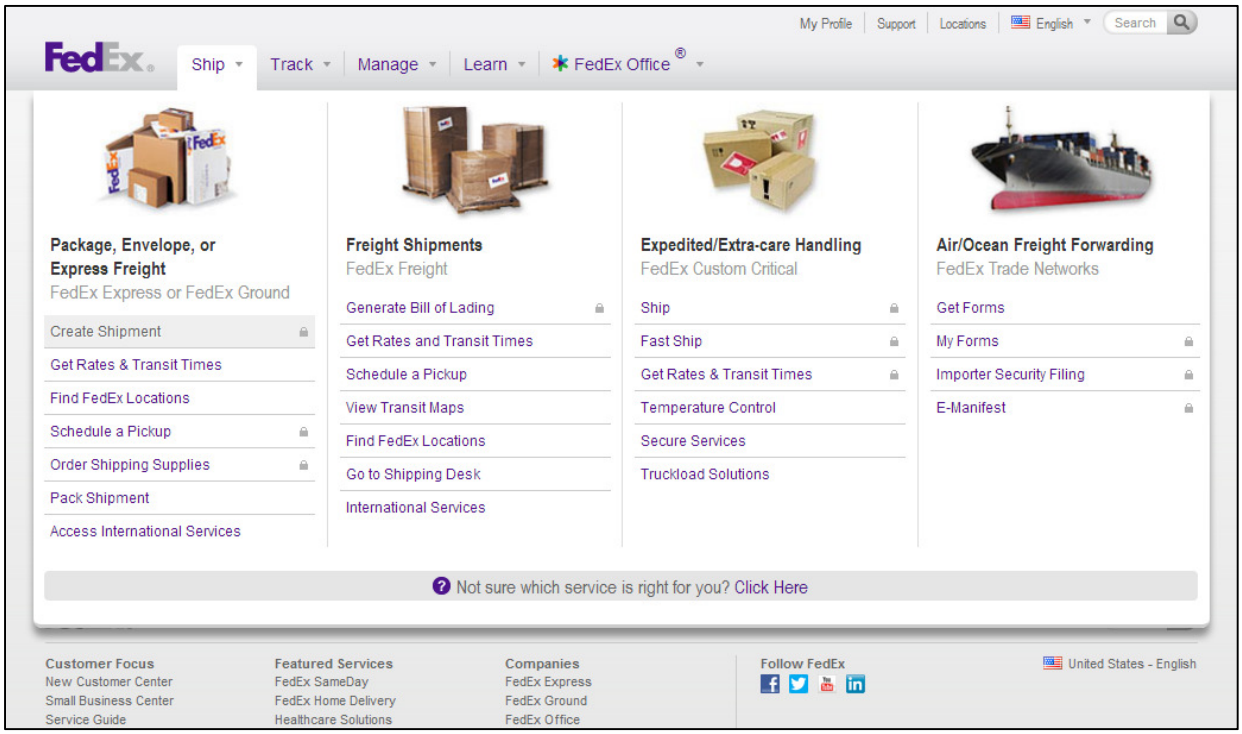
SHIPPING VIDEO AND PAPERWORK WITH FEDEX

Within two business days of your deposition, you are to ship the original video and forms to the DepoTexas Houston branch.

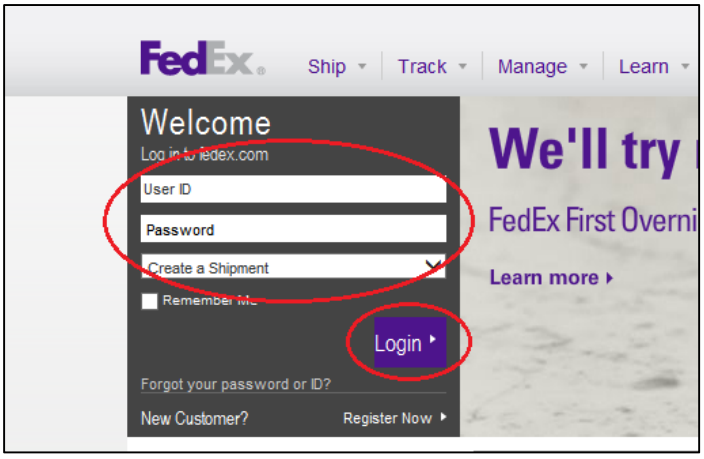
All DepoTexas videographers do this by using FedEx.com, which is a free online service that allows you to generate a Fed-Ex shipping ticket without you being billed for it (DepoTexas will take on the delivery charges).

The following guide will show you how to use the FedEx.com website to generate a shipping label for your exhibits in just minutes.



To get started using FedEx.com, go to the following website:

http://www.fedex.com/



USE THE LOGIN INFORMATION PROVIDED TO YOU

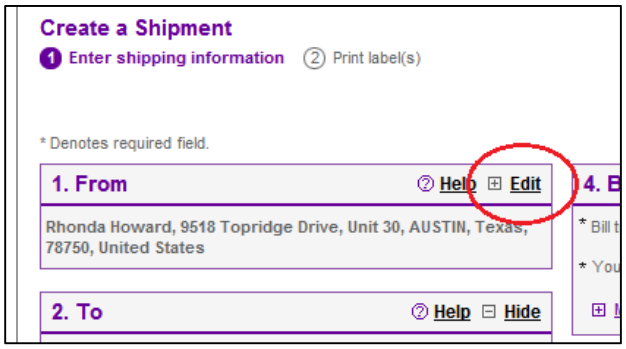
The User ID and Password you will be using depends on your location.

Please contact your local DepoTexas branch and ask the scheduling department for the FedEx.com User ID and Password that you will be using for all shipments of original exhibits and forms.

EDIT OR SELECT YOUR ADDRESS INFORMATION IN STEP 1

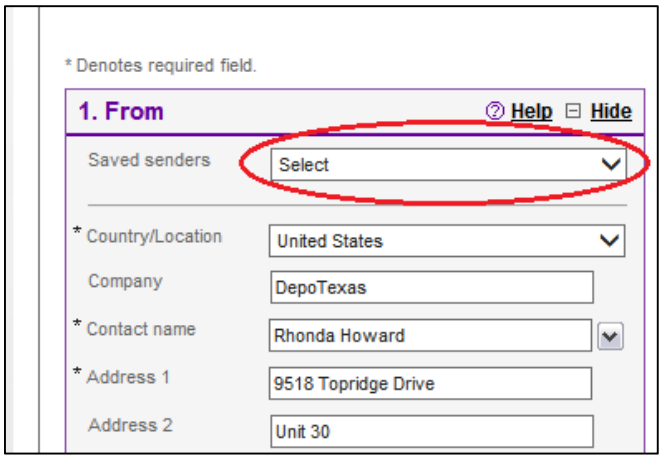
Step 1 is for the shipper and their information in case the package needs to be returned. Most likely your information will not be there when you first log in.

Click the “Edit” button to either enter in your information or select it from a dropdown list.

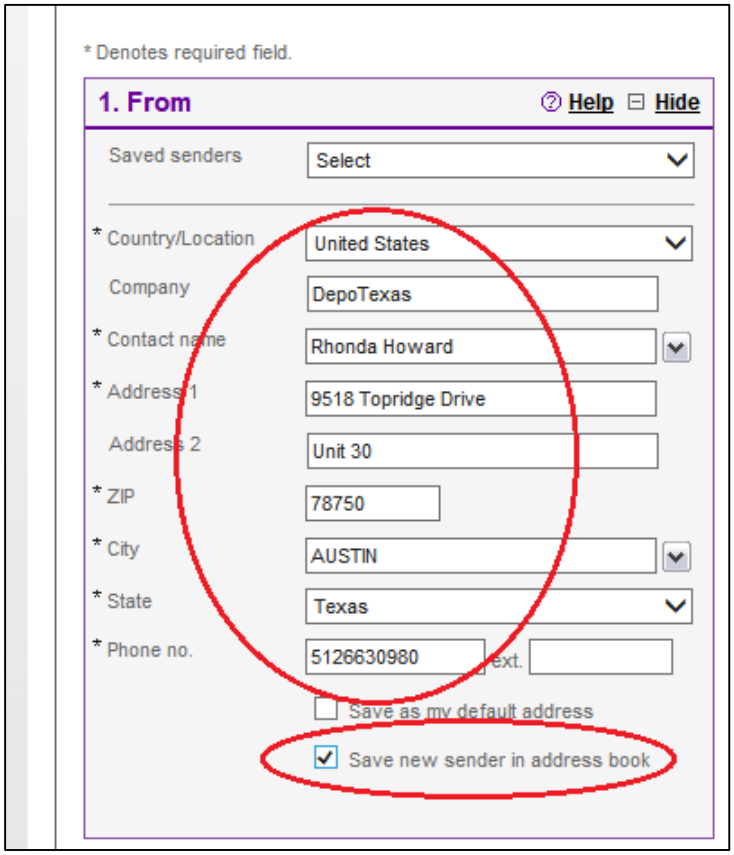


If you have previously shipped something to DepoTexas and saved your address on the Fed-Ex website, then simply browse the dropdown list and select your shipping information.

(Screenshot on next page)



If your address information is not already saved into the Fed-Ex website, then carefully type in all of your address information and make sure it is correct. Once typed in, check the box that says, "Save new sender in address book."

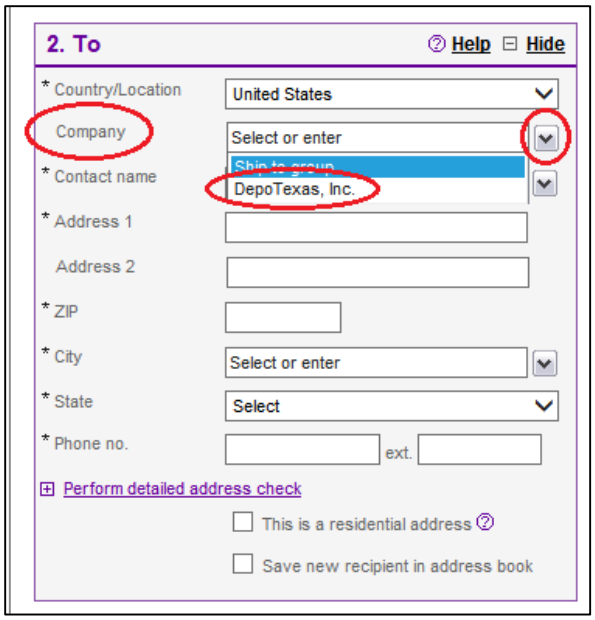


SELECT THE 'DEPOTEXAS, INC.' DESTINATION ON STEP 2

Step 2 allows you to set where your package will go. Your original video and forms will <u>ALWAYS</u> go to the DepoTexas Houston office.

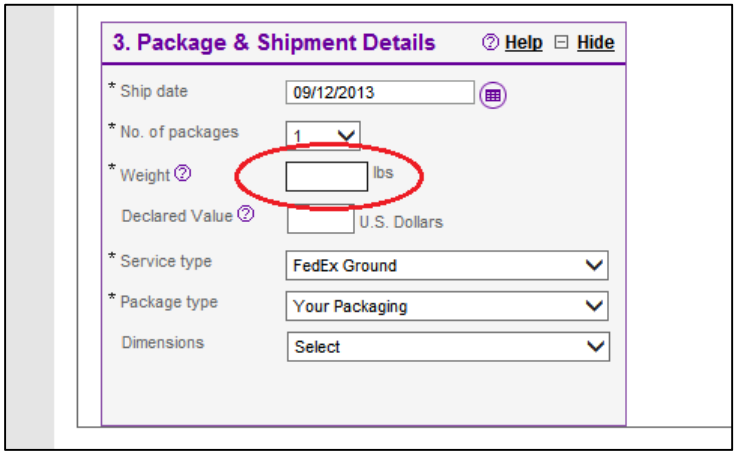
Simply click on the dropdown list next to "Company" and select "DepoTexas, Inc." and the shipping information will auto-populate.

(Screenshot on next page)



ENTER THE PACKAGE WEIGHT IN STEP 3

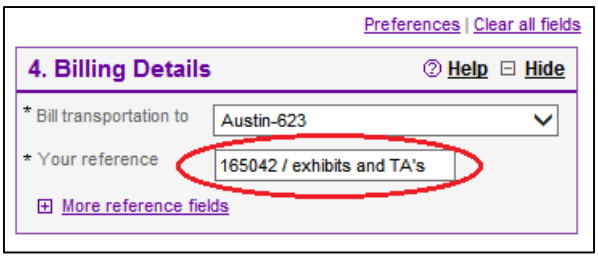
On Step 3 enter in the approximate weight of the package you are sending (round up).



WARNING: Unless your job has been ordered expedited, the Service Type will **ALWAYS** be "FedEx Ground." If your job is rush, then you will select the Service Type of "Priority Overnight."

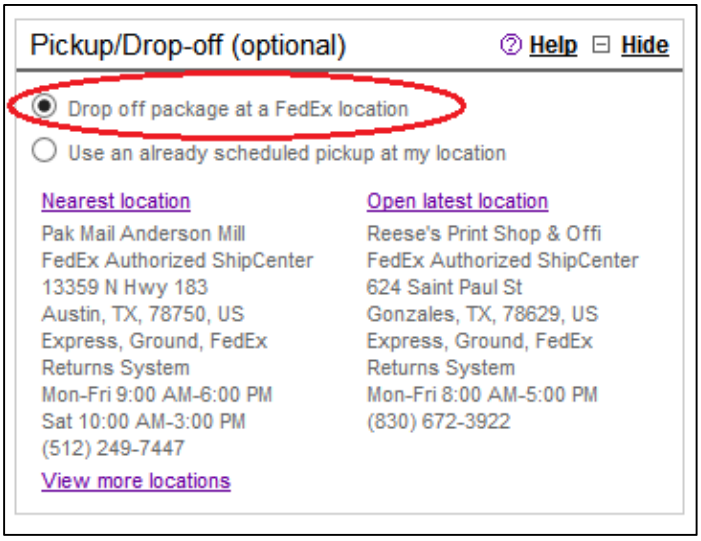
LIST YOUR JOB NUMBERS AND PACKAGE CONTENTS IN STEP 4

On Step 4, delete any text in the "Your reference" field and enter in the job number(s) that you are sending exhibits and forms for, followed by a slash, and describe the contents of your package (for example, "video and order forms").



FIND YOUR NEAREST FED-EX LOCATION TO DROP OFF YOUR PACKAGE

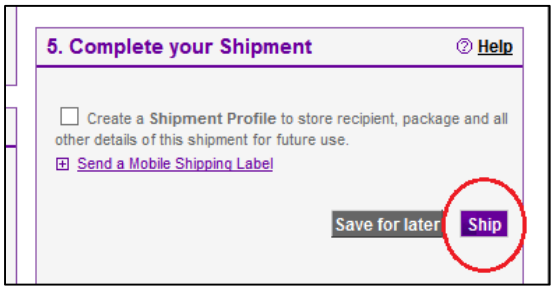
Under the "Pickup/Drop-off" section, click the "Edit" button on the top-right corner. Now you will see a Fed-Ex store that is nearest you and also a location that is open the latest.



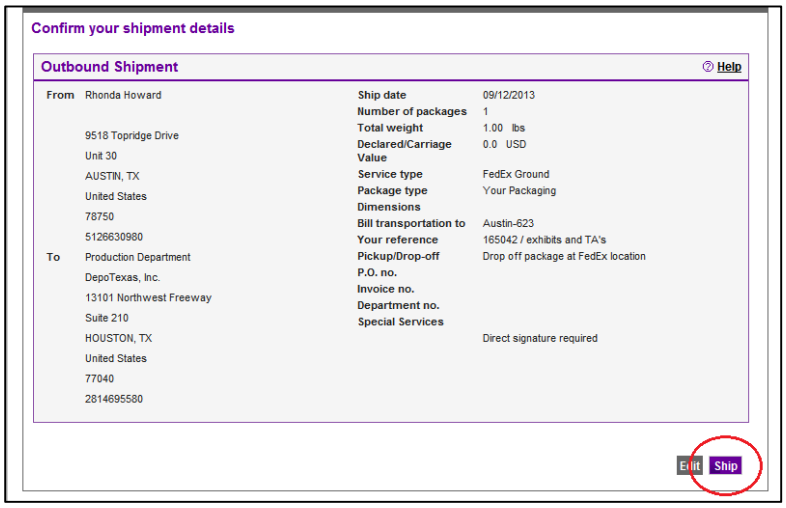
WARNING: The option "Drop off package at a FedEx location" must be checked. You are not able to schedule a Fed-Ex pickup.

CLICK THE SHIP BUTTON AND REVIEW YOUR INFORMATION

Click the purple "Ship" button **WITHOUT** creating a Shipment Profile.

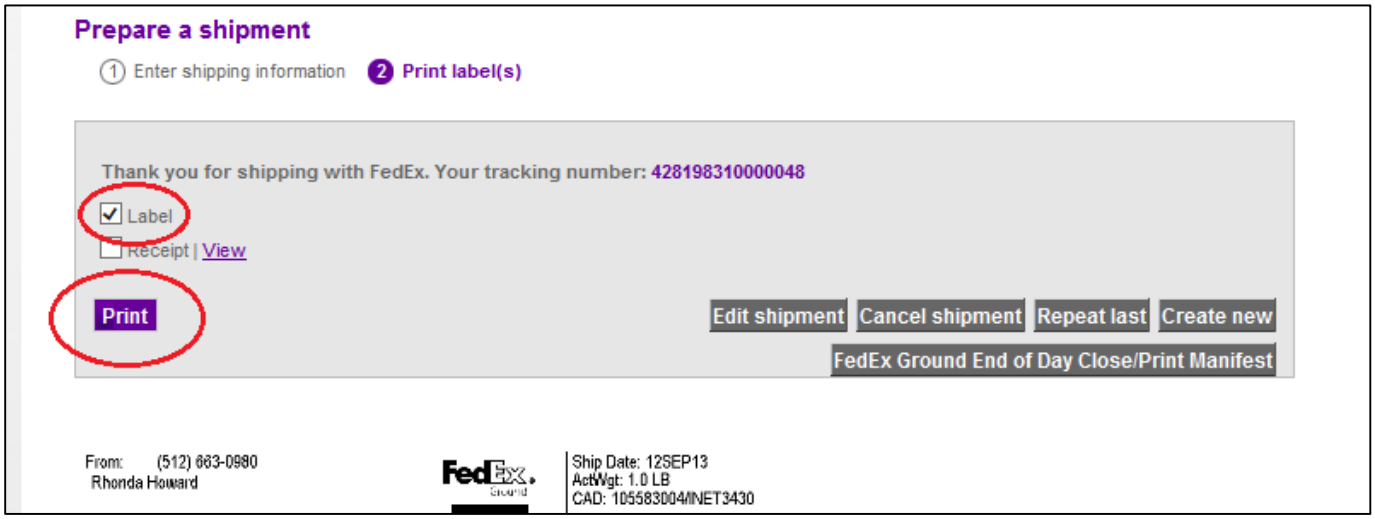


Now you will be taken to a review screen. Double-check all your information to make sure it's correct.



PRINT YOUR LABEL AND THEN TAKE YOUR PACKAGE TO A FED-EX STORE

Once your label has been generated, make sure the “Label” option is checked, and then click the “Print” button.



Once your shipping label has printed, take your original exhibits and forms (whether they are packaged up or not) to your nearest Fed-Ex store so that they can be packaged and processed for shipping.