

GLOSSARY OF TERMS FOR ALV REMOTE RECORDING STANDARDS

Fault-tolerant:

A video file designed to be readable and recoverable should the recording process be interrupted unexpectedly

Recording view:

Description of the videoconference feeds utilized in a remote recording (e.g. **witness-only view**, **witness-exhibit view**)

Witness-only view:

A **recording view** consisting of only the witness's videoconference feed full-screen

Witness-exhibit view:

A **recording view** consisting of both the videoconference screen-share feed and the witness's videoconference feed. **Witness-exhibit view** may be displayed either as a split screen or picture-in-picture

Primary recording:

The master recording for any **recording view** (**witness-only** or **witness-exhibit**)

Backup recording:

The backup recording for any **recording view** (**witness-only** or **witness-exhibit**). Backup recordings are distinguished from optional tertiary recordings, which are not governed by ALV standards.

Native screen capture:

Natively capturing the entirety of a monitor's content, in contrast to recording the entire monitor's content by means of a video camera.

Native application window capture:

Natively capturing an application's window, in contrast to recording the application window's content by means of a video camera.

REMOTE DEPOSITION VIDEO STANDARDS

Any glossary terms found within the ALV Remote Recording Standards below will be bolded.

EQUIPMENT REQUIREMENTS

- ER01. The videographer shall utilize a webcam with a minimum resolution of 720p.
- ER02. The videographer shall use an external microphone for narration to videoconference participants.
- ER03. The videographer shall use headphones whenever deposition content could be overheard by any unauthorized individual within earshot.
- ER04. Computers used for software-based recording shall meet or exceed the recommended system requirements specified by the recording software manufacturer; minimum requirements are insufficient.
- ER05. Adequate, controlled lighting shall be provided for the videographer's on-camera appearance. The videographer's background should look professional and be free of distractions.
- ER06. A minimum of two computers, each receiving its own videoconference feed, shall be employed to ensure continuity in the event of a system failure.
- ER07. All devices lacking internal battery power—including, but not limited to, internet modems and routers—shall be connected to an uninterruptible power supply (UPS). All internal and external batteries shall be sufficiently charged to withstand a power outage until the proceeding can be taken off the record.
- ER08. At least one recording computer shall be hardwired to the internet, if possible.
- ER09. A secondary internet connection (e.g., mobile hotspot, MiFi) shall be available as a backup in the event of primary internet failure.
- ER10. The primary internet connection shall be capable of allocating sufficient bandwidth (download and upload) required by the videoconferencing platform.
- ER11. All equipment must be able to operate safely without overheating for the duration of the proceeding.
- ER12. Replacement cables and critical backup equipment shall be readily available to address unexpected failures.

TECHNICAL REQUIREMENTS

- TR01. All recordings shall be captured at a minimum of 1080p resolution, 4 Mbps video bitrate, and 30 fps, with audio recorded at 128 kbps.
- TR02. The videographer shall demonstrate proficiency in the videoconferencing platform used for the deposition, enabling timely resolution of technical issues and optimal platform utilization.
- TR03. The videographer shall demonstrate proficiency in all recording software and/or hardware employed, including knowledge of features, limitations, and best practices.
- TR04. For software recordings, the videographer shall remedy any recording issue resulting in dropped frames if occurring regularly.
- TR05. At least one recording shall be captured in a **fault-tolerant** format.
- TR06. For all remote depositions, the videographer shall make **primary recordings** of both the **witness- only** and **witness-exhibit views**. For each **primary recording**, the videographer shall

also make a **backup recording** which meets or exceeds the corresponding **primary recording's** resolution, video/audio bitrate and frame rate.

TR07. All **primary** and **backup recordings** of remote depositions shall be captured using **native screen capture** or **native application window capture** methods.

TR08. All meeting and recording software or firmware shall be updated to the most recent stable release.

PROFESSIONAL CONDUCT

PR01. The videographer shall address and communicate with clients and participants (including attorneys, reporters and witnesses) respectfully, promptly, clearly, and professionally at all times.

PR02. The videographer shall make every effort to be the first participant to join the meeting, no less than 30 minutes prior to the scheduled start time.

PR03. The videographer shall record only one remote deposition at a time.

PR04. When subcontracting, the videographer shall represent only the hiring agency. The videographer shall not promote competing services to parties introduced through that agency.

PR05. The videographer shall wear business-professional attire.

PR06. The videographer shall return promptly from all breaks and shall not cause unnecessary delay.

PR07. When appropriate, the videographer shall proactively assist participants with technical issues.

PR08. The videographer's webcam shall be activated whenever addressing other participants.

PR09. Before the beginning of each deposition, the videographer shall confirm that the court reporter can see and hear all participants clearly. Additionally, the videographer shall confirm the reporter is ready to proceed before going on the record for each deposition session.

PR10. The videographer shall track and be prepared to report the total time on the record, upon request.

PR11. All proceedings and recordings shall remain strictly confidential. Deposition content shall never be shared with unauthorized individuals.

PR12. The videographer shall remain a neutral and impartial third party. Any conflicts of interest shall be disclosed immediately. Commentary, tone, or conduct suggesting favoritism is prohibited.

PR13. The videographer shall maintain a working knowledge of common legal and deposition terminology.

DEPOSITION PROCEDURES

DP01. The videographer shall review all job assignment details upon receipt, and any missing, contradictory, or unclear information shall be clarified with the client.

DP02. The videographer shall confirm the job assignment one business day prior to the deposition.

DP03. Upon joining the videoconference, the videographer shall perform and review a video and audio recording test. The videographer shall retain test recordings in the event verification is later required.

DP04. As participants join, the videographer shall verify that all active participants—particularly the witness and taking attorney—are transmitting audio and video sufficient for the capture of testimony.

- DP05. The videographer shall request that the witness's webcam be positioned in a stationary, landscape orientation, preferably hands-free.
- DP06. The videographer shall make reasonable efforts to record the witness's full face and mid-torso, following the rule-of-thirds framing for a talking head.
- DP07. The videographer shall suggest reasonable adjustments for poor witness lighting/backlighting and framing.
- DP08. When possible, the videographer shall utilize recording tools to correct for lighting or framing limitations beyond the witness's control.
- DP09. The videographer should seek full meeting privileges (e.g. host, co-host) to enable maximum administrative control and technical intervention if needed.
- DP10. Prior to going on the record, the videographer shall confirm the witness's current time zone. All timestamps and any related narration shall accurately reflect the confirmed time zone. Timestamps should include month, day, year, hour, minutes, and seconds.
- DP11. The videographer's read-on shall conform to applicable federal or state rules of civil procedure.
- DP12. All videographer narration, especially the read-on, shall be delivered slowly, clearly, and accurately, with pronunciation confirmed in advance when necessary.
- DP13. Recordings shall be free of tooltips, pop-ups, notifications, platform messages, system sounds, or local cursor movement.
- DP14. While on the record, the videographer's microphone shall remain muted when the videographer is not speaking.
- DP15. The videographer shall visually monitor both **primary recordings (witness-only and witness-exhibit view)** and audibly monitor one of the two **primary recordings**, rather than monitoring the video and audio feed from the videoconference platform.
- DP16. The videographer shall politely interrupt the proceedings if a technical issue arises that materially affects the recordings.
- DP17. Only essential software shall be running on recording or videoconference devices.
- DP18. Off-the-record conversations shall not be recorded.
- DP19. The videographer shall go on the record at the request of any party; however, if there is a dispute, all parties must agree to go off the record.
- DP20. The videographer shall document any out-of-the-ordinary issues arising during the deposition or recording process.
- DP21. The videographer shall offer an audio copy of the deposition to the court reporter.
- DP22. The videographer shall not leave the videoconference before confirming with the court reporter.
- DP23. The videographer shall conduct quality control review for all submitted recordings prior to delivery.
- DP24. The videographer shall securely store all recordings and allow access only to authorized personnel.
- DP25. All required video documentation shall be fully completed prior to submission to the client.
- DP26. When subcontracting, video files, invoices, and paperwork shall be delivered promptly.
- DP27. Recordings shall be archived in two separate locations for a minimum of 7 years, if no jurisdictional rules apply.