

## **Ludwig Klein Reporters & Video, Inc. Deposition Realtime Services Order Form**

\*\*\*Check service that is required (If No. 3, provide name(s) and email addresses); save form (change file name when saving); email form to [lois@ludwigklein.com](mailto:lois@ludwigklein.com) with job scheduling details **or** copy and paste required Realtime Service into body of email containing job scheduling details

**Local Realtime** – deposition realtime text sent to laptop **in** deposition room

\*\*24 hour notice required

\*\*\*Attorney's computer must be in deposition room 45 minutes before deposition with receiving software open

\*\*\*\*Cancellation fee may apply if not cancelled by 3:00 p.m. previous business day

### **Internet Realtime – Live ongoing deposition viewing at secure website**

(1) **Text only** to remote location (i.e. client)

\* **24-hour notice required**

\*\*Cancellation fee may apply if not cancelled by 3:00 p.m. previous business day

(2) **Video/Audio only** feed to remote location (i.e. client, counsel)

\***72 hour notice required** ; 48 hour cancellation fee

(3) **Text/Video/Audio** feed to remote location

\***72 hour notice required**; 48 hour cancellation fee

Name of Person(s) Viewing Depo via Internet:

Email Address(es):

### **Notification by email of Internet realtime feed proceedings**

**\*\*Livenote is one type of software used for Internet Realtime  
(Livenote also refers to name of company that owns software)**

Livenote\*\* sends email to all attendees prior to deposition containing **User Name** and access information – **must have** User Name and Password to view deposition

Remote attendees must have Windows Media Player 10, Java, and popups enabled to access video stream

Remote attendees access streaming live depo online at: [stream.livenote.com](http://stream.livenote.com)

To reset password provided directly by Livenote to persons viewing deposition online, go to [livenotecentral.com](http://livenotecentral.com) and click on **Forgot Password?** link

**Confirmation email** from **Ludwig Klein** will be sent to scheduling assistant, attorney, and IT department to confirm details of order and to advise of Internet stream reservation status

Email [lois@ludwigklein.com](mailto:lois@ludwigklein.com) with any changes **immediately upon receipt**