

## Clip Creation with a *Page:Line* Designation List

Reading this sheet will save time and reduce errors in the depo video clip creation process.

Created by DCM – Digital Case Management for our trial presentation clients

### Definitions

**Segment:** A single piece of continuous video of any length, usually at least a full question and answer.

**Line Designation:** The page and line indicating the start and stop point of your segment (e.g.: 106:13 – 107:9).

**Clip:** One or more video **segments** arranged in any order, not necessarily chronological, set to play as a sequence from beginning to end.

**Clip List:** A collection of clips prepared for playback in court, or a list of such clips to be made.

### Best Method

Please provide your edit list in the form of a **page:line designation list** that indicates what should be *included* (not excluded). Put them in a single column, as shown in the example below.

```

John Fremont V.1 ← Identify the witness & volume.

11.8 - 18      ←----- Segment
18.11 - 22    ←----- Segment } One clip
33:19 - 34:13 ←----- Segment

42.21 - 43.5 ←----- Start of a new clip
48.9 - 23
56.18 - 57.14
20.3 - 21:06
    
```

Above you see instructions for making two clips. The first has three segments, the second has four segments. The **empty line** between the groups indicates the end of the first clip and the start of a new one.

You can use a period (.) instead of a colon, or mix them up. If the end designation is on the same page as the start, you do not need to include the page number in the end designation. (I.e., “48.9-23” works the same as “48:9 – 48:23”)

Please send the list to us by email, in the body of the email itself (not as a PDF or Word attachment). We want to copy the list and paste the numbers into our system. Do not include the transcript text in your list.

**Special Instructions:** If you want the clip to start or end other than with the whole line, make a short note indicating where in the line you want the clip to start or end. For example:

```

11.8 - 18      Start with the word “Yes...”
18.11 - 22
33:19 - 34:13 End with the words, “...told me.”
    
```

Please be aware that although we can make the video start and end anywhere in the clip, the whole line of the transcript will still show in the visual display. If this is not desired, speak with your trial technician.

Continued next page →

## Creating a *Page:Line* Designation List

Continued from page 1:

**Objections** and other unwanted colloquy are usually removed before presenting to a jury. Sometimes, however, the objection is spoken right up to and over the words in the question or answer. The trial technician will have to make a judgment call, usually erring on the side of an intelligible question. If the editor discovers an objection unmarked by you, we will remove it from the clip and will let you know about it in our report.

If, however, there is an objection in the middle of a long segment, the editor *may not notice*. This is an issue to watch for when reviewing the clip report and the final video product.

Mistakes and ambiguities are common in the first draft of the designation list. Be sure to provide **an email address** of someone to contact who can answer questions. In such a case, the editor will need to get a confirmation or correction.

Based on the clip designation list, we will create a **clip report** and send that to you for review. It will contain all the information about the clip, the duration of the video, and the text of the transcript. (See example attached.) You should review this report for any mistakes.

## Changes and Additions to the Clip List

After you get your clip report, meet and confer, and after rulings are settled by the judge, you will need to make changes to the clip list.

If the changes are few and simple, they can be made by writing on a printed version of the first clip list, as shown in this example:

This method, however, can get confusing and is prone to errors, especially with many or significant additions and changes.

A foolproof method would be to **create a brand new designation list**.

After the edit list is final, your editor will set about trimming the segments, which means adjusting the video start and stop points so they start and stop exactly where they are supposed to.

11.8 - ~~18~~ 12:02  
18:15 ~~18:11~~ - 22  
33:19 - 34:13  
  
42.21 - 43.5  
48.9 - ~~23~~ 49:09  
56:03 56:18 - 57.14  
~~20.3 - 21.06~~  
21:15 - 25

Handwritten changes. Not the ideal method.

The steps outlined in this sheet are designed to ensure better results with fewer errors, and save you expenses by reducing the time a trial technician works on the project. If, however, you are short of resources, your DCM technician can create your clips from whatever list you provide, including a highlighted transcript.

Please contact **DCM – Digital Case Management** if you have any questions.

*(And please let us know if you have suggestions for improving this instruction sheet. Your tips are appreciated!)*

Contact **DCM – Digital Case Management** for Deposition Videography, Trial Presentation Services, Mock Trial Services, Digital Video Slideshows and More!