

MIKE MOBLEY REPORTING

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MMR

Below please find our VIDEO networking protocols:

- 1) Please shoot jobs in standard VHS.
- 2) Please use a backdrop on all video jobs if possible.
- 3) If this job is rush, please contact our office immediately.
- 4) Please overnight the videotapes, log sheets, detailed order and your invoice via our UPS number 454-26E. Please send to ATTN: Candace Sparks, Mike Mobley Reporting, 334 South Main Street, Dayton, OH 45402. Please note that all production is done out of the Dayton office. All correspondence regarding network jobs should be sent there.
- 5) Please include very detailed production and delivery information for each attorney in the correspondence sent to our office.
- 6) PLEASE MAKE SURE THAT ALL VIDEOS ARE SHOT WITH A TIME DATE GENERATOR THAT INCLUDES THE FULL DATE, HOURS, MINUTES AND SECONDS.
- 7) Each attorney should have their own microphone.
- 8) There are certain attorneys that we have sign transcript/video order forms. We will send those to you on job specific basis if those attorneys will appear.
- 9) If you have any questions, please call 1-800-381-6944. Both Dayton and Cincinnati office phones are forwarded to our home in the evening so you should be able to reach us 24/7. Please try Todd Mobley's cell phone if you do not get an answer at the business line at 937-287-7713.