

Notice of Deposition

Formal notice scheduling oral examination of a party or witness in pending litigation

Important Notice: This notice is served pursuant to applicable rules of civil procedure. Failure to appear may result in sanctions. This template is for informational purposes. Consult local rules and legal counsel for jurisdiction-specific requirements.

1. Case Information

Court Name*

e.g., Superior Court of California, County of Los Angeles

Case Number/Docket Number*

e.g., 2024-CV-12345

Case Caption/Title*

e.g., Smith v. Jones Construction, Inc.

Plaintiff(s) Name*

Full legal name(s) of plaintiff(s)

Defendant(s) Name*

Full legal name(s) of defendant(s)

Case information must match court filing records exactly.

2. Noticing Party Information

Attorney/Party Name*

Full legal name

Firm Name (if applicable)

Law firm or business name

Bar Number

State bar number

Mailing Address*

Street, City, State, ZIP

Phone Number*

(555) 555-5555

Email Address*

attorney@example.com

Representing*

-- Select Party --



3. Deponent Information

Deponent Full Legal Name*

Full legal name of person to be deposed

Deponent Title/Position (if applicable)

e.g., CEO, Project Manager

Deponent Organization (if applicable)

Company or organization name

Deponent Type*

-- Select Deponent Type --



Deponent Address

Known address of deponent

For corporate/organizational depositions under Rule 30(b)(6), the organization designates the witness(es) to testify on specified topics.

4. Deposition Scheduling

Deposition Date*

mm/dd/yyyy



Start Time*

e.g., 10:00 AM

Estimated Duration

-- Select Duration --



Continuation Dates (if needed)

Additional dates if multi-day deposition

Most jurisdictions require reasonable advance notice (typically 10–14 days for parties, varies for non-parties). Verify local rules.

5. Deposition Location & Method

Deposition Method*

-- Select Method --



Physical Location Name

e.g., Law Offices of Smith & Associates

Physical Address

Street, City, State, ZIP

Videoconference Platform

-- Select Platform --



Remote Access Instructions

Meeting link and dial-in information will be provided prior to deposition

If remote, connection details should be provided at least 48 hours before the scheduled deposition.

6. Recording Method

Recording Method(s)*

- Stenographic (Court Reporter)
- Video Recording
- Audio Recording

Court Reporting Service

Name of court reporting company

Court Reporter Name (if known)

Name of assigned reporter

Court Reporter Contact

Phone or email

7. Examination Topics (for 30(b)(6) or similar)

Is this a Corporate Representative Deposition?*

-- Select --



Examination Topics

List each topic area on a separate line. Be specific about the subject matter to be covered.

For Rule 30(b)(6) depositions, topics must be described with reasonable particularity. The organization must designate persons to testify on each topic.

8. Document Production Request (Duces Tecum)

Documents Requested?*

-- Select --



Document Request List

Describe each category of documents to be produced. Be specific about date ranges, subject matter and document types.

Production Deadline

-- Select Deadline --



Document requests must comply with applicable discovery rules. Non-parties typically require a subpoena duces tecum.

9. Objection Deadline

Objection Deadline Date

mm/dd/yyyy



Applicable Rule Reference

e.g., FRCP 30(b), State Code Section

Objections to deposition notices must typically be served within the time prescribed by applicable rules or the objection may be waived.

10. Special Accommodations or Conditions

Interpreter Required?

-- Select --



Language for Interpreter

Specify language

Accessibility Accommodations

Describe any required accommodations

Other Special Conditions

Any protective order requirements, confidentiality provisions or other conditions

11. Certificate of Service

Date of Service*

mm/dd/yyyy



Server Name*

Name of person who served the notice

Method of Service*

- Electronic Service (e-filing/email)
- First-Class Mail
- Personal Service
- Overnight Delivery

Parties Served*

List all parties/counsel served with name and address

12. Signature Block

I hereby certify that this Notice of Deposition has been prepared and served in accordance with applicable rules of civil procedure.

Signature*

Date Signed*

Attorney/Party Signature

Date

Printed Name*

Full legal name

Title

Attorney for Plaintiff/Defendant

Compliance Checklist:

- Verified minimum notice period for jurisdiction
- Confirmed deponent availability (if known)
- Reserved court reporter services
- Confirmed facility/platform availability
- Served all parties of record
- Calendared objection deadline
- Coordinated with discovery deadlines and court orders