

**DEPOSITION NOTICE**

January 31, 2008

Adverse Counsel
Law Firm
Address
City, State, Zip

FAX #**Re: Case Name, ATS Job #****Dear Adverse Counsel:**

This is to advise you that the discovery deposition of **Jeffery T. Morrill, C.F.E.I..** has been scheduled to take place on **Date** at **Time** AM and that the deposition will be taken at the offices of **Location**.

The following is a statement of ATS policy regarding discovery depositions taken by adverse counsel:

1. **PAYMENT.** All depositions are to be paid for in advance. Make checks payable to ATS, Inc. Our Federal Tax number is 58-0976776.
2. **MINIMUM CHARGE.** A minimum charge of one-half day will be required before the deposition can begin. For this deposition, that amount will be **\$4 x Hourly Rate** for up to four hours. If you anticipate that the deposition will take more than four hours, then payment for a full day, **\$8 x Hourly Rate**, will be required. (For depositions involving travel, the total cost will be computed, and payment in full must be received prior to the commencement of travel).
3. **CANCELLATION.** Depositions canceled on less than 48 hours notice are subject to a \$250.00 deposition cancellation fee. This fee is intended to compensate ATS for work lost due to scheduling of the deposition, and for time wasted in preparing for the deposition.
4. **RESCHEDULING.** If a cancellation fee is imposed, the cancellation fee and the deposition fee must be paid before the deposition will be rescheduled.
5. **COPYING AND REPRODUCTION.** Copies of file materials of 20 pages or less will be provided at no charge. For files exceeding twenty pages, copies will be provided at a cost of fifty cents per page. For photographs, we will compute the copying charges and advise you. Upon receipt of payment, we will submit the materials for copying and mail them to you.
6. **TRIAL CONFLICTS.** Occasionally, an unanticipated trial appearance may cause the deponent to be unavailable on the scheduled date. Trial appearances necessarily take precedence. Every attempt will be made to accommodate the deposition date and time schedule above, and no cancellation fee will be imposed in such cases.

If you have any questions, please call the deponent listed above at 770-423-1400.

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