CONSULATE GENERAL OF THE UNITED STATES
FRANKFURT • GERMANY

DEPOSITIONS at the U.S. CONSULATE GENERAL FRANKFURT AM MAIN, GERMANY

(Last update: June 2015)

General Information about Depositions in Frankfurt

Bilateral agreements between Germany and the United States require that the German Ministry of Justice pre-approve all requests for depositions. Depositions taken without the prior approval of the German Ministry of Justice and/or without the involvement of the United States Mission to Germany are unauthorized and may lead to criminal penalties against the participants. Due to both staffing and space constraints at all of our other diplomatic and consular facilities, all depositions in Germany must take place at the U.S. Consulate General in Frankfurt. We thank all deposition participants for their cooperation in abiding by these requirements.

CIVIL CASES ONLY: Under the provisions of bilateral agreement(s), U.S. Consular Officers in Germany have the right to administer depositions only in civil cases. Depositions related to criminal cases are accomplished via letters rogatory. For instructions on the use of the letters rogatory to obtain testimony in criminal cases, please contact the Department of State, Bureau of Consular Affairs, Office of Overseas Citizens Services. From the U.S. & Canada 1-888-407-4747 and from Overseas +1 202-501-4444 or http://travel.state.gov/content/travel/english/legal-considerations/judicial.html

Getting the Process Started

Notice of Deposition or Court Commission: To have a deposition taken before a Consular Officer at the U.S. Consulate General in Frankfurt, a copy of the notice of deposition or, alternatively, a commission issued by the U.S. court, stating that the testimony of the witness(es) is to be taken before any Consul or Vice Consul of the United States in Frankfurt, Germany, must be provided to the Consulate. The Consulate's address is:

U.S. Consulate General
Special Consular Services
Giessener Str. 30
60435 Frankfurt am Main
Germany
Tel: 069-7535-2518, 2514 or 2519
011-49-69-7535-2518, 2514 or 2519 (from the United States)
Fax: 069-7535-2252 (within Germany)
011-49-69-7535-2252 (from the United States).
E-mail: **germanyacs@state.gov**

Required Information: Please ensure that the notice contains the case name and related docket number; the location of the U.S. court where the case will be adjudicated; full name(s) of all witnesses, their nationality(ies), complete German home address(es) and phone number(s), the function and the relationship between the parties and the witness(es) and the nature of their testimony.
The notice must also include a brief description of the case with special focus on the appropriate standards of the U.S. procedural and substantive laws. Please also provide a proposed date for the deposition. You may submit the request by mail or by fax to the Special Consular Services unit. The required $1,283 scheduling fee/per witness and daily appointment (a payment form included at the end of this document) must be submitted in original before the Consulate will initiate a request to the German government for permission to conduct the deposition.

Deposition Fees and Scheduling: While the Consulate will make every effort to accommodate requests for a specific time and date for depositions, workload and staff limitations may affect the availability of personnel and space. In order to facilitate planning of space and staffing, we ask that you provide as much detail as possible about the number of participants, the proposed length of the deposition, and any court dates that may bear relevance to your scheduling in your initial request.

In accordance with 22 CFR 22.1, all depositions require an initial $1,283 scheduling fee per witness and daily appointment. This fee must be received before the Consulate can take action on a deposition request. The initial scheduling fee will not be deposited until an agreement is reached between you and the Consulate on a mutually-acceptable date/time.

THE NOTICE OF DEPOSITION AND A MANDATORY SCHEDULING FEE, MUST BE RECEIVED BY THE CONSULATE AT LEAST SIX WEEKS IN ADVANCE OF THE DEPOSITION.

Once a deposition request is made and the fee is paid, the Consulate will ask the U.S. Embassy in Berlin to approach the German Ministry of Justice to request approval for the deposition. At this point, the fee is non-refundable. The six weeks lead time is non-negotiable as the German government requires several weeks to process deposition requests. In addition, please note that regulations require the payment of the non-refundable scheduling fee each time you or any other party make a request to reschedule the deposition (this would include any scheduling conflicts which arise with stenographers, interpreters, court reporters, witnesses, etc.) In the event that the Consulate needs to reschedule the deposition, we will do our best to settle upon a date that works for you.

Oaths: Fees and Required Identification: A Consular Officer will administer the oath to the witness(es), and, if required, to a stenographer, videographer and an interpreter on the morning of the deposition.

Please note: Each individual taking an oath must present valid, government-issued photo id.

In accordance with the Code of Federal Regulations, Title 22, a consular fee of $309/hour will be assessed for the first hour of the deposition during which the administration of the oaths occurs. If the Consular Officer needs to attend the deposition beyond the administration of oaths, an additional $309/hour will be charged. Providing the seal and certification of depositions (closing certificate) will be $ 415. This fees are payable on the day of completion of the deposition. Please send us the original signed credit card form in duplicate.

Logistical Information

- **Hours of Operation:** Depositions may take place Monday through Friday from 9 am to 4:00 pm, subject to availability and by prior arrangement only. The consulate is closed on German and American holidays and on the last Thursday of every month.

- **Deposition Room:** The deposition room is a separate room within the consulate building which can only be accessed with an escort. For security reasons, a member of the consular staff must be present in the deposition room during the entire deposition.

- **Amenities:** The deposition room seats 15 people. Electrical power is available, with standard German-style 220 volt outlets. If you require adapters or power transformers, you must provide them yourself.

- **Food:** Participants may use the Consulate cafeteria; however, they may choose to bring their own food and beverages.

- **Messages and Clerical Services:** We are unable to take phone messages, make calls or send/receive faxes for you. Likewise, there is no photocopier available for deposition use.

- **Smoking:** There is no smoking anywhere inside the Consulate.

Important Security Requirements

- **List of Participants:** A list of the full names of all participants and a detailed list of electronic equipment to be used during the deposition must be provided to the Special Consular Services unit (fax +49-69-7535-2252, email **germanyacs@state.gov**) at least **three working days prior** to the deposition. Once this list has been forwarded to our security office **CHANGES IN PARTICIPANTS WILL NOT BE PERMITTED**. This includes videographers and court reporters.

- **Photo Identification:** All participants must present a valid photo ID (passport or German Ausweis) to enter the Consulate, submit to a bag search and pass through a metal detector. Witness(es), Court reporters, Interpreters, and Videographers will require a **second** valid, government-issued photo id in order for the Consular officer to administer the oath.

- **Building Access:** Deposition participants should use the Consulate employee entrance on Wetzlarer Straße, **not** the main entrance at Giessener Straße 30. Participants should inform the guard that they are deposition participants and ask that the Special Consular Services unit be notified of their arrival. Once admitted to the Consulate, participants must be escorted by a member of the Consulate staff to the deposition room. Participants must be escorted when exiting the Consulate and will only be permitted to re-enter with prior notice.

- **Cellular Phones and Electronic Devices:** You may not bring any electronic equipment, including but not limited to cellular phones, PDAs and laptops. Court reporting and videography equipment must be approved three days in advance and will be thoroughly screened. Equipment cannot be left in the Consulate overnight.

Checklist for Depositions Request

At least 6 (six) weeks prior to deposition	√ √ √ √	Email notice of deposition along with the completed and signed credit card form for the scheduling fee to the Consulate. After faxing or emailing submit the originals by mail or courier service. Provide case name, docket number, and location of U.S. court where the case will be adjudicated. Provide full name(s), complete German home address (es), nationality (ies) and telephone number(s) of all witnesses. Give proposed dates for the deposition, with at least two alternate days.
At least three working days prior to deposition	√	Fax or email the full names of all participants, including legal professionals, and electronic equipment to be used. This information will be submitted to security TWO FULL DAYS in advance of the deposition, after which CHANGES WILL NOT BE PERMITTED.

Court Reporters, Videographers and Interpreters for Depositions

Since the testimony of witnesses in German court proceedings is not taken verbatim, court reporting, as it is known in the United States, has not developed into a regular profession in Germany. Listed below are the names of U.S. registered professional court reporters. (Note: Information relating to Curriculum Vitae, language proficiency, and professional experience is provided by the individual and is not subject to confirmation by the U.S. Consulate General.)

Arrangements for the services listed below should be made directly with the service provider. The U.S. Consulate General assumes no responsibility for the professional ability of the persons whose names appear on this list. In addition, the U.S. Consulate General is not able to resolve disputes regarding fees or services between contracting attorneys and court reporters/interpreters. It is also recommended that the hourly rates for court reporter/interpreter services be established beforehand.

NOTE: WHEN CALLING OR FAXING GERMANY FROM THE UNITED STATES, YOU MUST DIAL THE INTERNATIONAL PREFIX 011, COUNTRY CODE 49, AND OMIT THE ZERO PRECEDING EACH AREA CODE. FOR EXAMPLE, IF CALLING OUR OFFICE AT THE AMERICAN CONSULATE IN FRANKFURT, YOU DIAL 011-49-69-7535-2518

COURT REPORTERS

Court Reporter Germany
Optima Juris, Herriotstraße 1
60528 Frankfurt
Toll-free from the US 1-855-678-4628, or +33(0) 9 77 19 71 74
Website: www.courtreportergermany.com
E-mail: depositions@courtreportergermany.com
Skype: globalmediadesk
Certifications: As an NCRA Member, reporters and videographers hold certifications including CSR, BIVR, CRR, CCV.
Experience: Over ten years of experience covering U.S. depositions in Germany and throughout Europe. We have covered depositions for over 70% of the leading international law firms as well as all major domestic court reporting agencies. As an American company with offices in Frankfurt, we specialize in handling the most complex U.S. deposition assignments and invite challenges.
Services: The only full-services agency in Germany, we provide certified court reporters, including LiveNote and realtime, LiveNote transcript and video streaming, legal videographers, experienced deposition interpreters, videoconferencing, and any other arrangements you need made. Synchronized video and transcript services, and prompt delivery of transcripts in any format needed. Our Europe-wide presence makes us ideal for large, multi-city cases.

European Deposition Services – CLVS
Cinzia Rutson, 59 Chesson Road

London W14 9QS, United KingdomT
Tel. +44 207-3850077
Fax: +44 870-1638378.
Website: www.europeam-depositions.com
E-Mail: info@european-depositions.com
Certification: Certified legal video specialists. All reporters are certified by the British Institute of Verbatim reporters and most of them are Accredited LiveNote Realtime reporters.
Experience: Established Court Reporting Firm, based in Europe and operating since 1992. We are representing Europe in the NNRC – National Network of Reporting Companies – and are members of Table 8 Court Reporting Firms.
Services: Court reporting, real time reporting, E-Transcripts, interpreting services, medical/legal artist, digital videotaping in 1 or 2 camera format, video editing, courtroom equipment rentals, video-teleconferencing-ISDN/IP, video syncing, down streaming of Video & Text to locations choice, going green in depositions and courtrooms, national and international scheduling of depositions/videos/video teleconferencing.

Planet Depos, LLC
Platz der Einheit 1
60327 Frankfurt
Tel.: +49 69 – 967 59 352
U.S. phone: 1-888-433-3767
E-Mail: internatinal.scheduling@planetdepos.com
Website: http://redirect.state.sbu/?url=http://planetdepos.com/locations/germany
Experience: 20+years of court reporting experience providing coverage throughout Europe for depositions and arbitrations in all areas of law including patent/trademark, International Trade Commission, complex commercial matters, securities, re-insurance, employment and international dispute resolution. Our reporters use American English spellings and comply with U.S. Federal Rules of Civil Procedure to ensure transcripts will be accepted and admissible in U.S. courts.
Services: Realtime to complimentary iPads or laptops, rough drafts and expedited delivery available. Last minute coverage, conference rooms, local printing and delivery of documents, logistical support, traditional and mobile video conferencing, video and text streaming, electronic exhibits. 24/7 support regardless of time zone. Professional and courteous.

Frederick Weiss, CSR:
Rue du port 3-a, Mertert
Luxembourg 6685
Tel.: +352-267-408-43 or +49-170-381-5596
Fax: +352-267-408-44
E-mail**:** fweiss@pt.lu
Website: http://www.eureporter.com
Certifications and Professional Affiliations: California CSR No. 10684, Certificate of Merit Holder, NSRA Speed Contest Participant, RPR 1991, NCRA member

Experience: 25 years' experience in State and Federal Courts, Depositions in all areas of litigation, including ITC Arbitrations, DOD, contract disputes, securities, banking, PI, re-insurance, EEOC, patent. Difficult assignments always invited.
Services: Livenote, real-time hookup always available, internet broadcasting. Fast turnaround, expedited and daily copy, including same day delivery. Rough ASCII at depositions, manuscript, E-mail transcript in different formats. Experienced logistical assistance, VTC and teleconference deps, interpreter arrangements. Conversational German. Competitive pricing.
Travel Cost: Approximate train fare round trip cost: 50 Euro to Frankfurt. 40 Euro to Dusseldorf, 86 Euro to Hamburg, 115 Euro to Munich, Berlin 111 Euro (as of Jan '06)

William Counts, Court Reporter:
Trier, Germany
Tel.: +352 267-408-43
Fax: +352-267-408-44
E-mail: wcounts@eureporter.com
Website: http://www.eureporter.com
Experience: Over 30 years of experience in all areas of depositions, trials and arbitrations. Former Chief Federal Court Reporter, Cecil County, Maryland. 2nd Generation reporter. Complex cases welcome, long hours okay, difficult assignments a specialty. Last minute bookings invited.
Services: Full service reporter, including livenote and realtime. Rough ASCII at deposition, fast turnaround. Competitive pricing.
Travel Cost: Approximate train fare round trip cost: 50 Euro to Frankfurt. 40 Euro to Dusseldorf, 86 Euro to Hamburg, 115 Euro to Munich, Berlin 111 Euro (as of Jan '06)

VIDEOGRAPHERS

Anja M. Weiss, CCV
Rue du port 3-a, Mertert
Luxembourg 6685
Tel.: +352-267-408-43 or +49-171-381-5596
Fax +352-267-408-44
E-Mail: aweiss@eureporter.com
Website: http://www.eureporter.com
Certifications and Professional Affiliations: Certified Court Videographer Certificate No. 02068 – American Guild of Court Videographers member since May 2002.
Experience: Experienced in filming depositions and proceedings in all areas of litigation, including a number of high-profile cases. Professional eye for witness positioning and lighting for the best jury presentation of video evidence.

Equipment: Television quality digital camera and microphones. Standard delivery DVD for American equipment. Back-up digital system always available in case of equipment complications.
Services: All video assignments are completed in compliance with U.S. Federal Rules. Fast delivery. Fluent in German and English. Competitive rates.

BUSINESSFILM Productions
91 Quai Panhard Et Levassor
75013 Paris, France,
Tel. & Fax: 0033-1-45708342
E-Mail**:** sales@businessfilm.com
Website: http://businessfilm.com
Services: Full service specializing in legal deposition videotaping in Europe. Professional, English-speaking Videographers, videotaping in NTSC, VHS or DVD copies of depositions, English-speaking court reporters and transcription services.

Planet Depos, LLC
Platz der Einheit 1
60327 Frankfurt
Tel.: +49 69 – 967 59 352
U.S. phone: 1-888-433-3767
E-Mail: internatinal.scheduling@planetdepos.com
Website: http://redirect.state.sbu/?url=http://planetdepos.com/locations/germany
Experience: 20+years of legal video experience providing coverage throughout Europe for depositions and site inspections in all areas of law including patent/trademark, International Trade Commission, complex commercial matters, securities, re-insurance, international dispute resolution and employment.
Services: Last-minute coverage, traditional and mobile video conferencing, video and text streaming, synchronized video & text, video editing, duplication, conversion. 24/7 support regardless of time zone. Video recorded in NTSC format but can be converted to PAL upon request. Compliance with U.S. Federal Rules of Civil Procedure to ensure video will be admissible in U.S. courts. Professional and courteous.

Keith SURRIDGE: Hamburger Allee 45, 60486 Frankfurt, Germany.
Tel.: +49 69 538690. Fax: +49 69 529194
E-Mail: info@surridge-films.com
Website: http://www.surridge-films.com
Bilingual British legal videographer based in Frankfurt on call 24/7.
Services: Many years of experience in all areas of litigation for a multitude of law firms and agencies. We shoot according to U.S Federal rules. Based in Germany but will travel all over Europe. Best references available.
Equipment: State of the art digital equipment, shooting time and date stamped NTSC tape and DVD. Fully professional sound system using a 6 channel mixer with high

quality lavalier microphones. Fully compatible with American VCRs. We bring along attractive backdrops to enhance imagery.

INTERPRETERS

Andrea C. BOYER
Mittelseestraße 8
63065 Offenbach am Main
Tel. & Fax: +49 69-74734674
Cell: +49 178-4581969.
E-Mail: andreaboyer@yahoo.de
Qualifications and Experience: University Degree in Conference Interpreting (Diplom-Dolmetscherin) for German, English, Spanish and Dutch from the Department for Applied Linguistics, Johannes Gutenberg-University Mainz in Germersheim (FASK). Part time position as a lecturer for interpreting classes English - German at the Department for Applied Linguistics, Johannes Gutenberg-University Mainz in Germersheim. Freelance interpreter and translator specialized on technical and scientific conferences and translations. Specialized on U.S. depositions and arbitration hearings. Issues I have interpreted include patent disputes, personal injury cases, contractual disputes and product liability litigation. Extensive working experience in areas such as mechanical engineering, automobile technology, SUV and offroad vehicles, rolling stock, process automation, electronics and hydraulics, the chemical & pharmaceutical industry as well as European labor regulations and corporate policies. Member of the German Professional Association of Conference Interpreters (Verband der Konferenzdolmetscher im BDÜ - VKD).

Sibylle BUSCH
Gregor-Mendel-30
D-71642 Ludwigsburg (Stuttgart), Germany
Tel.: +49 7141-251821
Fax: +49 7141-251721
E-Mail: sibyllebusch@compuserve.com
Qualifications and Experience: State-Certified Translator for the English, German and French languages. Duly Sworn Court Interpreter for the English, German and French languages since 1978. Long-term and profound knowledge and skills in translating and interpreting work with regard to nearly all legal subjects (civil and criminal law). Experienced Court Interpreter hired by the German courts in the Stuttgart area on a regular basis. Interpreting assignments from many German and American industrial companies, law firms are also carried out regularly. Special experience in the field of 'Interpreting work during Depositions' held in Central Europe (Germany, Switzerland).

Pauline R. ELSENHEIMER
Mainzer Straße 6
65552 Limburg/Lahn
Tel.: +49 6431-973866
Fax: +49 6431-9773867,
E-Mail: ELSLM@AOL.com
Qualifications and Experience: State certified translator for the English, German and French languages and duly sworn interpreter for the English language since 1979. Considerable experience interpreting for German Courts of Law and, over the past ten years in particular, interpreting and translating for projects involving the co-operation of other countries of the EU.

Gretl HEINZINGER-ROUSKOV
Am Flugplatz 4
63486 Bruchköbel
Tel.: +49 6183-4470
Fax: +49 6183-914330.
E-Mail: drouskov@t-online.de
Qualifications and Experience: State certified translator and interpreter for the English, French and Spanish language since 1971. Experienced in interpreting for courts, notaries and police authorities in criminal and civil law.

Brigitte HILLEBRECHT (AIIC, ATA, VKD, BDÜ), dolmetschteam frankfurt
Damaschkeanger 170
60488 Frankfurt am Main
Tel.:+49 69-70 21 60;
Fax: +49 69-70 21 72
Cell: +49 170 2380915.
Website: www.dolmetschteam-frankfurt.de
E-Mail: service@dolmetschteam-frankfurt.de
Qualifications and Experience: conference interpreter, sworn translator for notaries/courts of Hesse. 20 years of experience including depositions of almost any nature (copyright, patent infringements, technical, pharmaceutical issues, contract disputes, construction, FIDIC), interpreting for federal/state offices of criminal investigation (BKA, LKA, BGS). Conference and simultaneous interpreting.

Silvia KEMPE
Georg-Speyer-Straße 12
60487 Frankfurt am Main
Tel.: +49 69-70 61 08
Fax: +49 69-97071093,

E-Mail: silvikempe@aol.com
Qualifications and Experience: Diploma as translator and state examination as interpreter for English/Spanish/German. State certified translator and duly sworn interpreter for English/ Spanish/German. 10 years of experience in the Language Department in one of Germany´s leading international banks as translator and interpreter, now working as a freelance translator and interpreter.
Experience with interpreting in German courts, business negotiations, project interpreting with companies, law firms and German Federal institutions plus translating in a large variety of fields.

Verena KEMPE
Schloßstraße 110
60486 Frankfurt am Main
Tel. +49 69-708455
Fax: +49 69-552965.
Qualifications and Experience: State certified and duly sworn translator /interpreter since 1974. Specialized in legal and economic terminology, including banking and stock exchange, also has experience in depositions, including videotaped depositions for trials in U.S. courts.

Jacqueline M. KLEMKE (nee Senns)
Hansaallee 82
60323 Frankfurt am Main
Tel. +49 69-98 660 499
Fax: +49 69-975 39 26 19
Mobile: +49 (0) 151-11 75 95 02
E-Mail: Jacqueline.Senns@t-online.de
Qualifications and Experience: Conference Interpreter, simultaneous and consecutive Translator. MBA (Open University Business School). Member of VKD, ATA and AmCham. M.A. in Conference Interpretation, US education at the Monterey Institute (MIIS) in Monterey, CA. Diploma thesis on comparative accounting. Speaks American English. Certified court interpreter for courts in the state of Hessen. 10 years of experience of interpreting at depositions and translating US summons/briefs in various field, including among others patent infringements, product liability, pharmaceutical cases, class actions. References upon request.

Barbara MÜLLER-GRANT
Kaiser-Friedrich-Ring 61
65185 Wiesbaden
Tel. +49 611-808424
Mobile: +49 172-6919941
Fax: +49 611-811464
E-Mail: BarbaraMueller@t-online.de

Qualifications and Experience: M.A. in German (Syracuse University), Hessian state examination as translator/interpreter (June 1980); duly sworn English/German interpreter/translator for the courts and notaries of Hessen, German since August 1980. Experience with depositions re: patent infringements, contract disputes, and so on. Conference and simultaneous interpreting experience.

Hartwig J. OCHSENFELD
Gärtnerweg 9
60322 Frankfurt am Main
Tel.: +49 69-558155
Fax: +49 69-558571
E-Mail: h.ochsenfeld@gmx.net
Qualifications and Experience: State certified and duly sworn interpreter/translator for English and German. 15 years of experience with depositions of almost any nature. References from U.S. attorneys available upon request.

Gerda SCHÖTTER
Am Forsthaus Gravenbruch 39
63263 Neu-Isenburg
Tel.: +49 6102-51114
Fax: +49 6102-53460
E-Mail: gerda.schoetter@t-online.de.
Qualifications and Experience: Diploma and state examination as interpreter/translator for German, English and Italian; duly sworn German/English/Italian interpreter/translator for the courts and notaries of the State of Hesse since 1979. Experience with depositions. Simultaneous and consecutive interpreter since 1980. Organization of teams of simultaneous interpreters for international conferences.

Carola WARK Dipl.-Dolm. (VKD BDÜ)
Borsigstr. 28
50825 Köln
Tel.: +49 221-3404584
Mobile: +49 172-1760072,
E-Mail: carola.wark@t-online.de
Website: www.carolawark.de
Generally sworn interpreter, certified translator (OLG Köln). Conference interpreting, legal translations.

U.S. Consulate General
Frankfurt am Main, Germany

CONSULAR SERVICES -- Credit Card Payment Form – SERVICES BY MAIL

Please complete **all** items fully and sign. Incomplete forms will not be processed.

Credit card type:

Master Card ☐ Visa Card ☐ American Express ☐

Diners Club ☐ Discover ☐

Credit Card Number:

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Expiration Date: Month: _____ Year:_____

Full name as shown on Credit Card: _____

Please charge my credit card account shown above for the requested consular services.

Current Address: _____

Telephone: _____

Signature: _____

Card Holder's Signature Date

Please note: Signature is only valid when original (no fax or photocopy signature). Form should be mailed to Special Consular Services, US Consulate General Frankfurt, Gießener Str. 30, 60435 Frankfurt am Main, Germany