CONSULATE GENERAL OF THE UNITED STATES
FRANKFURT • GERMANY

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

(Update: September 2011)

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. In addition, the German Ministry of Justice requires that all depositions take place on U.S. Consulate grounds and that the oaths be administered by a U.S. Consul. 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 at (202) 736-4978 or http://www.travel.state.gov/law/law_1734.html

Getting the Process Started

Notice of Deposition or Court Commission: To have a deposition taken before a Consular Officer at the American 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:

American 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 notice must also include a brief description of the case with special focus on the appropriate standards of the American 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 mandatory $1,283 scheduling fee (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. This fee must be received before the Consulate can take action on a deposition request. The initial $1,283 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 $1,283 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 $1,283 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 and an interpreter on the morning of the deposition. In accordance with the Code of Federal Regulations, Title 22, a consular fee of $50 for each oath will be charged. The fee is payable in cash or credit cards (Euros or dollars) to the consulate cashier on the day of the deposition immediately before the administration of the oath(s).

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

In addition, a 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 $231/hour will be charged. This fee is payable upon completion of the deposition. Providing the seal and certification of depositions (closing certificate) will be $ 415.

Logistical Information

- **Hours of Operation:** Depositions may take place Tuesday through Friday from 9 am to 4:30 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 off the public waiting area of the consulate and can be accessed without escort, except upon arrival and departure each deposition day. Restrooms and soda machines are available in the public waiting area.

- **Amenities:** The deposition room seats 10 people. Electrical power is available, with standard German-style 220 volt outlets. If you require adapters or power transformers, you must provide them yourself.

- **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. There is a pay telephone available in the public waiting room.

- **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	√ √ √	Fax or email notice of deposition along with the completed and signed credit card form for the $1,283 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 American 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 American Consulate General.)

Arrangements for the services listed below should be made directly with the service provider. The American Consulate General assumes no responsibility for the professional ability of the persons whose names appear on this list. In addition, the American 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
Email: 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 Reporting Service: Candice Flowers, Meesmannstraße 52, 58456 Witten, Germany. Toll-free from the US: 1-866-872-7787 or +49 2302-277485. Fax: +49 2302-277485.
Website: www.EuropeanReportingService.com
Email**:** cf@EuropeanReportingService.com
Certification: Texas CSR No. 6143.
Experience: Ten years of deposition experience in all areas of litigation, specializing in patent, expert, and technical fields.
Services: Deposition reporting, arbitration reporting, rough draft ASCIIs, expedites, minitranscripts, e-mailed transcripts. Assistance in all aspects of job coordination, including videographer, interpreter, and conference room facilities.
Currently accepting assignments in Europe, U.K. and the Far East. Will assist with accommodations, interpreter, and videographer setup. Centrally located for all European assignments.

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
Email**:** 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, realtime 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
Email: wcounts@eureporter.com
Website**:** http://www.eureporter.com
Experience: Over 30 years 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
Email: 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.

Klaus RIEGEL: Mailänder Strasse 15, 60598 Frankfurt am Main, Tel. : +49 69-686187
Fax: +49 69-68604999
Email: rkmai@t-online.de or rkmai@freenet.de
Services: Videographer with experience in hearings, conferences and depositions in a variety of United States federal and state court cases. Service provided within Germany and Europe. Videotapes are prepared in American (NTSC) format for ready replay in all American VCR players. Bilingual in German and English. Fast service. Fast shipment of videotapes incl. documentation.

BUSINESSFILM Productions: 91 Quai Panhard Et Levassor, 75013 Paris, France, Tel. & Fax: 0033-1-45708342
Email**:** 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.

Keith SURRIDGE: Hamburger Allee 45, 60486 Frankfurt, Germany.
Tel.: +49 69 538690. Fax: +49 69 529194
Email: 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.
Email: 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 specialzed 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
Email: 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,
Email: 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.
Email: 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
Email: service@dolmetschteam-frankfurt.de

Qualifications and Experience: conference interpreter, sworn translator for notaries/courts of Hesse. 20 years 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.

Edith KELLY: Hochschildstraße 11, 60435 Frankfurt (200 meters from US Consulate), Tel.: +49 69-540411, Fax +49 69-540179, Cell: +49 173 310 6534
Email: edith.kelly@t-online.de
Qualifications and Experience: M.A. in interpreting (University of Saarbrücken) and postgraduate in conference interpreting (Polytechnic of Central London, now University of Westminster). Main languages English and German. Duly sworn court interpreter for Frankfurt and the State of Hesse. Long experience in interpreting at depositions (25 years), in particular in patent cases (18 years free-lance for the European Patent Office) and in simultaneous and consecutive interpreting. Professional and confidential. References from US law firms can be provided upon request.

Silvia KEMPE, Georg-Speyer-Straße 12, 60487 Frankfurt am Main, Tel.:
+49 69-70 61 08, Fax: +49 69-97071093,
Email: 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 video taped depositions for trials in U.S. courts.

Barbara MÜLLER-GRANT: Kaiser-Friedrich-Ring 61, 65185 Wiesbaden, Tel. +49 611-808424, Mobile: +49 172-6919941, Fax: +49 611-811464
Email: 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
Email: 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
Email: 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.

Jacqueline M. SENNS: (ATA, VKD-BDÜ), Ohmstraße 37, 60486 Frankfurt, Tel.: +49 69 98 660 499, Fax: +49 69 98 660 500, Cell: +49 162 9196030
Email: jsenns@gmail.com
Qualifications and Experience: 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. Simultaneous and consecutive interpreting. References upon request.

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