**Reservation Form for Taking Depositions**

**Name of point of contact** (last name, first name)**:**

**Requesting company:**

Address:

Phone number:

e-mail:

**Preferred location of the deposition (Tokyo or Osaka):**

**Case name:**

**Date of trial:**

**Name of parties to litigation:**

Plaintiff:

Defendant:

**Briefly, what the litigation concerns:**

**Type of case (civil, criminal):**

**Venue:**

**Name of witness(es) to be deposed:**

**Connection of witness(es) to the litigation:**

**Preferred dates for the deposition:**

**Parties present in the U.S. and participating on-line (please include service providers such as court reporters, translators as applicable, etc.):**

Name:

Position:

Location:

**Parties present in Japan and participating on-line (please include service providers such as court reporters, translators as applicable.):**

Name:

Position:

Location:

**Who, apart from the witnesses, will be physically present in the depositions room in Japan (including service providers such as court reporters, translators as applicable)?**

\*Please note that maximum capacity of the room is five.

**Will any foreign lawyers registered in Japan (“gaiben”) be present? If so, provide their names:**

For more information, see below:

・[Taking Depositions in Japan](https://jp.usembassy.gov/services/depositions-in-japan/)

・[A-Z Index of Topics](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fjp.usembassy.gov%2Fservices%2Fa-z-index%2F&data=04|01|MatsuyoshiAX@state.gov|0ada2ee6a38c4435288808d99a90085b|66cf50745afe48d1a691a12b2121f44b|0|0|637710765676060842|Unknown|TWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D|1000&sdata=Yfv4%2FvA17%2F%2BSIyD%2B3JqH0cop1pB%2B3iW4WApj%2BsFkWpk%3D&reserved=0)

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