



**U.S. Consulate General  
Giessener Strasse 30  
60435 Frankfurt am Main, Germany**

## **DEPOSITIONS**

### **General Information about Depositions in Frankfurt**

All depositions in Germany must take place at the U.S. Consulate General in Frankfurt. Bilateral agreements between Germany and the United States require that the German Ministry of Justice pre-approves 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. 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. )

### **Required information and documents**

Please contact us via email, fax or mail, regarding your proposed dates for the deposition and the number of participants in order to check availability.

### **Eight weeks in advance**

At least eight weeks before the deposition the U.S. Consulate General in Frankfurt needs

- Copy of the notice of deposition, including:
  - Case name
  - Docket number
  - Location of the U.S. Court where the case will be adjudicated
  - Full name of all witnesses, nationality, complete German home address(esses) and phone number
  - Function and relationship between the parties and the witnesses and the nature of their testimony
  - Brief description of the case with special focus on the appropriate standards of the U.S. procedural and substantive laws
  
- Payment for the scheduling fee in US dollars by international money order or certified bank check payable to the U.S. Consulate General Frankfurt. Personal or corporate checks are not acceptable (see fees listed below).

### **Two weeks in advance**

- list of participants
  - Full name and nationality
  - Function (witness, lawyer, court reporter, videographer, translator)
- Detailed list of electronic equipment for each attendee
- Changes in participants will not be permitted due to security reasons (including videographers and court reporters).

### **Day of the deposition**

- A credit card will be required on-site for the final charges of the deposition (hourly and closing fees as listed below)

### **Approval Procedure**

After receiving all the required information and documents we will charge the scheduling fee and process your deposition request. We will approach the German Ministry of Justice for their approval. The six weeks lead time is non-negotiable as the German Government requires that time to process deposition requests.

We will inform you as soon as we receive the approval.

### **Deposition Fees**

- The scheduling fee of **\$1,283 per day** must be paid upon receipt of the notice of deposition. The fee is **non-refundable** in the event of a cancellation. If you reschedule, another deposit (same amount) has to be collected.
- Consular fee of **\$309** per hour or part thereof will be assessed for every time of the deposition during which the administration of the oath occurs. The fee is payable on the last day of the deposition.
- Seal and certificate of deposition (closing certificate) fee of **\$415** per closing. The fee is payable on the last day of the deposition.

### **Contact information**

**U.S. Consulate General  
Giessener Strasse 30  
60435 Frankfurt am Main  
Germany**

Email: GermanyACS@state.gov

Fax: (Germany) 069-7535-2252  
(United States) 011-49-69-7535-2252

## Logistical Information

- **Building Access:** Deposition participants have to enter at the Consulate employee entrance on Wetzlarer Straße, not the main entrance at Gießener Straße 30. We will start escorting 30 minutes prior to the scheduled start date. Set up of the equipment is only possible 1 hour before the start of the deposition.
- **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.
- **Cellular Phones and Electronic Devices:** Court reporting and videography equipment must be approved two weeks in advance and will be thoroughly screened. Additional equipment such as cellular phones, PDAs and laptops also require approval from our security office. Please make sure that all electronic devices are included on the list of electronics mentioned above.
- **Hours of Operation:** Depositions may take place Monday through Friday from 9 am to 3:30 pm, subject to availability and by prior arrangement only. The consulate is closed on German and American holidays.
- **Deposition Room:** The deposition room is located on the consulate compound 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. The deposition room is not equipped with an air conditioning system or fans.
- **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. The deposition room is not equipped with an air conditioning system or fans.
- **Food and Beverages:** You are allowed to bring in your own food and beverages. There are no options available to purchase food or beverages on-site.
- **Lunch:** We provide a list of nearby restaurants outside of our compound.
- **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.