

ATKINSON-BAKER, INC.

COURT REPORTER GUIDELINES

COURT REPORTERS

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and July 17, 2002

HOW TO FILL OUT THE WORKSHEET

A worksheet needs to be filled out and turned in with each job. Fill out one worksheet for each job number. If two depositions have the same job number, then one worksheet is okay. But if there is more than one job number, we need a worksheet for each one.

Fill out all areas of the worksheet, except for "Shipped via."

PROMISED DELIVERY DATE If there is no requested date of delivery, please check off "Normal Delivery." This will tell us that no special date of delivery was requested, and to deliver by the two-week guaranteed turnaround time. If a specific date is requested, please write in that date.

APPEARANCE SECTION We need the phone number and address (including suite number and zip code) of all attorneys present. It is easiest to get their business card and staple it to the worksheet. Ask for a card if they don't give one to you. Often we need to phone the attorney's office to clarify something. We have also had situations where transcripts weren't delivered on time because of missing zip codes or missing suite numbers.

DELIVERY INFORMATION, DUE WHEN/HOW This blank is to be used to fill in the requested date of delivery for each party. This information needs to be given for each copy order. Put in "Regular" if there is no special request. When there is an expedite or special delivery request by a certain party, you will need to check if any other parties ordering a copy want special delivery as well.

PAGE RATING Mark the correct section.

PERSONAL INJURY

The "PI" choice should be marked for any personal injury depositions. This would include car accidents and slip-and-falls, as well as plaintiff's depositions on product liability and an Applicant deposition on a Workers' Compensation case. This would also include third party witnesses to these type of cases and defendant depositions, too.

BUSINESS

“Business” should be marked for any type of business litigation, such as contract disputes, construction cases, divorces, wrongful termination, judgment debtor exams, Rule 2004 exams, and land development cases whether heavy or light.

EXPERT

The “Expert” designation should be selected for designated experts and medical testimony. Please do not use it for heavy business. Medical testimony would include doctors, nurses, and psychiatrists/psychologists. Other categories for the expert designation are independent medical exams, and depositions taken in patent, trademark, and copyright cases.

HEARINGS/ARBITRATIONS

“Hearings/Arbitrations” should be used for non-deposition-type matters like city council meetings, public meetings, as well as hearings and arbitrations themselves.

APPEARANCE ONLY

The “Appearance Only” choice should be marked when an appearance was made by the reporter, the deposition did not go, and no statement was made.

AFFIDAVIT

“Affidavit” should be marked when an appearance was made, the deposition did not go, but the attorney wanted an affidavit to that effect.

WAS THIS A REALTIME DEPOSITION? Y N

Mark if the job was Realtime, also stating if you provided a computer hook-up, or if you gave the attorney(s) a rough disk.

START TIME/END TIME Be sure to write this on the worksheet for *all* jobs. We need this information to be able to bill properly, and to pay you the right amount. This includes “Appearance Only” jobs, as we pay waiting time (normally after one hour), so we need to know what time you left. Also, on jobs which include per diem fees, we need the time the proceedings started and what time the proceedings ended. This would include all court hearings and trials, meetings, arbitrations, and miscellaneous-type hearings.

ASCII INSTRUCTIONS Find out what size as well as the format. We offer several types:

- a. ASCII - This is a disk format which is used to get the data from the reporter’s computer format to a format which the attorney can access.
- b. DISCOVERY - This is used by some law firms instead of ASCII.

- c. ELECTRONIC TRANSCRIPT – a transcript in an electronic format, i.e. on either email or a disk, as opposed to printed form.

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