



# Reporter Worksheet

Agency/Client \_\_\_\_\_ Job No. \_\_\_\_\_

Reporter \_\_\_\_\_ Phone Number \_\_\_\_\_ Job Date \_\_\_\_\_ Due Date \_\_\_\_\_

Type of Proceeding \_\_\_\_\_ Job Type \_\_\_\_\_ Turnaround \_\_\_\_\_

Venue / Court \_\_\_\_\_ Case No. \_\_\_\_\_ Exhibit Status \_\_\_\_\_

Location \_\_\_\_\_ Claim No. \_\_\_\_\_

**\* Please add tracking # to reporter notes**

Per Code?  Y  N

Managed Case?  Y  N

Videotaped?  Y  N

Protective Order?  Y  N

Interpreter?  Y  N

## Case

Reporting Hours \_\_\_\_\_

Waiting Time Hours \_\_\_\_\_

Mileage \_\_\_\_\_

Travel Time \_\_\_\_\_

Special Rate?  Y  N

	(O)	(CC)	(CT)	(CD)	(EXH)	(TEXH)	(BWEXH)	(CEXH)	(SPEXH)	(VEND)	(COST)
1											
2											
3											
4											

(REP) (SO) (DES)

(NOTES)  See Additional Notes (TABS USED)

**This Entire Section - Office Use Only**

Witness(es)	Vol	Expert?	Start Time	End Time	Start Page	End Page	Total Pages	Start Exh#	End Exh#	Index Pgs	Signature
1											
2											
3											
4											

### APPEARANCE - 1 Attorney/Firm Information

Representing

Reporter - enter firm information below

\*please include phone #'s and email addresses

email

Interactive RT  Internet RT

\_\_\_\_\_  Token

email

Interactive RT  Internet RT

\_\_\_\_\_  Token

email

Interactive RT  Internet RT

\_\_\_\_\_  Token

Single Witness or Same Order for each Witness Rough

Original+  \_\_\_ Copies

Regular (10 bus. days)  Expedite: \_\_\_ Days

Individual Orders for each Witness

	Receives Original	Expedite Days	Certified Copies	Condensed Copies	Hard Copy EXH	Rough
1						<input type="checkbox"/>
2						<input type="checkbox"/>
3						<input type="checkbox"/>
4						<input type="checkbox"/>

Will handle the Read & Sign for \_\_\_\_\_

### This Entire Section - Office Use Only

(TRAN) (EXH) (LINK)

TXT  PDF  LEF

PDF  TIFF  PTZ

E-TRAN  OCR  PDF

RTF (Word)  SBF

(TRAN) \_\_\_\_\_

(EXH) \_\_\_\_\_

(CD) \_\_\_\_\_

Order: \_\_\_\_\_

Invoice # \_\_\_\_\_

Invoice Date \_\_\_\_\_

COD?

SHIP BY DATE \_\_\_\_\_

Firm Notes:



# Reporter Worksheet

## APPEARANCE - 2 Attorney/Firm Information

Representing

Reporter - enter firm information below

\*please include phone #'s and email addresses  
email

Interactive RT       Internet RT  
 \_\_\_\_\_       Token

email

Interactive RT       Internet RT  
 \_\_\_\_\_       Token

email

Interactive RT       Internet RT  
 \_\_\_\_\_       Token

Single Witness or Same Order for each Witness      Rough  
 Original+       \_\_\_ Copies        
 Regular (10 bus. days)       Expedite: \_\_\_ Days

Individual Orders for each Witness

	Receives Original	Expedite Days	Certified Copies	Condensed Copies	Hard Copy EXH	Rough
1	_____	_____	_____	_____	_____	<input type="checkbox"/>
2	_____	_____	_____	_____	_____	<input type="checkbox"/>
3	_____	_____	_____	_____	_____	<input type="checkbox"/>
4	_____	_____	_____	_____	_____	<input type="checkbox"/>

Will handle the  
Read & Sign for \_\_\_\_\_

### This Entire Section - Office Use Only

(TRAN)	(EXH)	(LINK)
<input type="checkbox"/> TXT	<input type="checkbox"/> PDF	<input type="checkbox"/> LEF
<input type="checkbox"/> PDF	<input type="checkbox"/> TIFF	<input type="checkbox"/> PTZ
<input type="checkbox"/> E-TRAN	<input type="checkbox"/> OCR	<input type="checkbox"/> PDF
<input type="checkbox"/> RTF (Word)		<input type="checkbox"/> SBF

(TRAN) \_\_\_\_\_  
(EXH) \_\_\_\_\_  
(CD) \_\_\_\_\_

Order: \_\_\_\_\_

Invoice # \_\_\_\_\_

Invoice Date \_\_\_\_\_

COD?

SHIP BY  
DATE \_\_\_\_\_

Firm Notes:

## APPEARANCE - 3 Attorney/Firm Information

Representing

Reporter - enter firm information below

\*please include phone #'s and email addresses  
email

Interactive RT       Internet RT  
 \_\_\_\_\_       Token

email

Interactive RT       Internet RT  
 \_\_\_\_\_       Token

email

Interactive RT       Internet RT  
 \_\_\_\_\_       Token

Single Witness or Same Order for each Witness      Rough  
 Original+       \_\_\_ Copies        
 Regular (10 bus. days)       Expedite: \_\_\_ Days

Individual Orders for each Witness

	Receives Original	Expedite Days	Certified Copies	Condensed Copies	Hard Copy EXH	Rough
1	_____	_____	_____	_____	_____	<input type="checkbox"/>
2	_____	_____	_____	_____	_____	<input type="checkbox"/>
3	_____	_____	_____	_____	_____	<input type="checkbox"/>
4	_____	_____	_____	_____	_____	<input type="checkbox"/>

Will handle the  
Read & Sign for \_\_\_\_\_

### This Entire Section - Office Use Only

(TRAN)	(EXH)	(LINK)
<input type="checkbox"/> TXT	<input type="checkbox"/> PDF	<input type="checkbox"/> LEF
<input type="checkbox"/> PDF	<input type="checkbox"/> TIFF	<input type="checkbox"/> PTZ
<input type="checkbox"/> E-TRAN	<input type="checkbox"/> OCR	<input type="checkbox"/> PDF
<input type="checkbox"/> RTF (Word)		<input type="checkbox"/> SBF

(TRAN) \_\_\_\_\_  
(EXH) \_\_\_\_\_  
(CD) \_\_\_\_\_

Order: \_\_\_\_\_

Invoice # \_\_\_\_\_

Invoice Date \_\_\_\_\_

COD?

SHIP BY  
DATE \_\_\_\_\_

Firm Notes:

## APPEARANCE - 4 Attorney/Firm Information

Representing

*Reporter - enter firm information below*

\*please include phone #'s and email addresses  
email

<input type="checkbox"/> Interactive RT	<input type="checkbox"/> Internet RT
<input type="checkbox"/> _____	<input type="checkbox"/> Token

email

<input type="checkbox"/> Interactive RT	<input type="checkbox"/> Internet RT
<input type="checkbox"/> _____	<input type="checkbox"/> Token

email

<input type="checkbox"/> Interactive RT	<input type="checkbox"/> Internet RT
<input type="checkbox"/> _____	<input type="checkbox"/> Token

Single Witness or Same Order for each Witness Rough

Original+  \_\_\_ Copies

Regular (10 bus. days)  Expedite: \_\_\_ Days

Individual Orders for each Witness

	Receives Original	Expedite Days	Certified Copies	Condensed Copies	Hard Copy EXH	Rough
1	_____	_____	_____	_____	_____	<input type="checkbox"/>
2	_____	_____	_____	_____	_____	<input type="checkbox"/>
3	_____	_____	_____	_____	_____	<input type="checkbox"/>
4	_____	_____	_____	_____	_____	<input type="checkbox"/>

Will handle the  
Read & Sign for \_\_\_\_\_

### This Entire Section - Office Use Only

(TRAN)	(EXH)	(LINK)
<input type="checkbox"/> TXT	<input type="checkbox"/> PDF	<input type="checkbox"/> LEF
<input type="checkbox"/> PDF	<input type="checkbox"/> TIFF	<input type="checkbox"/> PTZ
<input type="checkbox"/> E-TRAN	<input type="checkbox"/> OCR	<input type="checkbox"/> PDF
<input type="checkbox"/> RTF (Word)		<input type="checkbox"/> SBF

(TRAN) \_\_\_\_\_

(EXH) \_\_\_\_\_

(CD) \_\_\_\_\_

Order: \_\_\_\_\_

Invoice # \_\_\_\_\_

Invoice Date \_\_\_\_\_

COD?

SHIP BY \_\_\_\_\_

DATE \_\_\_\_\_

Firm Notes:

## APPEARANCE - 5 Attorney/Firm Information

Representing

*Reporter - enter firm information below*

\*please include phone #'s and email addresses  
email

<input type="checkbox"/> Interactive RT	<input type="checkbox"/> Internet RT
<input type="checkbox"/> _____	<input type="checkbox"/> Token

email

<input type="checkbox"/> Interactive RT	<input type="checkbox"/> Internet RT
<input type="checkbox"/> _____	<input type="checkbox"/> Token

email

<input type="checkbox"/> Interactive RT	<input type="checkbox"/> Internet RT
<input type="checkbox"/> _____	<input type="checkbox"/> Token

Single Witness or Same Order for each Witness Rough

Original+  \_\_\_ Copies

Regular (10 bus. days)  Expedite: \_\_\_ Days

Individual Orders for each Witness

	Receives Original	Expedite Days	Certified Copies	Condensed Copies	Hard Copy EXH	Rough
1	_____	_____	_____	_____	_____	<input type="checkbox"/>
2	_____	_____	_____	_____	_____	<input type="checkbox"/>
3	_____	_____	_____	_____	_____	<input type="checkbox"/>
4	_____	_____	_____	_____	_____	<input type="checkbox"/>

Will handle the  
Read & Sign for \_\_\_\_\_

### This Entire Section - Office Use Only

(TRAN)	(EXH)	(LINK)
<input type="checkbox"/> TXT	<input type="checkbox"/> PDF	<input type="checkbox"/> LEF
<input type="checkbox"/> PDF	<input type="checkbox"/> TIFF	<input type="checkbox"/> PTZ
<input type="checkbox"/> E-TRAN	<input type="checkbox"/> OCR	<input type="checkbox"/> PDF
<input type="checkbox"/> RTF (Word)		<input type="checkbox"/> SBF

(TRAN) \_\_\_\_\_

(EXH) \_\_\_\_\_

(CD) \_\_\_\_\_

Order: \_\_\_\_\_

Invoice # \_\_\_\_\_

Invoice Date \_\_\_\_\_

COD?

SHIP BY \_\_\_\_\_

DATE \_\_\_\_\_

Firm Notes:

**APPEARANCE - 6**  
Attorney/Firm Information

Representing

Reporter - enter firm information below

\*please include phone #'s and email addresses  
email

<input type="checkbox"/> Interactive RT	<input type="checkbox"/> Internet RT
<input type="checkbox"/> _____	<input type="checkbox"/> Token

email

<input type="checkbox"/> Interactive RT	<input type="checkbox"/> Internet RT
<input type="checkbox"/> _____	<input type="checkbox"/> Token

email

<input type="checkbox"/> Interactive RT	<input type="checkbox"/> Internet RT
<input type="checkbox"/> _____	<input type="checkbox"/> Token

Single Witness or Same Order for each Witness Rough   
 Original+  \_\_\_ Copies   
 Regular (10 bus. days)  Expedite: \_\_\_ Days

Individual Orders for each Witness

	Receives Original	Expedite Days	Certified Copies	Condensed Copies	Hard Copy EXH	Rough
1	_____	_____	_____	_____	_____	<input type="checkbox"/>
2	_____	_____	_____	_____	_____	<input type="checkbox"/>
3	_____	_____	_____	_____	_____	<input type="checkbox"/>
4	_____	_____	_____	_____	_____	<input type="checkbox"/>

Will handle the  
Read & Sign for \_\_\_\_\_

Firm Notes:

**This Entire Section - Office Use Only**

(TRAN)	(EXH)	(LINK)
<input type="checkbox"/> TXT	<input type="checkbox"/> PDF	<input type="checkbox"/> LEF
<input type="checkbox"/> PDF	<input type="checkbox"/> TIFF	<input type="checkbox"/> PTZ
<input type="checkbox"/> E-TRAN	<input type="checkbox"/> OCR	<input type="checkbox"/> PDF
<input type="checkbox"/> RTF (Word)		<input type="checkbox"/> SBF

(TRAN) \_\_\_\_\_  
 (EXH) \_\_\_\_\_  
 (CD) \_\_\_\_\_

Order: \_\_\_\_\_

Invoice # \_\_\_\_\_  
 Invoice Date \_\_\_\_\_

COD?

SHIP BY \_\_\_\_\_  
 DATE \_\_\_\_\_

**APPEARANCE - 7**  
Attorney/Firm Information

Representing

Reporter - enter firm information below

\*please include phone #'s and email addresses  
email

<input type="checkbox"/> Interactive RT	<input type="checkbox"/> Internet RT
<input type="checkbox"/> _____	<input type="checkbox"/> Token

email

<input type="checkbox"/> Interactive RT	<input type="checkbox"/> Internet RT
<input type="checkbox"/> _____	<input type="checkbox"/> Token

email

<input type="checkbox"/> Interactive RT	<input type="checkbox"/> Internet RT
<input type="checkbox"/> _____	<input type="checkbox"/> Token

Single Witness or Same Order for each Witness Rough   
 Original+  \_\_\_ Copies   
 Regular (10 bus. days)  Expedite: \_\_\_ Days

Individual Orders for each Witness

	Receives Original	Expedite Days	Certified Copies	Condensed Copies	Hard Copy EXH	Rough
1	_____	_____	_____	_____	_____	<input type="checkbox"/>
2	_____	_____	_____	_____	_____	<input type="checkbox"/>
3	_____	_____	_____	_____	_____	<input type="checkbox"/>
4	_____	_____	_____	_____	_____	<input type="checkbox"/>

Will handle the  
Read & Sign for \_\_\_\_\_

Firm Notes:

**This Entire Section - Office Use Only**

(TRAN)	(EXH)	(LINK)
<input type="checkbox"/> TXT	<input type="checkbox"/> PDF	<input type="checkbox"/> LEF
<input type="checkbox"/> PDF	<input type="checkbox"/> TIFF	<input type="checkbox"/> PTZ
<input type="checkbox"/> E-TRAN	<input type="checkbox"/> OCR	<input type="checkbox"/> PDF
<input type="checkbox"/> RTF (Word)		<input type="checkbox"/> SBF

(TRAN) \_\_\_\_\_  
 (EXH) \_\_\_\_\_  
 (CD) \_\_\_\_\_

Order: \_\_\_\_\_

Invoice # \_\_\_\_\_  
 Invoice Date \_\_\_\_\_

COD?

SHIP BY \_\_\_\_\_  
 DATE \_\_\_\_\_

Exhibit Tracking # \_\_\_\_\_

## Please fill in appropriate special instructions by witness

Witness 1 \_\_\_\_\_ Read and Sign:  YES  NO

Special Instruction - Billing, Mailing, Delivery, Exhibits, other Lit Support...additional expense items, cab fare, parking, etc.  
Additional appearances and Designations should be listed here as well

Witness 2 \_\_\_\_\_ Read and Sign:  YES  NO

Special Instruction - Billing, Mailing, Delivery, Exhibits, other Lit Support...additional expense items, cab fare, parking, etc.  
Additional appearances and Designations should be listed here as well

Witness 3 \_\_\_\_\_ Read and Sign:  YES  NO

Special Instruction - Billing, Mailing, Delivery, Exhibits, other Lit Support...additional expense items, cab fare, parking, etc.  
Additional appearances and Designations should be listed here as well

Witness 4 \_\_\_\_\_ Read and Sign:  YES  NO

Special Instruction - Billing, Mailing, Delivery, Exhibits, other Lit Support...additional expense items, cab fare, parking, etc.  
Additional appearances and Designations should be listed here as well



Shipping Form - Please fill in appropriate shipping details by Firm

FIRM 1 Order:

*Production Use Only - place UPS shipping receipt here....*

SHIP BY  
DATE \_\_\_\_\_

(ORG)	(COPY)
(COND)	(CD)
(ORG EXH)	(CPY EXH)

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QC

FIRM 2 Order:

*Production Use Only - place UPS shipping receipt here....*

SHIP BY  
DATE \_\_\_\_\_

(ORG)	(COPY)
(COND)	(CD)
(ORG EXH)	(CPY EXH)

---

QC

FIRM 3 Order:

*Production Use Only - place UPS shipping receipt here....*

SHIP BY  
DATE \_\_\_\_\_

(ORG)	(COPY)
(COND)	(CD)
(ORG EXH)	(CPY EXH)

---

QC

FIRM 4 Order:

*Production Use Only - place UPS shipping receipt here....*

SHIP BY  
DATE \_\_\_\_\_

(ORG)	(COPY)
(COND)	(CD)
(ORG EXH)	(CPY EXH)

---

QC

## Shipping Form - Please fill in appropriate shipping details by Firm

FIRM 5	<i>Production Use Only - place UPS shipping receipt here....</i>	Order:
		<input type="text"/> <input type="text"/> (ORG) <input type="text"/> (COPY) <input type="text"/> (COND) <input type="text"/> (CD) <input type="text"/> (ORG EXH) <input type="text"/> (CPY EXH) _____ QC
<input type="text"/>	SHIP BY DATE _____	

FIRM 6	<i>Production Use Only - place UPS shipping receipt here....</i>	Order:
		<input type="text"/> <input type="text"/> (ORG) <input type="text"/> (COPY) <input type="text"/> (COND) <input type="text"/> (CD) <input type="text"/> (ORG EXH) <input type="text"/> (CPY EXH) _____ QC
<input type="text"/>	SHIP BY DATE _____	

FIRM 7	<i>Production Use Only - place UPS shipping receipt here....</i>	Order:
		<input type="text"/> <input type="text"/> (ORG) <input type="text"/> (COPY) <input type="text"/> (COND) <input type="text"/> (CD) <input type="text"/> (ORG EXH) <input type="text"/> (CPY EXH) _____ QC
<input type="text"/>	SHIP BY DATE _____	

Materials Shipping to DTI Office	<i>Production Use Only - place UPS shipping receipt here....</i> <i>This section for materials shipping back to DTI office</i>	Order:
		<input type="text"/> <input type="text"/> (ORG) <input type="text"/> (COPY) <input type="text"/> (COND) <input type="text"/> (CD) <input type="text"/> (ORG EXH) <input type="text"/> (CPY EXH) _____ QC
<input type="text"/>	SHIP BY DATE _____	