

We appreciate the opportunity to work with you! Please fill out one worksheet per witness per day in its entirety. Include all attorney phone numbers, addresses, email addresses and all delivery and billing instructions.

At Time of Deposition

Please have the reporters ask the attorneys to sign the attached Order Form prior to the start of the deposition for orders of certified transcripts. The Order Form must be included when transcript is submitted.

Submittal of Transcript

Regular delivery transcripts are due **at least 8 business days from date of assignment**. If the original transcript is Per Code or the witness needs to be contacted for any reason, please include an address for the witness. Attached to this email is a sample transcript – formatting is 56 characters per line and 25 lines per page.

Exhibits

- **Scan:** **Within two business days** please scan the exhibits and email to production@petersonreporting.com before sending them in case they are lost or destroyed in transit.

- **UPS Ground:** Our UPS Number is 7X4474. Please send exhibits as soon as possible with a signed, undated certificate page via UPS Ground using our number. **Overnight delivery for expedites only.**

- **Special Exhibits:** If the exhibits have special instructions as far as returning of the originals or copy instructions, please include those instructions with the exhibits.

Expedites

If your job is EXPEDITED, please call and speak with anyone in production as soon as you can or email Elisa at elisa@petersonreporting.com

Rough Transcripts

If a rough is requested, please forward the rough and the attorney(s) who is/are requesting the rough with email address, firm name and phone number and whether they have ordered a certified transcript and email to elisa@petersonreporting.com

Video Depositions

If the job is videotaped, please send in a time stamped and non-time stamped ASCII file. Time stamps only need to be the hour and minute.

Email all jobs, invoices and production issues to elisa@petersonreporting.com

Payment of Certified Transcripts

Payment for certified transcripts that are sent COD will be paid to your firm upon our receipt of payment from the ordering attorney.