

WORKSHEET FOR ESQUIRE JOBS - COURT REPORTER/TRANSCRIPTS

(Complete one per deponent/proceeding - information/files to be uploaded into Esquire portal)

Reporter Name: _____

Proceeding Type: _____

Esquire Job Number: _____

Venue: Case is filed in: _____

Deponent Name: _____

(Or Proceeding Type)

If not filed in a Court, then Other: _____

	Y	N		
Exhibits?	<input type="checkbox"/>	<input type="checkbox"/>	Exhibit Range:	_____
Expert?	<input type="checkbox"/>	<input type="checkbox"/>	Retained Exhibits:	_____
Med/Tech?	<input type="checkbox"/>	<input type="checkbox"/>	Actual Start Time:	_____
Is Confidential?	<input type="checkbox"/>	<input type="checkbox"/>	Actual End Time:	_____
Workers Comp?	<input type="checkbox"/>	<input type="checkbox"/>	Starting Page # :	_____
Bill for Late Cancellation?	<input type="checkbox"/>	<input type="checkbox"/>	Ending Page # :	_____
Bill for App Fee Only?	<input type="checkbox"/>	<input type="checkbox"/>	Wait time:	_____
Bill for Takedown/Hold?	<input type="checkbox"/>	<input type="checkbox"/>	Est'd Page Count:	_____
Is Cert. of Non-Appearance?	<input type="checkbox"/>	<input type="checkbox"/>	<i>(no show statement)</i>	
Interpreter?	<input type="checkbox"/>	<input type="checkbox"/>		
Videographer?	<input type="checkbox"/>	<input type="checkbox"/>		
Telephone?	<input type="checkbox"/>	<input type="checkbox"/>		
Video Conference?	<input type="checkbox"/>	<input type="checkbox"/>		
Read and Sign?	<input type="checkbox"/>	<input type="checkbox"/>	Who to Handle:	_____
Explain R & S handling:				_____
After R&S, Original goes to:				_____
Address of Deponent - if getting R & S letter:				_____

Files Provided:

	Y	N	
ASCII	<input type="checkbox"/>	<input type="checkbox"/>	
e-signed YTG	<input type="checkbox"/>	<input type="checkbox"/>	
Signed Cert Page	<input type="checkbox"/>	<input type="checkbox"/>	
Archive ASCII	<input type="checkbox"/>	<input type="checkbox"/>	<i>(hold Job)</i>
Exhibits	<input type="checkbox"/>	<input type="checkbox"/>	<i>(if Rush)</i>

Others: _____

Original Attorney Name:

Name: _____
Firm Name: _____
Address: _____
Email: _____

Appearance Fee Type: _____

	Y	N		Y	N	
This Deponent						
Ordering?	<input type="checkbox"/>	<input type="checkbox"/>	Original?	<input type="checkbox"/>	<input type="checkbox"/>	
			Copy?	<input type="checkbox"/>	<input type="checkbox"/>	
Specified delivery type?	<input type="checkbox"/>	<input type="checkbox"/>	Delivery Type:			_____
Proof of Order?	<input type="checkbox"/>	<input type="checkbox"/>	Proof Type:			_____
Expedite?	<input type="checkbox"/>	<input type="checkbox"/>	Rush Due:			_____
Rough Draft	<input type="checkbox"/>	<input type="checkbox"/>				
RealTime	<input type="checkbox"/>	<input type="checkbox"/>				
eDepoze	<input type="checkbox"/>	<input type="checkbox"/>				
Laptop Rental	<input type="checkbox"/>	<input type="checkbox"/>				
iPad Rental	<input type="checkbox"/>	<input type="checkbox"/>				

Notes:

Copy Attorney Name:

Name: _____
Firm Name: _____
Address: _____
Email: _____

	Y	N		Y	N	
This Deponent						
Ordering?	<input type="checkbox"/>	<input type="checkbox"/>	Original?	<input type="checkbox"/>	<input type="checkbox"/>	
			Copy?	<input type="checkbox"/>	<input type="checkbox"/>	
Specified delivery type?	<input type="checkbox"/>	<input type="checkbox"/>	Delivery Type:			_____
Proof of Order?	<input type="checkbox"/>	<input type="checkbox"/>	Proof Type:			_____
Expedite?	<input type="checkbox"/>	<input type="checkbox"/>	Rush Due:			_____
Rough Draft	<input type="checkbox"/>	<input type="checkbox"/>				
RealTime	<input type="checkbox"/>	<input type="checkbox"/>				
eDepoze	<input type="checkbox"/>	<input type="checkbox"/>				
Laptop Rental	<input type="checkbox"/>	<input type="checkbox"/>				
iPad Rental	<input type="checkbox"/>	<input type="checkbox"/>				

Notes:

Copy Attorney Name:

Name: _____
Firm Name: _____
Address: _____
Email: _____

	Y	N		Y	N	
This Deponent						
Ordering?	<input type="checkbox"/>	<input type="checkbox"/>	Original?	<input type="checkbox"/>	<input type="checkbox"/>	
			Copy?	<input type="checkbox"/>	<input type="checkbox"/>	
Specified delivery type?	<input type="checkbox"/>	<input type="checkbox"/>	Delivery Type:			_____
Proof of Order?	<input type="checkbox"/>	<input type="checkbox"/>	Proof Type:			_____
Expedite?	<input type="checkbox"/>	<input type="checkbox"/>	Rush Due:			_____
Rough Draft	<input type="checkbox"/>	<input type="checkbox"/>				
RealTime	<input type="checkbox"/>	<input type="checkbox"/>				
eDepoze	<input type="checkbox"/>	<input type="checkbox"/>				
Laptop Rental	<input type="checkbox"/>	<input type="checkbox"/>				
iPad Rental	<input type="checkbox"/>	<input type="checkbox"/>				

Notes:

Copy Attorney Name:

Name: _____
Firm Name: _____
Address: _____
Email: _____

	Y	N		Y	N	
This Deponent						
Ordering?	<input type="checkbox"/>	<input type="checkbox"/>	Original?	<input type="checkbox"/>	<input type="checkbox"/>	
			Copy?	<input type="checkbox"/>	<input type="checkbox"/>	
Specified delivery type?	<input type="checkbox"/>	<input type="checkbox"/>	Delivery Type:			_____
Proof of Order?	<input type="checkbox"/>	<input type="checkbox"/>	Proof Type:			_____
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Rough Draft	<input type="checkbox"/>	<input type="checkbox"/>				
RealTime	<input type="checkbox"/>	<input type="checkbox"/>				
eDepoze	<input type="checkbox"/>	<input type="checkbox"/>				
Laptop Rental	<input type="checkbox"/>	<input type="checkbox"/>				
iPad Rental	<input type="checkbox"/>	<input type="checkbox"/>				

Notes: