

Reporter: _____ **Today's Date:** _____
Caption: _____ **Depo Date:** _____

Witness List	File name	R & S	Exp/ Reg	Video /Interpreter	Pgs

Production Instructions

Rush

YES or NO

Needed____/____/____

Sent____/____/____

Draft

YES or NO

Needed____/____/____

Sent____/____/____

Exhibits #

B&W_____

Color_____

Scan Exh.Y or N

**Exhibit
Instructions**

office use only

SCAN_____

BIND_____

TAB_____

**Witness Pic.
Taken**

YES or NO

E-Tran

YES or NO

Attorney/ Email Address

Phone # Copy Attorney only

ORIGINAL	
COPY	
COPY	
COPY	
COPY	

Special Instructions:
