



## Reporter Guide

Thank you for working with DepoTexas! We want your jobs to go as smoothly as possible. In order to ensure that your job is turned in in a timely manner and that you are paid for your work quickly, this overview will guide you on how to handle each step of our process. You can read or watch videos of all of our step-by-step instructions at <http://www.depotexas.com/reportercenter/instructions-forms.html>. You can direct any of your questions to your local scheduling office.

### BEFORE YOUR JOB

- DepoTexas will send you the notice and assignment via e-mail, phone, or text message. Please check the job details carefully.
- Please give yourself enough time to arrive at the location and set up your equipment so that the deposition can start at the correct time.
- You can get blank Transcript Order forms or Exhibit Worksheets from <http://www.depotexas.com/reportercenter/instructions-forms.html>

### DURING YOUR JOB

- Order Forms **MUST** be filled out and signed by any attorney who wants a copy; otherwise, DepoTexas cannot guarantee payment for that attorney's order.
- If an attorney does not complete and sign an order form, do not include them as a copy order unless you have approval from your local scheduling team.
- Anyone who orders a rough draft or rush final **MUST** have a Transcript Order Form signed.
- Please respond to your scheduling e-mail with details regarding any rough draft or expedite orders.

### AFTER YOUR JOB

- Please fill out your Exhibit Worksheet for each witness. Please list any and all special instructions, if any.
- Our Exhibit Worksheet can be found at <http://www.depotexas.com/reportercenter/instructions-forms.html>
- Upon completion of scoping, you will need to pack and ship all deposition exhibits with a completed Exhibit Worksheet for each witness via FedEx.com (so there's no charge to you) to our Houston office.
- To read or watch a video of our step-by-step instructions on how to use FedEx.com, you can go to <http://www.depotexas.com/reportercenter/instructions-forms.html>. Please ask local scheduler for login info.
- If you need additional access to the exhibits to complete your transcript, you can always access them on our online repository after they are sent to Houston and then scanned.

### ROUGH DRAFTS

- If a rough draft was ordered, send your rough draft ASCII file to any ordering parties and CC [production1@depotexas.com](mailto:production1@depotexas.com). In the subject line of the e-mail, please include the job number, witness name, and depo date.
- For networking jobs, check affiliate paperwork for their rough draft instructions.
- It is the responsibility of the court reporter to contact all opposing counsel to see if they wish to order a rough draft.

### TURNING YOUR JOB IN

- To read or watch a video of our step-by-step instructions on how to complete our online turn-in process, please go to <http://www.depotexas.com/reportercenter/instructions-forms.html>
- During your online turn-in, please upload your ASCII file, a PDF scan of your Transcript Order forms, and any necessary receipts
- For the beginning and ending pages of your transcript ASCII file, please follow the Uniform Format Manual which can be found at <http://www.txcourts.gov/jbcc/court-reporters-certification>
- You can find specific formatting examples for all types of transcripts and DepoTexas signature block information by going to <http://www.depotexas.com/reportercenter/instructions-forms.html>