



Exhibit Worksheets

Please see the below instructions. You can download forms and watch video tutorials at <http://www.depotexas.com/reportercenter/instructions-forms.html>

EXHIBIT WORKSHEET FOR EACH WITNESS

An Exhibit Worksheet must accompany a set of exhibits for a deposition.

There must be a filled-out Exhibit Worksheet for **each witness individually**. Please do not combine witnesses onto one Exhibit Worksheet.

Every job assigned to you will come with a pre-filled-out Exhibit Worksheet. Please print and use the Exhibit Worksheet for each witness that has exhibits.

If a deposition does not have any exhibits, you **DO NOT** need to fill out or turn in an Exhibit Worksheet.

RETURNING ORIGINAL EXHIBITS

Please indicate on the form if we are to return any original exhibits, and to whom.

Otherwise, the original exhibits will be attached to the original transcript, and all copies of exhibits will be attached to transcript copies.

SPECIAL INSTRUCTIONS

Please write down any special instructions or handling on the Exhibit Worksheet if you received any at the deposition.

Special instructions could include things such as no color copies, reproduce all flags and post-it notes, duplicating exhibit media (such as CD's, DVD's, USB drives, or hard-drives), making extra exhibit sets, X-rays or large document binders, oversized documents or maps, etc.

WHERE TO FIND THE EXHIBIT WORKSHEET

Your scheduling paperwork usually comes with a pre-filled-out PDF Exhibit Worksheet for you to print and use for the deposition's exhibits.

However, if for any reason you need a blank form, you can download our fillable-PDF form at <http://www.depotexas.com/reportercenter/instructions-forms.html>

JOB NUMBER: _____

JOB DATE: _____

REPORTER EXHIBIT WORKSHEET

REPORTER / FIRM: _____

CASE NAME: _____

WITNESS: _____

EXHIBIT INSTRUCTIONS:

Return Original Exhibits: No Yes

If "Yes," Return Which Original Exhibits: _____

If Originals are to be Returned, Provide Return Name and Address

Deposition Exhibit Numbers (example: 1-10): _____

SPECIAL INSTRUCTIONS (RUSH, color pages, oversize documents, CD/USB duplication, flags, etc.):

***** OFFICE USE ONLY BELOW *****

Total Number of Hard Copies (based on order forms and/or standing orders): _____

Duplicate Original Exhibits to be Produced: _____

Were TA Forms Included With Exhibits: Yes No

Is This a NET-IN Job: Yes No

If "Yes," Is DepoTexas Producing Job: Yes No

Outside Production Vendor: _____

Date and Time to Outside-Production Vendor: _____

Date and Time Returned from Outside-Production Vendor: _____

NOTES:

B&W Pages:	
Color Pages:	
Total Exhibit Pages:	