



Order Forms

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

TRANSCRIPT ORDER FORMS MUST BE FILLED OUT AND SIGNED

Transcript 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.

ALL WITNESSES MUST BE LISTED

If an attorney signs a Transcript Order form that has only one witness listed (but there were several witnesses that day), DepoTexas cannot automatically process that copy order for all witnesses that day based on assumption.

The attorney would either need to fill out a separate Transcript Order form for the other witnesses, or all of the witness names/job numbers must be written out on the original signed form.

A TRANSCRIPT ORDER IS NOT AN AUTOMATIC VIDEO ORDER

Attorneys sign separate order forms for transcript and video.

An attorney signing a Transcript Order form **does not** mean that the same attorney will receive video services automatically. To do so, they must sign a Video Order form, which is typically done through the deposition's videographer.

WHERE TO FIND THE TRANSCRIPT ORDER FORM

Your scheduling paperwork usually comes with a pre-filled-out PDF Transcript Order form for you to print and bring with you to the deposition.

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>



TRANSCRIPT ORDER FORM

REPORTER / FIRM: _____

CASE NAME: _____

DATE: _____ JOB# _____ Exhibits: Y N WITNESS: _____

DATE: _____ JOB# _____ Exhibits: Y N WITNESS: _____

DATE: _____ JOB# _____ Exhibits: Y N WITNESS: _____

DATE: _____ JOB# _____ Exhibits: Y N WITNESS: _____

ATTORNEY NAME: _____ EMAIL: _____

LAW FIRM: _____ PHONE: _____

DELIVERY ADDRESS (no P.O. Box): _____

Scheduling Attorney Y / N

Copy Attorney Y / N

Your signature on this form will secure an order that includes: an emailed eTranscript with .txt, .ptx, .pdf transcript files (condensed transcript with keyword index), Pocket Transcript USB drive (exhibits linked to index page in .pdf), and 24/7 access to transcript files stored in our online case repository. Original orders also include one printed original transcript and exhibits for ordering attorney.

For additional services you must check and initial

COURT REPORTING & TRANSCRIPT SERVICES:

- Printed Transcript and Exhibits
- Real Time
- Rough Draft ASCII
- Expedited Transcript Delivery

Check Initial

- _____
- _____
- _____
- _____ Date Requested _____

SPECIAL SERVICE REQUESTS:

ATTORNEY SIGNATURE: _____ DATE: _____

I agree that my firm and I will be responsible for the timely payment of any order indicated above that I request from DepoTexas. I agree that if I am an out-of-city client and/or have no prior credit arrangements made with DepoTexas, the items ordered below may be delivered on a COD basis, and I agree to pay for said order under those conditions when delivered. I acknowledge that payment is due within thirty (30) days upon receipt of the invoice(s). All payment should be sent to DepoTexas, 13101 NW Freeway, Suite 210, Houston, TX 77040. All amounts not paid within 30 days will incur a one-time late fee equal to 1.5% of the total invoice. If collection of the invoice is placed in the hands of an attorney, attorney fees equal to at least 30% of the total invoice price shall be due and owing. If any legal action is required, it is agreed that the venue for such shall be in Harris County, Texas.