

15-POINT TRANSCRIPT INSPECTION BEFORE YOU SEND IT IN TO PRODUCTION

Create your ascii with a file name including your initials at the end (ie: 01/01/2000 John Doe IE)
Review your transcript with the following 15-point checklist:

CHECK YOUR DATES:

1. Title page
2. First testimony page
3. Certificate page

Make sure you have the correct date and year. This is especially important around the New Year.

TITLE PAGE:

4. Deponent's Name must be listed on the title page and in ALL CAPS
5. No abbreviations can be used per the Manual, so no St., Blvd., Ste., etc.
6. List telephone numbers for the attorneys on the appearance page on the next line under their city, state, zip.
7. Always list attorneys and the reporter as Mr., Ms., or Mrs.

TABLE OF CONTENTS PAGE (not INDEX):

8. Must list exhibit numbers and a description of the exhibit.
9. ALWAYS indicate in a parenthetical below all the exhibits whether the exhibits were attached to the transcript, retained by the attorney and copies attached, or any other special circumstances.

CHECK YOUR TIMES:

10. Time dep started & concluded

CERTIFICATE PAGE:

11. There needs to be a signature line above your name
12. Always list the date you completed the dep.

COMPLETE TRANSCRIPT:

13. Remove all headers/footers, and if networking job, remove all branding.
14. Check for no blank pages after your include files and at the end of the transcript
15. Final step – always open ascii file after creation and scan for any issues.