

LANSING OFFICE INSTRUCTIONS FOR REPORTERS

We are now renting our conference room in Lansing from Stuart Shafer, Suite Number 333. We are no longer in Suite Number 350. Still 1223 Turner Street.

Here are a couple of guidelines when using Stuart's space so we can minimize the impact to his office and keep it running smoothly.

Melissa offered to stock our refrigerator which is located in the office to the right of the conference room, along with our Keurig coffee maker and supplies. Please call the O&B office to let us know when we are getting low on supplies and need more.

If there are any copies made, please indicate the amount copied on your check-in sheet so it can be billed accordingly. We won't receive the invoice from Stuart's office in time to include it on the attorneys' invoices.

Please understand that Kelly is Stuart's employee, not ours or the attorneys. While both Kelly and Stuart will help when they can, they both have their own work to do.

Accordingly:

- A. It is essential that the Court Reporter stay as long as the attorneys /witnesses are there.
- B. It is essential that the Court Reporters pick up the conference room and wash the cups and glasses before they leave.
- C. It is essential that the Court Reporter understands that they are responsible for making coffee, getting water, and making copies. We want to avoid appearing demanding or rude in any way, and not allow the attorneys to be demanding or rude to Kelly. Always intervene if the attorney is asking Kelly to do something and take care of it yourselves.
- D. Telephone: We have access to one of their telephone lines for telephone conferencing. That number is 517-702-9757.
- E. Fax: If the attorneys need to fax documents during a deposition, have them fax them to 517-487-6604.
- F. The bathrooms are located down the hall and to the right.

If you have any questions, concerns, or experiences regarding the use of this office, please let the O&B office know. Thank you.