

REPORTER:

DATE TAKEN:

CASE NUMBER:

CAUTION:

NOTICED START TIME:

TOTAL JOB HOURS:

TOTAL JOB PAGES:

TOTAL JOB WITNESSES:

TRIAL DATE:

ORDER OPTIONS

<u>PAPER:</u>	<u>ELECTRONIC:</u>	<u>RATES</u>	<u>EXPEDITES - SPECIAL:</u>
(PF) Full-Size	(ASCII) Text file	(R) Regular	(DR) Daily Rate
(PCS) Condensed single-side	(E-Tran) (.ptx) View/print full-size or	(RV) Regular with Video	(EXP) Expedite
(PCD) Condensed double-side	cond. w/index	(MTE) Med/Tech/Expert/Interp	(TRVL) Travel time
(PWI) Word index	(PDF-F) Full-size With index	(MTV) Med/Tech w/ Video	(MLG) Mileage
(PXBW) Exhibits B&W	can embed exhibits	(RT) Real Time	(HTL) Hotel
(PXBWC) Exhibits B&W and/or Color	(PDF-C) Cond With index	(RD) Rough Draft	
	can embed exhibits	(HT) Hearing or Trial	
	(XS) Exhibits Scanned	(TR) Transcript from Recording	
	(XCD) Exhibits on CD		

WITNESS:

SIGNATURE BY:

WITNESS ADDRESS: (only If needed for signature)

NUMBER OF PAGES:

Ex Pgs- B/W:

Ex pgs Color:

START/END TIMES:

LUNCH:

RATE/SPECIAL:

O+1 ATTORNEY:

FIRM:

PHONE:

EMAIL(S):

ORDER/SPECIAL:

COPY ATTORNEY:

FIRM:

PHONE:

EMAIL(S):

ORDER/SPECIAL:

COPY ATTORNEY:

FIRM:

PHONE:

EMAIL(S):

ORDER/SPECIAL:

COPY ATTORNEY:

FIRM:

PHONE:

EMAIL(S):

ORDER/SPECIAL:

WITNESS:

SIGNATURE BY:

WITNESS ADDRESS: (only If needed for signature)

NUMBER OF PAGES:

Ex Pgs-- B/W:

Ex pgs Color:

START / END TIMES:

LUNCH TIME:

RATE/SPECIAL:

O+1 ATTORNEY:

FIRM:

PHONE:

EMAIL(S):

ORDER/SPECIAL:

COPY ATTORNEY:

FIRM:

PHONE:

EMAIL(S):

ORDER/SPECIAL:

COPY ATTORNEY:

FIRM:

PHONE:

EMAIL(S):

ORDER/SPECIAL:

COPY ATTORNEY:

FIRM:

PHONE:

EMAIL(S):

ORDER/SPECIAL:

SPECIAL INSTRUCTIONS – DIRECTIONS