

OUT OF STATE REPORTER TURN-IN SHEET

Case Name (Plaintiff vs. Defendant): _____
Is this a RUSH: _____
If Yes, Date Due: _____
Rush to Which Atty(s): _____

Reporting Firm: _____
Reporter Name: _____
Date Amicus File Sent _____

BILLING INFORMATION

Date Taken: _____
Time Scheduled: _____
Actual Start Time: _____
Actual End Time: _____
Total Pages _____
Location of Deposition: _____

Witness(es) Name(s): _____

ORDER INFORMATION

Ordering Attorney	# Hours	Original	Copy	Mini	Disk Type	Email
Client #1 _____	_____	_____	_____	_____	_____	_____
Client #2 _____	_____	_____	_____	_____	_____	_____
Client #3 _____	_____	_____	_____	_____	_____	_____
Client #4 _____	_____	_____	_____	_____	_____	_____

EXHIBITS (Yes or No): _____

Black & White (Yes or No): _____ No. of Pages _____

Color (Yes or No): _____ No. of Pages _____

READ & SIGN (Yes or No): _____

Send Read & Sign to Whom: _____

SPECIAL INSTRUCTIONS: _____

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