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The following is an excerpt from the HG LITIGATION Reporter Guidelines:

Transcript Format

All final transcripts will be produced by HG LITIGATION. Therefore, all transcripts must be uploaded on-line in the following format.

NOTE: We realize errors sometimes occur, however the costs associated with having to re-produce transcripts have become prohibitive. For that reason, if a transcript does not meet the following guidelines, your Reporter Manager will contact you to correct the issues. This will delay production, billing, and ultimately push your payday to the next cycle. Likewise, if a transcript must be reproduced due to a reporter error (i.e. incomplete case caption, wrong witness name, misspellings, etc.) the cost of reproducing and delivering the corrected transcript will be deducted from the Reporter's pay.

ASCII

- No header/footer
- 25 lines per page, 10 pitch (if your local rules differ, please alert us)
- Exhibit Index must be included on all transcripts. If there were no exhibits marked, please indicate such on the index.
- If it is a video deposition or if time stamping is requested please provide us with both a time-stamped and non-time stamped ascii.
- Errata sheet must be included on all transcripts. If witness has waived signature please indicate that the signature has been waived.
- Any depositions that are a continuation, such as a Volume 2, Volume 3, etc., should begin with the next consecutive page number following the preceding Volume.
- All transcripts must have a signed Reporter Certificate (see **Certificate Pages & Exhibits** below)
- HG Litigation should be the only company information listed on the transcript. Be sure to use the correct information on your signature block (see **Company Information** below).

Certificate Pages & Exhibits

All transcripts should be sent through RealLegal using the Reporter's e-signature. Otherwise, signed cert pages must be sent to HG immediately upon turning in the transcript. Please also be sure to send the exhibits to the correct office for production. Sending the exhibits to the wrong office delays production and billing of the job. If you are not sure to which office the exhibits should be sent, please contact your Reporter Manager. We also need an exhibit form filled out and attached to all exhibits that are sent

to us. If using our FedEx account number, it is mandatory that you indicate the job number in the reference line on the FedEx slip so that we can bill the job accordingly.

Uploading to HG Web

When uploading to HG Web upload one ascii per job number. If you need an additional job number please contact your Reporter Manager. Please remember to indicate all email addresses for the etrans. We also need to know where the "read & sign" copy should be sent. This is the copy the witness will review and make changes to if necessary. Remember to indicate any and all special request such as etran only, condensed transcript only, etc.

Company Information

HG Litigation should be the only company information listed on the transcript. Be sure to use the correct information on your signature block (firm name, address including suite number, and phone number).

- **Dallas Office**
HG Litigation Services
2501 Oak Lawn Ave
Suite 600
Dallas, TX 75219
1-888-656-DEPO

- **California Office**
2041 Rosecrans Avenue
Suite 360
El Segundo, CA 90245
1-888-656-DEPO

- **Houston Office (until August 1, 2008)**
12621 Featherwood Drive
Suite 140
Houston, TX 77034
1-888-656-DEPO

Effective August 1, 2008 the new Houston address will be
1001 McKinney
Suite 1720
Houston, TX 77002