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### **Transcript Guidelines, Continued:**

- Include an errata sheet at the very end of your deposition. (Sample enclosed.)
- Please use California standard format for non-videotaped proceedings. Please use California videotaped deposition standard format for videotaped proceedings *only*. If you're out of state, we'll send guidelines.
- If you are on CaseCatalyst, call the office for format files.
- Please only send us a time-stamped file when a proceeding is videotaped or when counsel requests time stamping.

### **Rough Draft Guidelines:**

- Please include a disclaimer on page 1 of your rough. A sample of our standard disclaimer is enclosed.
- Do not include cover pages or cert pages in your rough.
- When sending a rough to counsel, please copy us at [production@iDepoReporters.com](mailto:production@iDepoReporters.com).

### **Please Check For These Common Errors Before Uploading Your Final Transcript:**

- Misspelled names of attorneys and witnesses
- Incorrect speaker identifications
- Incorrect date, day, and/or time of proceedings
- Missing Exhibit blurbs
- No spell check run by the reporter

### **Our Responsibilities To You:**

- We will pay you promptly. We promise to pay your O&1 within 45 days of turn in, but will do our best to pay you within 30 days. We want to make sure you're taken care of!
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- We will send you a full breakdown of what you are being paid.
- We will listen to your feedback and keep working with you so that your experience with us is the best it can possibly be.
- We will try to keep you on jobs that you love. We want you to be happy.
- We will let you know when you are requested, even if you're not available to take the job.