



The best partner a law firm could have.

DALLAS AUSTIN HOUSTON LOS ANGELES BATON ROUGE JACKSON DELAWARE SAN FRANCISCO CHICAGO

ATTORNEY SIGN-IN and HG TRANSCRIPT ORDER FORM

Reporter Name: _____ HG Job #: _____
Witness Name: _____ Depo Date: _____

COUNSEL: Please sign in and indicate your firm's transcript order below. In addition to your order, you will receive complimentary 24/7 access to those documents online at www.hglitigation.com.

I, the undersigned, authorize HG Litigation Services to provide me with all items requested below, and accept responsibility for payment thereof.

ORIGINAL

Firm: _____ Representing: _____
Attorney: _____ Email: _____

- TRANSCRIPT FORMAT EXHIBIT FORMAT REQUESTED DELIVERY ROUGH DRAFT
Hard Copy Only Hard Copy Exhibits Regular (7-10 bus. days) Rough Draft
Etran Only Electronic Exhibits Expedite by _____(date)
Hard Copy & Etran No Exhibits by _____(date)

Special Requests: _____

READ & SIGN

- Read & Sign waived.
Read & Sign requested.
Send to: _____

COPY

Firm: _____ Representing: _____
Attorney: _____ Email: _____

- TRANSCRIPT FORMAT EXHIBIT FORMAT REQUESTED DELIVERY ROUGH DRAFT
Hard Copy Only Hard Copy Exhibits Regular (7-10 bus. days) Rough Draft
Etran Only Electronic Exhibits Expedite by _____(date)
Hard Copy & Etran No Exhibits by _____(date)
No Transcript

Special Requests: _____

COPY

Firm: _____ Representing: _____
Attorney: _____ Email: _____

- TRANSCRIPT FORMAT EXHIBIT FORMAT REQUESTED DELIVERY ROUGH DRAFT
Hard Copy Only Hard Copy Exhibits Regular (7-10 bus. days) Rough Draft
Etran Only Electronic Exhibits Expedite by _____(date)
Hard Copy & Etran No Exhibits by _____(date)
No Transcript

Special Requests: _____

COURT REPORTERS LITIGATION SUPPORT VIDEOGRAPHERS CONFERENCE FACILITIES DOCUMENT RETRIEVAL NATIONWIDE SERVICE

2501 OAK LAWN AVENUE, SUITE. 600, DALLAS, TX 75219

TOLL FREE: 1-888-656-DEPO FAX: 1-888-656-3275

www.hglitigation.com e-mail: info@hglitigation.com



The best partner a law firm could have.

DALLAS AUSTIN HOUSTON LOS ANGELES BATON ROUGE JACKSON DELAWARE SAN FRANCISCO CHICAGO

COPY

Firm: _____ Representing: _____
Attorney: _____ Email: _____

- TRANSCRIPT FORMAT EXHIBIT FORMAT REQUESTED DELIVERY ROUGH DRAFT
Hard Copy Only Hard Copy Exhibits Regular (7-10 bus. days) Rough Draft
Etran Only Electronic Exhibits Expedite by _____(date)
Hard Copy & Etran No Exhibits by _____(date)
No Transcript

Special Requests: _____

COPY

Firm: _____ Representing: _____
Attorney: _____ Email: _____

- TRANSCRIPT FORMAT EXHIBIT FORMAT REQUESTED DELIVERY ROUGH DRAFT
Hard Copy Only Hard Copy Exhibits Regular (7-10 bus. days) Rough Draft
Etran Only Electronic Exhibits Expedite by _____(date)
Hard Copy & Etran No Exhibits by _____(date)
No Transcript

Special Requests: _____

COPY

Firm: _____ Representing: _____
Attorney: _____ Email: _____

- TRANSCRIPT FORMAT EXHIBIT FORMAT REQUESTED DELIVERY ROUGH DRAFT
Hard Copy Only Hard Copy Exhibits Regular (7-10 bus. days) Rough Draft
Etran Only Electronic Exhibits Expedite by _____(date)
Hard Copy & Etran No Exhibits by _____(date)
No Transcript

Special Requests: _____

COPY

Firm: _____ Representing: _____
Attorney: _____ Email: _____

- TRANSCRIPT FORMAT EXHIBIT FORMAT REQUESTED DELIVERY ROUGH DRAFT
Hard Copy Only Hard Copy Exhibits Regular (7-10 bus. days) Rough Draft
Etran Only Electronic Exhibits Expedite by _____(date)
Hard Copy & Etran No Exhibits by _____(date)
No Transcript

Special Requests: _____



The best partner a law firm could have.

DALLAS AUSTIN HOUSTON LOS ANGELES BATON ROUGE JACKSON DELAWARE SAN FRANCISCO CHICAGO

COPY

Firm: _____ Representing: _____
Attorney: _____ Email: _____

- TRANSCRIPT FORMAT EXHIBIT FORMAT REQUESTED DELIVERY ROUGH DRAFT
Hard Copy Only Hard Copy Exhibits Regular (7-10 bus. days) Rough Draft
Etran Only Electronic Exhibits Expedite by _____(date)
Hard Copy & Etran No Exhibits by _____(date)
No Transcript

Special Requests: _____

COPY

Firm: _____ Representing: _____
Attorney: _____ Email: _____

- TRANSCRIPT FORMAT EXHIBIT FORMAT REQUESTED DELIVERY ROUGH DRAFT
Hard Copy Only Hard Copy Exhibits Regular (7-10 bus. days) Rough Draft
Etran Only Electronic Exhibits Expedite by _____(date)
Hard Copy & Etran No Exhibits by _____(date)
No Transcript

Special Requests: _____

COPY

Firm: _____ Representing: _____
Attorney: _____ Email: _____

- TRANSCRIPT FORMAT EXHIBIT FORMAT REQUESTED DELIVERY ROUGH DRAFT
Hard Copy Only Hard Copy Exhibits Regular (7-10 bus. days) Rough Draft
Etran Only Electronic Exhibits Expedite by _____(date)
Hard Copy & Etran No Exhibits by _____(date)
No Transcript

Special Requests: _____

COPY

Firm: _____ Representing: _____
Attorney: _____ Email: _____

- TRANSCRIPT FORMAT EXHIBIT FORMAT REQUESTED DELIVERY ROUGH DRAFT
Hard Copy Only Hard Copy Exhibits Regular (7-10 bus. days) Rough Draft
Etran Only Electronic Exhibits Expedite by _____(date)
Hard Copy & Etran No Exhibits by _____(date)
No Transcript

Special Requests: _____