

# Deposition Coverage Guidelines for HG Litigation

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## **DEPOSITION COVERAGE GUIDELINES FOR HG LITIGATION**

**PLEASE READ ALL INFORMATION WITHIN THE DEPOSITION GUIDELINES PRIOR TO COVERING A DEPOSITION FOR HG LITIGATION**

Fill out the attached W-9 form and return via fax or scan to your Reporter Manager listed at the end of this form. Please send a brief bio describing the types of depositions you have covered in the past, special certifications and what software you are using. HG Litigation also provides direct deposit for Reporters. If you are interested in direct deposit please contact your Reporter Manager for the proper form.

### **DEPOSITION CONDUCT:**

- We request that you arrive at the deposition site 30 minutes prior to the start of the deposition. Please contact your Reporter Manager if you will arrive any later, if there is any delay in the deposition start time, and/or if any issues or problems arise at the deposition. It is important that we are kept informed.
- Deposition with a TC requested - We ask you to dial in 10 minutes prior to the start of the deposition. If for any reason you are not able to dial in at this time please contact your Reporter Manager immediately so the Attorneys that will be dialing in will know there is a delay. Please identify yourself by giving **your** name, HG Court Reporter then City and state you are calling from. When calling in from law firm do not allow the location attorney to dial in, as this causes the location firm to be charged for the call. The reporter must call in and identify themselves as stated above.
- Reporters must dress in business professional attire.
- Please state you are representing HG Litigation Services & do not solicit for any other company.
- Do not provide your personal business cards. Blank HG business cards will be supplied to you by your Reporter Manager.
- Only use the attached Attorney Sign-In Sheet at all scheduled depositions. Please have attorneys sign for their copy orders or send you an email. Please keep these written records in case the need ever arises to prove up a copy order.
- Reporters emailing the rough transcript should always cc: your Reporter Manager and [production@hglitigation.com](mailto:production@hglitigation.com) when sending Rough drafts to clients and clearly state as a rough in email subject line.
- Realtime depositions - Please bring extra cables, USB adaptors and multi-line blocks as necessary. If you have a loner-laptop for end users, please bring it also, and make sure it is equipped with up to date Realtime software. If tokens are needed please contact your Reporter Manager.
- All Asbestos depositions will require a Polycom speaker phone. Please take one to every job. Hotel speaker phones may not have the sound quality necessary for all parties to hear.
- Turn-in standard is 7 business days after the deposition (9-11 days depending on if one or two weekends are involved). Plaintiff depositions and depositions taken in Texas are due on the 5<sup>th</sup> business day (7 regular days) after the deposition.
- Call or email your Reporter Manager after each deposition if a rush is requested, to inform them whether the deposition is continued or completed, or if there are confidential excerpts that need to be extracted from the transcript.

## **EXHIBITS:**

- Please fill out the attached HG Exhibit Cover Sheet completely and send all your exhibits with-in 24 hours to: HG Litigation Services, Attn: Production Dept., 2501 Oak Lawn Ave, Suite 600, Dallas, Texas, 75219.
- If there are no hard copy exhibits, scanned exhibits can be uploaded to HG Web at [www.hglitigation.com](http://www.hglitigation.com), Reporter Resources, **Exhibits Upload Form** (no log in necessary).

### **Exhibit delivery:**

- **Texas Reporters:** You will be provided a LoneStar airbill for shipping exhibits. This airbill will be located in the Job Level Repository. Please contact your Reporter Manager if you have any questions. \*\*\* Do not use FedEx without HG permission if your area doesn't offer LoneStar.
- **California Reporters & all other States:** Effective immediately, for shipping Exhibits, you must contact your Reporter Manager who will then email a FedEx airbill to you. Upon request, we can also provide you with pre-printed airbills to keep on hand for shipping Exhibits to HG. We no longer permit reporters to use our FedEx account number in any other manner. All FedEx packages should be send via Standard overnight (excluding Saturday deliveries, as our office is closed on the weekend). If we receive any FedEx packages that do not include an internal billing reference number on the appropriate line, you will be charged for this shipment. If you have any questions, contact your Reporter Manager BEFORE shipping.

## **TELECONFERENCE DEPOSITION (TC ONLY):**

- Please dial in 10 minutes prior to the start of the deposition. If for some reason you are not able to dial in at this time please contact your Reporter Manager immediately so that attorneys dialing in will be aware there is a delay. When you are calling into a TC, please identify yourself by giving **your** name, HG Court Reporter then city and state you are calling from.
- Some TC's do not go forward. If the Teleconference cancels prior to the reporter dialing in, the reporter will not be paid an appearance fee. However, if the job cancels after the reporter has dialed in to the TC, then an appearance fee will apply.

## **TRANSCRIPT FORMATTING :**

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

- ASCII text file with No header or footer /25 lines per page.

**HG Litigation follows NCRA guidelines. (<http://ncraonline.org/NCRA/codeofethics/Transcript>).**

**If your state's local rules differ, please alert us prior to the deposition date and provide us with your local rules and cite reference.**

- No fewer than nine or 10 characters to the typed inch. Left-hand margin to be set at no more than 1-3/4 inches. Right-hand margin to be set at no more than 3/8 inch.

### **Texas guidelines:**

- The distance between the left and right marginal lines must be on less than six and one-half (6 ½") inches or between fifty-six (56) and sixty-three (63) spaces or characters per line. The left margin text must be set one character from the left marginal line, and the right margin text, except for the automatic word-wrapping, must be set one character form the right marginal line (not Justified).

## **TRANSCRIPT FORMATTING (CONTINUED):**

- 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 sheets must be included on all transcripts. If the witness has waived signature please indicate that the signature has been waived.
- On occasion, the deposition may continue from day-to-day. You will need to ask counsel how they will require the volumes to be numbered and if they want the pages to run consecutively between the volumes or stand alone. The same information should be asked regarding the Exhibit numbering between volumes. Then, please contact your Reporter Manager and inform them.
- All transcripts must have a signed Reporter Certificate with HG Litigation's company information listed on the transcript. If you have a RealLegal Reporter's e-signature, please ask your Reporter Manager to send you an invite. Be sure to use the correct information on your signature block (see **Company Information** below).

### TX and all other states

Jane Doe  
CSR 1123  
Expiration Date: January 1, 2011  
Firm No. Dallas: 69, Houston 373  
1-888-656-DEPO  
1-888-656-3275 Toll Free Fax

### CA only

Jane Doe  
Certified Shorthand Reporter in and for the State of California  
License No. 1123  
Expiration Date: January 1, 2011  
Henjum Goucher Reporting Services  
1-888-656-DEPO  
1-888-656-3275 Toll Free Fax

**NOTE: We realize errors sometimes occur. However, the costs associated with having to reproduce transcripts have become prohibitive. For that reason, if a transcript does not meet the guidelines stated above, 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 (\$50.00 per transcript) will be deducted from the Reporter's pay.**

**HG STAFF CONTACT INFORMATION**

The following contacts have cell phones and Blackberry's and are available 24/7.

**Reporter Managers:**

**Joanne Garza:** Texas and Mississippi:

Work: 214-459-8633

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Thank you for your cooperation and attention to detail. We appreciate the excellent work you produce!