



Court Reporter Services

Jobsheet Suggestions - Case CATalyst

The Case CATalyst file available for download is intended to work in conjunction with Case CATalyst functions such as scan-stop and fill-in-fields. After you receive the file, make any changes you want to the format (like changing "YourName" to your name, or if you don't charge an appearance fee, delete the {AppFee\$}, etc.). Then save the file and make a backup before text globaling or replacing any job-specific information.

Following the jobsheet you will find an example of a "GO" include which you may or may not want to utilize (of course, change it to match your format). The idea is to text global information on your jobsheet that reappears in the transcript "GO" so you don't have to enter information twice. If you don't want to use the "GO" just delete from the cover page to the end leaving just the jobsheet.

The Appearances in the jobsheet are set up for use of fill-in-fields. If you do not use fill-in-fields, text globaling the appearances will also work, or just replacing if you really want to type the appearances all over again in your transcript. If you do use the fill-in-fields, you may need to make some field entries or alter the template to make it work right for you. If you do use the "GO" remember to start your cover page with a new Section so that when you make your ASCII files the jobsheet will be separate.

It is recommended that you keep the jobsheet/go file in your includes and simply insert it when you start editing your job.

(If you like the GO concept, we also have templates for END and various letters, Affidavits of Nonappearance, etc, available on our website - the goal is to never enter anything twice)

Completing the Jobsheet

Hit your next key to go to the next scanstop.

Generally, Text Global anything in straight brackets [xx], Replace anything in squiggly brackets {xx} and delete anything that is nonapplicable. Use all caps if the info in the brackets is capped; use upper/lower case when the info in the brackets is not all capped.

Delete unused table cells under Appearances, Billing & Delivery. It is recommended you make a shortcut key for "delete table" to speed this along.

Replace {AppFee\$} with the dollar amount to be billed for the appearance fee.
Replace "Other things to bill for" with things like: Rough Draft, 2-Day Expedite, E-Tran, etc.
Replace "Other things to ship with tran" with things like: ASCII on CD, Condensed, etc.

That's it....it's really quite simple and will go fast for you!