



What the Independent Reporter Does:

Send Exhibits to CRS:

To ensure accurate copying, it is recommended that multi-page exhibits that do not have pagination be numbered in the lower right corner sequentially. The numbers should not be too close to the edges. If you prefer, you can scan your exhibits and e-mail them to us. Faxing diminishes the quality of the exhibits, but for super expedites you can fax the exhibits if they are 20 pages or less. To ensure quick shipment of your transcripts, please send us your exhibits a few days ahead of your transcripts along with an Exhibit Instruction Form.

Send signed Reporter Certificates or:

- Sign a stack for us to keep on hand
- Ask us to attach a scanned certificate
- Provide a signature stamp for us to keep

E-mail the Transcript file, Letter(s) file and Jobsheet file:

- E-mail a page-image ASCII file of the job with the name you want it archived under.
- E-mail an ASCII or WORD file of any letters you want printed on your letterhead and mailed; i.e., letter to witness, promo letters
- E-mail a page-image ASCII file or a WORD file of the jobsheet. If you want to use our preferred jobsheet, let us know and we will send you a sample. Whatever jobsheet you use, we will need the following information:
 - How many copies to print ; (i.e., O+4)
 - How many sets of exhibits to copy
 - Special instructions if original exhibits are being returned to witness or someone else
 - How you want the exhibits bound if different from your usual preference; (i.e., binders with tabs)
 - Instructions for Original Deposition; (i.e., Keep for 30 days per code, Send to O+1 attorney, Signature waived send to O+1 attorney now, send to someone else, etc.)
 - Appearances including attorney, firm address, phone, e-mail
 - Who to bill for O+1
 - Who to bill for copies
 - Who wants condensed, disks, CDs, etc.



What CRS Does:

Print and Bind the Original:

Original Transcripts will be printed on a high-speed digital printer and bound with Black Standard Pengad Premier A6 covers. If you prefer, you can provide your own personalized covers, or optional binding methods offered for a fee include:

- Velobind
- Plastic Comb binding
- Color A6 covers

Archive the Transcript in ASCII Format:

ASCII files will be archived on our computer and backed up weekly. As a courtesy, backups will be provided to you on CD biannually. This is not meant to fulfill the Reporter's statutory requirements to archive their transcripts and steno notes.

Print and Bind the Copies:

Certified Copies will be printed on a high-speed digital printer and bound with Black Pengad Professional Premium covers. If you prefer, you can provide your own personalized covers, or optional binding methods offered for a fee include:

- Velobind
- Plastic Comb binding
- Color A6 covers

The Word Index will be included at the back of the transcript unless instructed otherwise. And if requested on your Reporter Profile, a double-sided condensed transcript and word index will be sent with each copy.

E-Mail Customers:

If requested on your Reporter Profile or on your Jobsheet, an E-Transcript and/or an ASCII file will be e-mailed to each attorney ordering a copy for which you have provided an e-mail address. E-mails sent on your behalf will indicate they are from yourname@reporterservices.com. Any "replies" will be automatically forwarded to your personal e-mail.



Create Diskettes and CDs:

ASCII, PDF, E-Transcript diskettes or CDs will be created as requested. CDs containing the transcript in ASCII, PDF and E-Transcript formats along with the scanned exhibits can also be created. All disks and CDs will have your personal labels.

Copy and Bind Exhibits:

Unless instructed otherwise, exhibits will be bound at the back of the transcript after the word index. If the transcript and exhibits combined is over 250 pages, the exhibits will be bound separately per your Reporter Profile (top or side binding). Your transcript cover page stamped "EXHIBITS" will be used for separately bound exhibit books.

Unusual exhibits such as blueprints, large maps, x-rays, etc. will be sent out for duplication. The cost will be billed to you unless the cost is excessive, in which case we may ask for advanced payment.

Print Letters:

Letters e-mailed to us will be printed on your letterhead and mailed as requested. Such letters may include: Letter to the witness, order form letters to attorneys, promotion letters, after-30-day letters for sending out the original, etc.

Invoicing:

If requested, we will invoice your job using the rates you have given us in your Reporter Profile. The invoices will reflect your return address so payments will be sent directly to you. Invoices will be faxed or e-mailed to you as they are created and will be mailed the following day if we do not receive corrections from you.

Packaging and Shipping:

CRS will package your transcripts in boxes with bubble wrap protection. Unless instructed otherwise, we will use UPS Ground shipment and UPS Next-Day Air for all expedited transcripts. Transcripts will usually be shipped the same day if we receive your files by 10:00 a.m. assuming we have received your exhibits in advance. Your name appears on everything connected with your jobs with the exception of the UPS label return address says "Court Reporters" with our address

Handle Witness Review:

If your deposition is per California Code of Civil Procedures, local witnesses can come to our office located in Roseville, California to review and sign the original transcript. In the alternative, a complimentary condensed transcript and errata sheet can be sent to the witness upon request.



Handle the Original Transcripts:

If your deposition is per California Code of Civil Procedures, after the 30-day review period, the sealed Original Transcript will be sent to the O+1 attorney along with the after-30-day letter printed on your letterhead and any corrections submitted by the deponent. Copies of any corrections will also be sent to all parties present at the deposition. For other jurisdictions, the originals will be handled as instructed.

Provide Reports:

CRS will send you monthly reports reflecting your total billings along with a monthly statement for our services. At the end of June and December we will send you a CD with a backup of all your transcripts.

CRS Web Site:

As a CRS customer you will have access to our web site which will include:

- Upload/Download capabilities to send your audio files to Text Editors
- Referral lists for Text Editors and Proofreaders
- Links to research and other interesting sites
- CaseCatalyst templates for jobsheets, deposition formats, etc.

Complimentary E-Mail Mailbox:

For reporters who send us all of their production, we offer a complimentary CRS mailbox identified as yourname@reporterservices.com.

Reporter Payroll Service:

If you contract with reporters to cover your calendar, Reporter Payroll reports are offered as an additional service.

Accounts Receivable:

If requested, CRS can credit payments to your clients' accounts, send out monthly statements for you and send you an aging report monthly.

COMING SOON: Phone Answering Service:

For reporters who send us all of their production, we will soon offer phone answering services for a minimal monthly fee. When you are unable to answer your phones, simply put them on forwarding to CRS. We will answer "Court Reporters" and will assist your customer as directed by you. If requested, we can record calendar information for you, answer questions like has a certain transcript gone out yet, attempt to locate an emergency reporter for you from your overflow reporter list, or we can simply send your customer to your CRS voice mail. In either case, your customers will know you have a fully-staffed office open during all business hours.