



Court Reporter Services

For the WORD jobsheet, follow these simple instructions:

1. Hit the Tab or Down Arrow key to go the next fill-in field
2. Some fill-in fields have pull-down menus
3. Copy the Appearances from your CAT software and Paste in under Appearances, Billing & Delivery
4. Space between appearances so they line up with Billing & Delivery
5. Click or type “x” in the boxes that apply
6. If you have more than four appearances, download the “Additional Appearances” page

If you need to give further instructions, include it in your e-mail sending the jobsheet.