



## At The Deposition

Thank you for working with Lexitas. You can download forms and watch step-by-step video tutorials at <https://www.lexitaslegal.com/reporter-center/instructions-forms>

## BUSINESS CARDS

If an attorney requests your business card, please use a Lexitas business card. You can obtain Lexitas business cards from your local scheduling office.

## TRANSCRIPT ORDER FORMS

Transcript Order Forms **MUST** be filled out and signed by any attorney who wants a copy; otherwise, Lexitas cannot guarantee payment for that attorney's order.

If an attorney does not complete and sign an order form, do not include them as a copy order unless you have approval from your local scheduling team.

Anyone who orders a rough draft or rush final **MUST** have a Transcript Order Form signed. Please respond to your scheduling e-mail with details regarding any rough draft or expedite orders.

## UPSELLING SERVICES AT THE DEPOSITION

When at the deposition, you can easily upsell by asking if they would like additional services.

The easiest way to upsell services is to simply phrase it in the form of a question while talking to the attorneys at the deposition, such as:

*"Would you like for me to send a rough draft to you after the deposition?"*

*"Can I interest you with real-time services for your laptop or iPad?"*

*"Would you like to receive the final transcript on a rush basis?"*

These questions prompt the attorney to sign on for extra services that can be billed for.

While upselling is certainly not required (especially if your workload or backlog are not able to accommodate further add-ons such as rough draft or rush final), it can easily add more revenue opportunities for the reporter and Lexitas alike.

## RUSHES AND/OR ROUGH DRAFTS

Immediately after the deposition, please respond to your assignment scheduling e-mail with details regarding any rough draft or expedite orders, if any.

If a rough draft was ordered, send your rough draft ASCII file to any ordering parties and CC [production1@LexitasLegal.com](mailto:production1@LexitasLegal.com). In the subject line of the e-mail, please include the job number, witness name, and depo date.

For networking jobs, check affiliate paperwork for their rough draft instructions.

It is the responsibility of the court reporter to contact all opposing counsel to see if they wish to order a rough draft.

## FEDERAL CASE DEPOSITIONS

Per Rules 30(e)(1) and 30(e)(2) of the Federal Rules of Civil Procedure, it is the witness' or party's duty to **specifically request** the opportunity for reading and signing.

The court reporter is **not** tasked with asking the parties or the witness if they wish to read and sign.

If the parties or witness never request to read and sign the transcript while on the record, then it is considered an **automatic signature waived**, and the transcript will reflect signature waived certificate pages.

Also, the Federal Rules state an on-record introduction made by the court reporter. If this procedure is waived, it must be reflected in the transcript.

Rule 30(B)(5)(A) states:

*"...The officer must begin the deposition with an on-the-record statement that includes:*

- *The officer's name and business address*
- *The date, time, and place of the deposition*
- *The deponent's name*
- *The officer's administration of the oath or affirmation to the deponent*
- *The identity of all persons present"*

Transcript examples of this procedure (whether waived or not) is listed on the next pages, which you can use for your Federal case include pages.

Lastly, Lexitas uses "**Simple Certificate**" pages for non-Texas case depositions and/or networking assignments. You can obtain a transcript format example by visiting our website at <https://www.lexitaslegal.com/reporter-center/instructions-forms>

1                   (The reading of Federal Rule 30(b)(5)(A)  
2 into the record was waived by all parties present.)

3                   THE REPORTER: Today is []. The time is  
4 approxiimately []. We are located at [], Houston,  
5 Texas. This is the deposition of [].

6                   My name is Vonda P. Treat, CSR,  
7 representing [name], [address]. The videographer is [].  
8 Present today are Mr. [] for the []Plaintiffs and Mr. []  
9 for the []Defendants.

10                   Please state your stipulations for the  
11 record.

12   [ddd],  
13 having been first duly sworn, testified as follows:

14   EXAMINATION

15 BY MR. [name]:  
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THE REPORTER: Are there any further stipulations under Rule 30(b)(5)(C) that need to be put into the record?

[]

THE REPORTER: There being nothing further, the deposition is concluded.

(Proceedings concluded at [jjjj].)

Reporter's Note: According to Federal Rule 30(e)(1), the request for review of the deposition by the witness is accomplished "on request by the deponent or a party before the deposition is completed."

Since this was not done, signature is considered waived for this transcript.

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