



REPORTER INSTRUCTIONS

Our promised delivery to the client is 10 business days.
Exhibits and signed certificates need to be in our office ASAP!
We can scan & e-mail them to you for proofing. Just ask!

1. We print all jobs from the page image ASCII. Please do not print & mail your transcript.
2. **WE REQUIRE OUR REPORTERS TO SAVE THEIR JOB FILE TO A SAFE & SECURE MEDIA, SUCH AS A FLASHDRIVE, BEFORE LEAVING THE JOB SITE.**
3. If a party orders a certified transcript, they must order it on the record or sign an order form to help collect payment for that order. We cannot guarantee payment to you without this. Our client taking the depo does not need to sign.
4. **ALL ROUGH DRAFTS MUST** be sent to **CHASE FIRST** for distribution to our clients. Some clients are COD and we require payment before sending the rough. If it is after hours, leave a message at the office or call (714) 686-0052 to notify us that your rough draft will be sent to our e-mail.

E-mail ASCII to: jobs@deposervices.com

Type of ASCII needed : Page Image ASCII

Format: CA Minimum Transcript Format with NO header or footer.
Upper and lower case. No errata sheet or witness letter.

Timestamps: Only if counsel requests or depo is videotaped.
In LEFT-HAND margin, every 5 or 8 lines.
Hours:Minutes format only. No seconds or a.m. or p.m.
We will need a final ASCII with NO timestamps as well.

Worksheets: Fax to (714) 459-8104 or e-mail with ASCII

Send your signed certificates,
exhibits and copy order forms via
trackable service (UPS/FedEx/GSO):

Chase Deposition Services
2300 E. Katella Ave., Suite 175
Anaheim, CA 92806
(714) 704-9144; Fax (714) 459-8104