

Did you know that if you report a case with the court title

UNITED STATES you MUST follow these read & sign procedures?

Did you know you need this language on your reporter's certificate?

Federal Rule 30(e)(1)

On request by the deponent or a party before the deposition is completed, the deponent must be allowed 30 days after being notified by the officer that the transcript or recording is available in which to review the transcript or recording; and if there are changes in form and substance, to sign a statement listing the changes and the reasons for making them.

The officer must note in the certificate whether a review was requested and, if so, must attach any changes the deponent makes during the 30-day period.

The officer must certify in writing that the witness was duly sworn and that the deposition accurately records the witness's testimony. The certificate must accompany the record of the deposition.

(Note: Your certificate must have this language.)

Unless the court orders otherwise, the officer must seal the deposition in an envelope or package bearing the title of the action and marked "Deposition of [witness's name] and must promptly send it to the attorney who arranged for the transcript or record.

(Note: Do not speak up and ask for a stipulation! Do not offer to send the original to the witness or his attorney for read and sign! If counsel quietly closes the record and if you are NOT told that the witness will review, the witness will not have a chance to review the testimony and counsel knows this. The original will be sealed and sent to the noticing party without witness review. Opposing Parties will need to purchase a certified transcript if they wish to review.)