



## REPORTER JOB PACKET

Turn-In Instructions, Job Forms, and Attorney Order Forms

### PROFESSIONAL CONDUCT INSTRUCTIONS

- **Thank you for being part of our team and representing DepoScripts for this proceeding!**
- Arrive at the job site approximately 1 hour prior to the scheduled start time.
- Use DepoScripts business cards if they have been provided for you. Please do not solicit your company, personal business cards, or personal contact information.

### ORDER INSTRUCTIONS

- **Proof of order must be obtained in writing, on the record, or on audio backup** for all ordering parties. Failure to receive proof of order may result in an order deduction from your invoice.
- **The Job Form (next page) must be completed in full.** If orders were obtained using a transcript order form, please complete the ordering attorney and firm name only and select Transcript Order Form in the Order Method section.

### TURN-IN INSTRUCTIONS

- **Please turn in your final transcript via DepoScripts Partner Portal --or-- Secure Upload Link.** Please include the Reporter Job Form, Order Forms, ASCII file, marked exhibits (if any) and invoice.

**DepoScripts Partner Portal:** <https://deposcripts.com/partnerportal/>

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**Secure Upload Link:** <https://spaces.hightail.com/uplink/deposcriptsportal>

[Click Here to Download Turn-In Instructions](#)

- **Exhibits:** Please scan and upload to your portal or upload with transcript. If you are unable to scan them, please request a shipping label [here](#) (please request within 6 business days of deposition date). Please retain the originals for 90 days, then securely destroy.
- **Expedites/Rough Drafts:** If a rough draft or expedite is requested by any party, please let us know as soon as possible by emailing [DSproduction@deposcripts.com](mailto:DSproduction@deposcripts.com).

### INVOICE/BILLING INSTRUCTIONS

- **Please upload your final invoice when submitting the job** or email to [DSbilling@deposcripts.com](mailto:DSbilling@deposcripts.com). All additional expenses, such as parking or tolls, require receipts for reimbursement.

#### BILLING TEAM

[DSbilling@deposcripts.com](mailto:DSbilling@deposcripts.com)  
(252) 681-3376

#### PRODUCTION TEAM

[DSproduction@deposcripts.com](mailto:DSproduction@deposcripts.com)  
(252) 681-3376

#### TECHNICAL SUPPORT

[itsupport@deposcripts.com](mailto:itsupport@deposcripts.com)  
(252) 681-3376



**JOB FORM (INTERNAL USE ONLY)**

Please complete the job details and transcript orders section below. If orders were obtained using a transcript order form, please complete the ordering attorney and firm name only and select *Transcript Order Form* in the *Order Method* section.

**JOB DETAILS**

Job No.: \_\_\_\_\_ Job Date: \_\_\_\_\_ Expedited/Rough Ordered? \_\_\_\_\_

Case Name: \_\_\_\_\_

Deponent(s): \_\_\_\_\_

Scheduled Start Time: \_\_\_\_\_ Actual Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Read & Sign:  Waived  Requested  Read & Sign Contact: \_\_\_\_\_

Exhibits Marked: \_\_\_\_\_ - \_\_\_\_\_ Exhibit Notes: \_\_\_\_\_

Additional Notes: \_\_\_\_\_

**TRANSCRIPT ORDER**

Ordering Attorney: \_\_\_\_\_ Email: \_\_\_\_\_

Firm Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**ORDER**

- Original & 1 Copy
- Certified Copy
- No Order

**DELIVERY FORMAT**

- Electronic Transcript & Exhibits
- Hard Copy (Full & Condensed)
- Hard Copy (Exhibits)

**TURNAROUND**

- Standard Delivery
- Expedite | Deliver By: \_\_\_\_\_
- Rough Draft | Deliver By: \_\_\_\_\_

Proof of Order Obtained via:  Order Form  On Record  Audio Backup  Email

**TRANSCRIPT ORDER**

Ordering Attorney: \_\_\_\_\_ Email: \_\_\_\_\_

Firm Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**ORDER**

- Original & 1 Copy
- Certified Copy
- No Order

**DELIVERY FORMAT**

- Electronic Transcript & Exhibits
- Hard Copy (Full & Condensed)
- Hard Copy (Exhibits)

**TURNAROUND**

- Standard Delivery
- Expedite | Deliver By: \_\_\_\_\_
- Rough Draft | Deliver By: \_\_\_\_\_

Proof of Order Obtained via:  Order Form  On Record  Audio Backup  Email



**JOB FORM CONT. (INTERNAL USE ONLY)**

**TRANSCRIPT ORDER**

Ordering Attorney: \_\_\_\_\_ Email: \_\_\_\_\_

Firm Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**ORDER**

Original & 1 Copy

Certified Copy

No Order

**DELIVERY FORMAT**

Electronic Transcript & Exhibits

Hard Copy (Full & Condensed)

Hard Copy (Exhibits)

**TURNAROUND**

Standard Delivery (10 Business Days)

Expedite | Deliver By: \_\_\_\_\_

Rough Draft | Deliver By: \_\_\_\_\_

Proof of Order Obtained via:      Order Form      On Record      Audio Backup      Email

**TRANSCRIPT ORDER**

Ordering Attorney: \_\_\_\_\_ Email: \_\_\_\_\_

Firm Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**ORDER**

Original & 1 Copy

Certified Copy

No Order

**DELIVERY FORMAT**

Electronic Transcript & Exhibits

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**TURNAROUND**

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Rough Draft | Deliver By: \_\_\_\_\_

Proof of Order Obtained via:      Order Form      On Record      Audio Backup      Email

**TRANSCRIPT ORDER**

Ordering Attorney: \_\_\_\_\_ Email: \_\_\_\_\_

Firm Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**ORDER**

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