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www.txcivilprocess.com

Court Reporter Request Form

Case No. _____

_____ **vs** _____

Deponents Name _____

Firm Name _____

Address _____

Office Phone _____ Fax _____ Cell _____

Email Address _____ Web Address _____

Court Reporter Information:

Date Needed _____ / _____ / _____

State Time: _____ AM/PM

Location of Proceeding: _____

_____

Job Type:
- ☐ Deposition
- ☐ Hearing
- ☐ Trial
- ☐ Statement
- ☐ Meeting

Job Length:
- ☐ < 1hour
- ☐ 1-2 hour
- ☐ 2-4 hour
- ☐ All Day
- ☐ 2 Days

Equipment Required:
- ☐ Speakerphone required
- ☐ Videographer Required
- ☐ Realtime Services Requested
- ☐ ASCII Disk
- ☐ E-transcript
- ☐ Expedited Delivery

- ☐ Translator/Interpreter
  Specify Language _____
- ☐ Conference Room Required

Delivery:
- ☐ Standard (10 business days)
- ☐ Immediate (Same Day)
- ☐ Next Day
- ☐ Expedient (3 days)

Format:
- ☐ ASCII
- ☐ Amicus

- ☐ E-transcript
- ☐ Time stamping

Additional Instructions: _____

_____

_____

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