



IMPORTANT DATES

October 20 – Cut off
October 31 – Payroll
October 31 – Halloween

REQUESTS AND REMINDERS

When turning in work, please remember to **include a header and footer** in the ASCII file. Also be sure to **center** the headers and footers. Min-U-Script, the software we now use, only recognizes headers and footers that are centered.

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PLEASE include your **invoice** when turning in an ASCII file.

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If you are mailing in exhibits, please try to send them so they arrive the **same day as the transcript or before**. If exhibits are a day late, so is the transcript!

Happy Halloween!



TRIAL WORKSHEETS

How to Keep Each Other Updated on Trials

Lately we've been seeing more and more attorneys turn to us when they need court reporters for trials. Covering a trial can be a demanding duty, with all-day sessions and on occasion an immediate turn around. Completed trial worksheets help everyone to stay on top of what's been done and what's next.

Trial worksheets have many uses for you as a reporter as well as our company. On the worksheet, please include the names of witnesses that testified as well as the time they were on the stand. You should also include the amount of time for your total appearance so that if the transcript is not ordered we can bill for a no write right away. You should also include page estimates in the designated column.

You can also use the trial worksheet to communicate difficult words for the reporter the next day. Feel free to write such words on the notes section or in the far right column so that the next reporter will have a heads up as to important words. Remember that if the transcript is not ordered immediate, we are unable to generate a word list at our office. The reporter worksheet can act as an informal wordlist.

Finally, please fax or e-mail us a copy of the worksheet at the end of the day. **Also please call us with the next day's start time.** After hours we can be reached at (312) 296-6932.

You Deserve a Ribbon!



Cindy Conforti

Cindy was a miracle worker for us this month. A trial we've been covering decided to extend testimony on a Friday night from 8:15 to 11:30 and we needed to find a reporter. Cindy was in her pajamas but agreed to make the trek downtown and help us out.

Thank you Cindy!

"The secret to happiness is to make others believe they are the cause of it."

- Al Batt

