



# Reporter Job Sheet

(This is a fillable pdf form. Use Acrobat Reader 6.0 or higher to fill, print and fax use Acrobat full version 6.0 or higher to fill, print, save and email back.)

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Reporting Firm: \_\_\_\_\_ Reporter : \_\_\_\_\_

MLS Job # : \_\_\_\_\_ Reporting Firm Job No.: \_\_\_\_\_

Job Date: \_\_\_\_\_ Job Time: From \_\_\_\_\_ To: \_\_\_\_\_

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

Turn-in Date: \_\_\_\_\_ Read & Sign Yes No

Send Read & Sign Letter to: Attorney: \_\_\_\_\_ Witness: \_\_\_\_\_

Turnaround: Reg Expedite: \_\_\_ day(s) Overnight Daily copy

Travel Time: \_\_\_\_\_ Waiting Time: \_\_\_\_\_

Original Exhibits Instructions: \_\_\_\_\_

Witness Name(s)	Video	Med/Tech	# of Pages	Begin time – End time	Exhibit #'s
A					
B					
C					
D					
E					
F					

Attorney(s)	Delivery How?	App Fee	Original (A-F)	Copy (A-F)	Condensed * IPO/IA	Disk Format	Attach Exhibits

\* In Place Of regular size copy/In Addition to regular size copy

**Special Instructions:**

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