

# Job Delivery Instructions



Thank you for agreeing to cover this Midwest Litigation Services assignment!  
In an effort to deliver prompt, professional service to our clients, please follow the guidelines below.

Midwest Litigation Services  
711 North 11th Street  
St. Louis, MO 63101  
Phone: 314-644-2191  
Fax: 314-802-0138  
[www.midwestlitigation.com](http://www.midwestlitigation.com)

## TRANSCRIPT FORMAT INSTRUCTIONS

- Lines per page: 24 (Illinois) or 25 (Missouri, Federal or Other)
- Double-spaced
- Page numbers on each page, including title page
- No header (except for roughs: "ROUGH-DRAFT TRANSCRIPT OF JOHN DOE")
- No footer
- 52 characters per line
- Timestamps, if requested, on left-hand side of page, unless otherwise specified
- If multiple volumes, please use consecutive page numbers from volume to volume

## PAGE ORDER

The transcript must include the following items in the following order:

- Cover (This should be submitted as a separate MS Word File (.docx). We will insert it at the front of the physical transcript.)

The transcript ASCII must include the following items in the following order:

- Title page
- Index page
  - List on the index page each exhibit marked or referenced in the transcript. This includes previously marked exhibits.
  - Include the word "Exhibit" preceding the number; e.g., "Exhibit 1"
  - Include a parenthetical indicating which, if any, of the exhibits were retained by which counsel and/or by the reporter.
- Full title page
- Appearance page
- The body of the transcript
- Reporter certificate
- Errata (if applicable)
  - Errata letter
  - Errata change sheet
  - Witness signature page (if applicable)
- Court Memo (if applicable - MO Circuit State Court cases only)

## FILE NAMES

- Please name your files using the MLS job number, the first initial and the last name of the witness, and the job date. Additional abbreviations, in **bold font** below, identify for us the types of files we are receiving; e.g.,
  - Transcript 36670jsmith11072007.txt
  - Invoice 36670jsmith11072007 **INV**.doc
  - Job Sheet 36670jsmith11072007 **JS**.pdf
  - Cover page 36670jsmith11072007 **CVR**.doc

# Job Delivery Instructions continued



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## TRANSCRIPT DELIVERY INSTRUCTIONS

### • Due Dates

- Transcripts are due to MLS in **7 business days** from the date the job was taken, unless otherwise advised by MLS
- If our client requests **expedited delivery**, please notify our Scheduling Department immediately at **800-280-3376** or **scheduling@midwestlitigation.com**
- Roughs are due by **8pm** on the date the job was taken. If, for any reason, you cannot meet the 8pm deadline, please e-mail **roughs@midwestlitigation.com** as soon as possible with anticipated delivery time.

### • E-mail

- E-mail Addresses
  - Regular: E-mail ASCII transcript and supporting files to **production@midwestlitigation.com**  
Please include the following items when sending e-mails:
    - ASCII transcript
    - Completed MLS Job Sheet with distribution instructions
    - Reporter certification page(s)
    - Reporter Invoice
  - Rough: E-mail rough ASCII transcript files to **roughs@midwestlitigation.com**
    - Include the word "ROUGH" in the subject line
    - Include distribution instructions
    - Include recipient e-mail address(es), please double-check e-mail addresses for accuracy
    - Please do *NOT* send rough-draft transcripts directly to clients
- Subject Line
  - Please include the MLS job number and the date taken in the subject line; e.g., **366705 05/12/14**
  - If the job is a rush, please include the word "RUSH"; e.g., **366705 05/12/14 RUSH**
  - If the job is a rough-draft, please include the word "ROUGH"; e.g., **366705 05/12/14 ROUGH**

### • Shipping

- Please send the following items via **Fed Ex Account #332186124, priority delivery to Midwest Litigation Services, 711 N. 11th St., St. Louis, MO 63101**
- Hard-copy exhibits
- Completed Exhibit Sheet
- Completed and signed Service Order Form(s)  
**Please note that we cannot guarantee payment for any order for which we do not receive a signed Service Order Form.**

**Failure to ship exhibits and video to the correct Midwest Litigation office will result in a \$30 deduction on your invoice.**

## BILLING INSTRUCTIONS

- To avoid payment delay, please e-mail your invoice with your job or, at the latest, within 24 hours of submitting your transcript file.
- Please direct your questions regarding invoicing to **billing@midwestlitigation.com**

Please feel free to contact us at any time with any questions at all at **800-280-3376**. Thank you for covering this job for us. We appreciate your cooperation and professionalism!