

Reporting Job Sheet

Reporter Name: Job Number:
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	Transcript or Proceeding, Page Count	Read & Sign	Expertise
1	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
2	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
3	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
4	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
5	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>

Notes / Special Instructions / Additional Transcripts	Expedited Delivery	Exhibit Status
<input type="text"/>	<input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> Same Day	<input type="checkbox"/> No Exhibits Marked <input type="checkbox"/> Retained by Attorney(s) <input type="checkbox"/> With Reporter <input type="checkbox"/> At MLS Office Ship / Delivery Date <input type="text"/> Tracking # / Office <input type="text"/>

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<input type="checkbox"/> Original <input type="checkbox"/> Full <input type="checkbox"/> Condensed <input type="checkbox"/> E-mail <input type="checkbox"/> E-mail Only* <input type="checkbox"/> R&S <input type="text"/>	
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