



DONOVAN REPORTING
& VIDEO SERVICES
TRANSCRIPT ORDER FORM

Date of Deposition:	CR	Witness:
Attorney:	Firm:	
Caption of Case:		
Please provide a transcript as follows: (Check all that apply. If not specified, transcripts will be placed on our repository.)		
<input type="checkbox"/> Download from Donovan Reporting Repository Only. (Our most economical option)		
<input type="checkbox"/> Realtime / LiveNote (Final transcript must be ordered when using realtime.)		
<input type="checkbox"/> Full-sized hard copy ___ Attach exhibits		
<input type="checkbox"/> Condensed hard copy ___ Attach exhibits		
<input type="checkbox"/> Rough Draft ASCII (Final transcript must be ordered when ordering rough draft.)		
<input type="checkbox"/> Standard CD (Contains ASCII file, E-Transcript and Exhibits.)		
<input type="checkbox"/> CD with Exhibits Hyperlinked ___ West LiveNote Bundle ___ Summation ___ LiveNote LEF		
<input type="checkbox"/> Mobile Transcript (For your iPad) (Please provide your MT user name – usually your email address)		

Delivery (Business days are Monday through Friday excluding holidays.)

<input type="checkbox"/> 10 business days (Standard delivery)
Expedite Date Needed: _____ Time Needed: _____

Expedited fees are as follows:

8 to 9 business days – 20% surcharge	4 business days – 55% surcharge
7 business days – 25% surcharge	3 business days – 70% surcharge
6 business days – 30% surcharge	2 business days – 85% surcharge
5 business days – 40% surcharge	1 business day – 100% surcharge
Same business day – 200% surcharge	Friday to Monday – 125% surcharge

VIDEO - Please provide a copy of the video in the following format(s). (Check all that apply.)

- MPEG-1 DVD Hyperlinked exhibits
 Synchronized Video/Transcript (Please choose format) LiveNote / West Casebook Time Coder / Trial Director
 YesLaw (If no format is selected, LiveNote will be used, which is compatible in Summation and Sanction.)

NOTE: Synchronized videos will be delivered 3 business days after transcript is due.

I hereby request the services of Donovan Reporting as outlined above and accept responsibility for payment of same.

Signature _____

Date _____

Email (required for repository) _____

I do not require a transcript at this time. (Even if you are not ordering at this time, please provide your email address so that we may keep you informed of the status of the transcript.)

Disclosure Statement. Pursuant to Article 10.B of the Rules and Regulations of the Board of Court Reporting of the Judicial Council of Georgia, I make the following disclosure: I am a Georgia Certified Court Reporter here as a representative of Donovan Reporting PC. I am not disqualified for a relationship of interest under the provisions of OCGA 9-11-28(c). Donovan Reporting PC was hired by the deposing counsel to provide court reporting services for this deposition. Donovan Reporting PC will not be taking this deposition under any contract that is prohibited by OCGA 15-14-37 (a) and (b). Donovan Reporting PC has no exclusive contract to provide reporting services with any party to the case, any counsel in the case, or any reporter or reporting agency for whom a referral might have been made to cover this deposition.

REPORTER

LICENSE #

Signature