

## SERVICE TERMS & CONDITIONS

### General

Rates are valid for one year from the date of proposal and are subject to change. These rates are confidential. U.S. Legal Support does not authorize the release or the distribution of these rates to any party other than the recipient.

All rates and fees will be charged in compliance with applicable law.

U.S. Legal Support conference rooms (based on availability) and document depository services are offered on a complimentary basis when U.S. Legal Support court reporting services are engaged. Additional services may be provided upon request at prevailing rates.

Any arrangement to split fees between parties must be established and agreed to by all parties and provided to U.S. Legal Support in writing prior to the commencement of proceedings. Requests for adjustments, corrections and/ or requests to redirect an invoice for payment or to rebill a paid invoice to a party other than the ordering party must be received by U.S. Legal Support within 90 days of the original date of invoice.

Additional charges may apply to proceedings that commence prior to 9:00 a.m. and/or extend beyond 5:00 p.m. local time. Waiting time beyond 15 minutes will be charged at prevailing rates.

Any applicable fees related to travel, parking and/or lodging are the responsibility of the client and are passed through at cost.

Additional fees may apply.

### Court Reporting

For all proceedings, the ordering party will receive electronic delivery of our Deposition Technology Package. Standard deliverable for Originals and Certified Copies includes full-size PDF transcript with hyperlinked exhibits, individual exhibit files in PDF and the following digital files: ASCII (.txt), LEF (Livenote), MDB (Sanction), SBF (Summation) and XMEF (TextMap). Minimum charges apply to all proceedings, including fees for nonappearances and cancellations received after 5:00 p.m. prior business day. Purchase of a certified copy is required in conjunction with the use of realtime services and/or receipt of a transcript rough draft. Additional fees may apply, including and not limited to production, archival and shipping.

### Arbitrations and Trials

The party that engages the services of U.S. Legal Support is responsible for any fees associated with services ordered by the Court/Arbitrator(s). Minimum charges apply to all proceedings, including fees for nonappearances and cancellations after 24 business hours prior to scheduled proceeding.

### Videography

For all proceedings, the ordering party will receive our Professional Legal Videography Service Package, which includes synchronization, MPEG production and VideoSync+™ package. Minimum charges apply to all proceedings, including fees for nonappearances and cancellations after 5:00 p.m. prior business day. Setup/breakdown fees apply to all proceedings. Purchase of a certified copy of the transcript is required in conjunction with the purchase of the videotaped deposition.

### Record Retrieval

Standard deliverable includes digitally prepared and fully searchable records, charting and table of contents, HIPAA and HITECH compliant access via the U.S. Legal Support Client Portal. Minimum charges apply to all orders including cancellations. Applicable custodian and/or facility charges are the responsibility of the ordering party. Additional fees may apply, including and not limited to production, archival and shipping.

### Interpreters

Minimum charges apply to all proceedings, including fees for nonappearances and cancellations received less than 24 business hours prior to scheduled proceeding. Exotic and rare language engagements must be cancelled no later than 48 business hours prior to scheduled proceeding to avoid applicable nonappearance and/or cancellation fees.