

Exhibit Worksheet Instructions

Reminders

- Name your Exhibit Worksheet for each job as follows:
 - Job # Exhibit Worksheet, e.g., 908765 Exhibit Worksheet.
- Download the Exhibit Worksheet to your computer and then only open with Adobe Reader.
- Use a separate Exhibit Worksheet for each witness.
- All questions on this form pertain to the **Exhibits** only, not the transcript.
- A printed Exhibit Worksheet should be submitted with all hard copy exhibits.

Filling out the Exhibit Worksheet

- Job Information
 - Fill in all the fields.
 - "Expedited" is asking if the "exhibits" were expedited.
 - Job Date, Submitted Date, and Due to Client, all have a dropdown calendar to pick the date.
 - Submitted Date is the date the exhibits were submitted to Production.

Confidential Information

- If you select "Yes," choose the "Select" box and then specify which exhibits were confidential in the text box.

Witness Information and Case Name

- Use a separate Exhibit Worksheet for each witness in the job proceeding where exhibits were marked.
- Use an abbreviated case name, e.g. Jones vs. Smith.

Exhibits

- Enter the number for the first and last exhibit marked.
- Indicate with "Yes" or "No" if ALL original exhibits are attached to the transcript.
 - If Yes, go to the next question.
 - If No, fill in text box with the name and address of where to ship the exhibits.
 - If exhibits were retained, provide which exhibits and by whom. For example, if there were three exhibits marked and one of the attorneys retained Exhibit No. 2, then you would indicate that here with the following: "Exhibit No. 2 retained by Mr. Jones." Also include the attorney's full name and firm name so there is no question about where the exhibit(s) are located.

Special Instructions

- Provide any special instructions to Production.
 - For example: Exhibit copies to Mr. John Doe – electronic only or hard copy requested. Return Ex. 3 to Dr. Doe @ 12345 One Lane, City, State 12345 ASAP. Mr. Doe requested exhibits in a separate booklet. Mr. Doe requests color photographs or does not want color.