

MARGE TEILHABER, RDR, NJ-CCR, CT-LSR

office 201-592-1370 F: 201-592-0470 C: 201-310-5686 marge201@yahoo.com

TRANSCRIPT ORDER FORM

CASE NAME _____

WITNESS _____

DATE OF PROCEEDINGS _____

AGENCY NAME & JOB NUMBER _____

_____ original & 1 of transcript (taking party)

_____ copy of transcript (Yes, I want to purchase a copy.)

_____ mini transcript ONLY + word index

_____ full-size transcript ONLY + word index

_____ full-size + mini + word index

_____ E-Transcript only _____ E-Transcript

_____ rough draft (receipt of a rough draft constitutes an order for a certified copy, and once the rough draft has been sent, the order for a certified copy cannot be canceled.)

_____ expedited delivery in _____ business days

_____ exhibits attached _____ color??

_____ interactive realtime hook-up

Attorney _____

Firm _____

1. Invoices for services due and payable upon receipt of work. Failure to make payment within 30 days, you will incur interest at 1.5% per month and costs for collection of the debt including attorney's fees. The state court located in Bergen County, New Jersey shall have exclusive jurisdiction to enforce this document.

2. A law firm who has purchased a transcript (electronic or hard copy) may, without paying a further fee to the reporter, reproduce a copy or portion thereof for internal use but shall not otherwise provide, forward, or sell a copy to any other party or person. Transcripts can be shared with co-counsel and support staff only. I agree not to share this transcript with opposing counsel and/or parties. If I do, I understand and agree that the court reporter will look to me for payment and I will pay said bill at \$2.50/page.

3. I agree that payment for services rendered by the court reporter shall not be contingent upon any third party's fulfillment of any financial obligation to my law firm in regard to the reporting and also shall not be contingent upon the outcome of the case.

4. I understand there will be and agree to pay reasonable additional charges such as postage, disks, exhibit copying, etc.

SIGNATURE _____ DATE _____