



Top Considerations When Ordering a Court Reporter for a Trial

When preparing for a trial, there are several key details to provide to the court reporting agency to ensure you receive the best service.

Here are a few essential things to keep in mind:

Trial Documents: Provide a witness list, exhibit list, and a statement of the case ahead of time. This allows the reporter to familiarize themselves with the trial's scope and to anticipate any complexities.

Realtime Requests: Did the judge request realtime? If so, clarify whether it's for the judge's use or the attorneys. Also, confirm whether the judge has preferences, such as a viewing tablet or LiveNote.

Services: Let us know if you anticipate needing services like daily transcripts, rough drafts, or realtime for the attorneys. The more advance notice we have, the better equipped we'll be to assign the right reporter to handle your specific needs. It also allows us to make any necessary arrangements ahead of time.

Fee-Split Agreement: If there is a fee-split agreement with the other side, let us know so we can notate it in our system. This ensures accurate billing and establishes communication with opposing counsel. This way, we can secure the necessary details, whether it's an agreement in writing or an understanding of how fees will be handled.