

TEXAS COURT REPORTERS CERTIFICATION BOARD

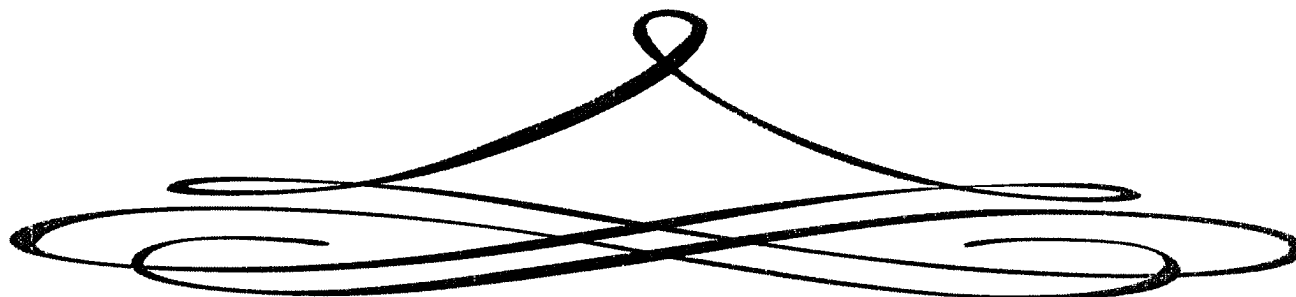
UNIFORM FORMAT MANUAL

EXAMPLES

The manual applies to any reporter's record or
freelance transcription within the scope of the manual
that is begun to be transcribed or prepared on or after
May 1, 1999

Amended by the Supreme Court: July 15, 2003

Distribution Date: September 2, 2003



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REPORTER'S RECORD
VOLUME _____ OF _____ VOLUMES

TRIAL COURT CAUSE NO(S) .

^ PLAINTIFF(S),) IN THE DISTRICT COURT OF
Plaintiff(s))
VS.) COUNTY NAME COUNTY, TEXAS
^ DEFENDANT(S),)
Defendant(s)) ### JUDICIAL DISTRICT

^TITLE OF PROCEEDINGS

On the ^ Date day of ^ Month, ^Year, the
following proceedings came on to be heard in the
above-entitled and numbered cause before the Honorable
^ Judge's Name, Judge presiding, held in ^City, ^ County,
Texas:

Proceedings reported by ^ Method.

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A P P E A R A N C E S

^ Mr./Ms. Lawyer1
^ FIRM/OFFICE NAME
SBOT NO. ^#####
^ Address
^ City, ^ State, ^Zip
Phone: ^ (###) ###-####
ATTORNEY FOR ^ PARTY

^ Mr./Ms. Lawyer 2
^ FIRM/OFFICE NAME
SBOT NO. ^#####
^ Address
^ City, ^ State, ^Zip
Phone: ^ (###) ###-####
ATTORNEY FOR ^ PARTY

- AND -

- AND -

^ Mr./Ms. Lawyer3
^ FIRM/OFFICE NAME
SBOT NO. ^#####
^ Address
^ City, ^ State, ^Zip
Phone: ^ (###) ###-####
ATTORNEY FOR ^ PARTY

^ Mr./Ms. Lawyer 4
^ FIRM/OFFICE NAME
SBOT NO. ^#####
^ Address
^ City, ^ State, ^Zip
Phone: ^ (###) ###-####
ATTORNEY FOR ^ PARTY

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NO. ^ ##-####

^ PLAINTIFF(S),) IN THE DISTRICT COURT OF
 Plaintiff(s))
 VS.) COUNTY NAME COUNTY, TEXAS
 ^ DEFENDANT(S),)
 Defendant(s)) ### JUDICIAL DISTRICT

ORAL^ AND VIDEOTAPED DEPOSITION OF .
 ^ WITNESS NAME
 ^ Month ^Date, ^ Year
 Volume ^ ##

ORAL^ AND VIDEOTAPED DEPOSITION OF ^ WITNESS
 NAME, produced as a witness at the instance of the
 ^ Party, and duly sworn, was taken in the above-styled
 and numbered cause on the ^ Date of ^ Month, ^Year, from
 ^Time (##:##) to ^ Time (##:##), ^ via telephone, before
 ^Reporter's Name, CSR in and for the State of Texas,
 ^ reported/recorded by ^ method, at the offices of
 ^ Office, ^ Address, pursuant to the Texas Rules of Civil
 Procedure ^ and the provisions stated on the record or
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A P P E A R A N C E S

FOR THE PLAINTIFF(S):

^ Mr./Ms. Lawver1 ^(Via Telephone)
^ FIRM/OFFICE NAME
^ Address
^ City, ^ State, ^Zip

FOR THE DEFENDANT(S) ^ DEFENDANT'S NAME:

^ Mr./Ms. Lawver2 ^(Via Telephone)
^ FIRM/OFFICE NAME
^ Address
^ City, ^ State, ^Zip

FOR THE DEFENDANT(S) ^ DEFENDANT'S NAME:

^ Mr./Ms. Lawver3 ^(Via Telephone)
^ FIRM/OFFICE NAME
^ Address
^ City, ^ State, ^Zip
Phone: ^ (###) ###-####

ALSO PRESENT:

^ Mr./Ms. Person
^ Mr./Ms. Person
^ Mr./Ms. Person

INSERT PAGE

Figure 5

Official Reporter's Record – Certificate Page for Texas CSR's

&

Figure 6

Official Reporter's Record – Certificate Page for Exhibits

To Be Provided When Approved For Distribution

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I, ^WITNESS NAME, have read the foregoing deposition and hereby affix my signature that same is true and correct, except as noted above.

^ WITNESS NAME

THE STATE OF _____)
COUNTY OF _____)

Before me, _____, on this day personally appeared ^WITNESS NAME) known to me (or proved to me under oath of through _____) (description of identity card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that they executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____, _____.

NOTARY PUBLIC IN AND FOR
THE STATE OF _____

1 NO. ^##-####
 2 ^ PLAINTIFF(S),) IN THE DISTRICT COURT OF
 3 Plaintiff(s))
 4 VS.) COUNTY NAME COUNTY, TEXAS
 5 ^ DEFENDANT(S),)
 6 Defendant(s)) ### JUDICIAL DISTRICT

7 REPORTER'S CERTIFICATION
 8 DEPOSITION OF ^WITNESS NAME
 ^ Month ^Date, ^Year

9 I, ^Reporter's Name, Certified Shorthand
 10 Reporter in and for the State of Texas, hereby certify to
 11 the following:

12 That the witness, ^WITNESS NAME, was duly sworn
 13 by the officer and that the transcript of the oral
 14 deposition is a true record of the testimony given by the
 15 witness;

16 That the deposition transcript was submitted on
 17 ^ Month ^ Now, ^Year to the witness or to the attorney
 18 for the witness for examination, signature and return to
 19 me by ^Month ^ Now + 20 days or whatever, ^Year;

20 That the amount of time used by each party at
 21 the deposition is as follows:

- 22 ^ Mr./Ms. Lawyer1 - ^HRS:MIN
- 23 ^ Mr./Ms. Lawyer2 - ^HRS:MIN
- 24 ^ Mr./Ms. Lawyer3 - ^HRS:MIN

25 That pursuant to information given to the
 deposition officer at the time said testimony was taken,

1 the following includes counsel for all parties of record:

2 ^ Mr./Ms. Lawyer1, Attorney for Plaintiff(s)

3 ^ Mr./Ms. Lawyer2, Attorney for Defendant(s)

4 ^ Defendant Name

5 ^ Mr./Ms. Lawyer3, Attorney for Defendant(s)

6 ^ Defendant Name

7 I further certify that I am neither counsel for,
8 related to, nor employed by any of the parties or
9 attorneys in the action in which this proceeding was
10 taken, and further that I am not financially or otherwise
11 interested in the outcome of the action.

12 Further certification requirements pursuant to
13 Rule 203 of TRCP will be certified to after they have
14 occurred.

15 Certified to by me this ^ Now day of ^ Month,
16 ^Year.

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^ REPORTER'S NAME, Texas CSR ^####
Expiration Date: ^##/##/##
^ Firm Registration No. ^ ####
^ Address
^ City, ^State, ^ ZIP
^ (###) ###-####

FURTHER CERTIFICATION UNDER RULE 203 TRCP

The original deposition was/was not returned to
the deposition officer on _____;

If returned, the attached Changes and Signature
page contains any changes and the reasons therefor;

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If returned, the original deposition was delivered to _____, Custodial Attorney;

That \$ _____ is the deposition officer's charges to the ^ Party for preparing the original deposition transcript and any copies of exhibits;

That the deposition was delivered in accordance with Rule 203.3, and that a copy of this certificate was served on all parties shown herein on and filed with the Clerk.

Certified to by me this ____ day of

_____, _____.

REPORTER'S NAME, Texas CSR ^ ####
Expiration Date: ^##/##/##
^ Firm Registration No. ^ ####
^ Address
^ City, ^ State, ^ ZIP
^ (###) ###-####

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NO. ^##-####

^ PLAINTIFF(S),)	IN THE DISTRICT COURT OF
Plaintiff(s))	
)	
VS.)	COUNTY NAME COUNTY, TEXAS
)	
^ DEFENDANT(S),)	
Defendant(s))	### JUDICIAL DISTRICT

REPORTER'S CERTIFICATION
DEPOSITION OF ^WITNESS NAME
^ Month ^Date, ^Year

I, ^Reporter's Name, Certified Shorthand
Reporter in and for the State of Texas, hereby certify to
the following:

That the witness, ^WITNESS NAME, was duly sworn
by the officer and that the transcript of the oral
deposition is a true record of the testimony given by the
witness;

That examination and signature of the witness to
the deposition transcript was waived by the witness and
agreement of the parties at the time of the deposition;

That the original deposition was delivered to
^Lawyer's Name;

That the amount of time used by each party at
the deposition is as follows:

- ^ Mr./Ms. Lawyer1 - ^HRS:MIN
- ^ Mr./Ms. Lawyer2 - ^HRS:MIN
- ^ Mr./Ms. Lawyer3 - ^HRS:MIN

1 That \$ _____ is the deposition officer's
 2 charges to the ^ Party for preparing the original
 3 deposition transcript and any copies of exhibits;

4 That pursuant to information given to the
 5 deposition officer at the time said testimony was taken,
 6 the following includes counsel for all parties of record:

- 7 ^ Mr./Ms. Lawyer1, Attorney for Plaintiff(s)
- 8 ^ Mr./Ms. Lawyer2, Attorney for Defendant(s)
 ^ Defendant Name
- 9 ^ Mr./Ms. Lawyer3, Attorney for Defendant(s)
 ^ Defendant Name

10
 11 That a copy of this certificate was served on
 12 all parties shown herein on _____ and filed with
 13 the Clerk pursuant to Rule 203.3.

14 I further certify that I am neither counsel for,
 15 related to, nor employed by any of the parties or
 16 attorneys in the action in which this proceeding was
 17 taken, and further that I am not financially or otherwise
 18 interested in the outcome of the action.

19 Certified to by me this ^ Now day of ^ Month,
 20 ^Year.

21

 22 ^ REPORTER'S NAME, Texas CSR ^####
 Expiration Date: ^##/##/##
 23 ^ Firm Registration No. ^ ####
 ^ Address
 24 ^ City, ^State, ^ ZIP
 ^ (###) ###-####

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1	I N D E X				
2	VOLUME ^ ##				
3	(^ NAME OF PROCEEDING)				
4				Page	Vol.
5	^ MONTH ^ DATE, ^YEAR				
6	Announcements			X	X
7	Arraignment			X	X
8	Opening statement by Mr./Ms. Lawyer1 . .			X	X
9	Opening statement by Mr./Ms. Lawyer2 . .			X	X
10	^ PLAINTIFF'S/^ STATE'S WITNESSES				
		Direct	Cross	Voir Dire	Vol.
11	^ WITNESS	XX, XX	XX, XX	X, X	X
12	^ WITNESS	XX, XX	XX, XX	X, X	X
13	Plaintiff/State rests			XX	X
14	<u>DEFENDANT'S WITNESSES</u>				
15		Direct	Cross	Voir Dire	Vol.
16	^ WITNESS	XX, XX	XX, XX	X, X	X
17	^ WITNESS	XX, XX	XX, XX	X, X	X
18	Defendant rests			XX	X
19	Both sides close			XX	X
20	Defendant's Motion for Instructed Verdict			XX	X
21	Court's ruling			XX	X
22	Objections to Court's Charge			XX	X
23	Court's Charge			XX	X
24	Closing Arguments by Mr./Ms. Lawyer1 . .			XX	X
25	Closing Arguments by Mr./Ms. Lawyer2 . .			XX	X
26	Jury retired for deliberations			XX	X
27	Verdict			XX	X
28	Adjournment			XX	X
29	Court Reporter's Certificate			XX	X

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INDEX

Appearances.	^ X
Stipulations	^ X
^ WITNESS NAME	
Examination by ^ Mr./Ms. Lawyer1. . .	^ X
Examination by ^ Mr./Ms. Lawyer2. . .	^ X
Signature and Changes. . . .	^ X
Reporter's Certificate . . .	^ X

EXHIBITS

NO.	DESCRIPTION	PAGE
	^ X.....	^ X
	^ Description	
	^ X.....	^ X
	^ Description	
	^ X.....	^ X
	^ Description	

REQUESTED DOCUMENTS/INFORMATION

NO.	DESCRIPTION	PAGE
	^ X.....	^ X
	^ Description	
	^ X.....	^ X
	^ Description	

CERTIFIED QUESTIONS

NO.		PAGE/LINE
	^ X.....	^ X: ^ X
	^ X.....	^ X: ^ X
	^ X.....	^ X: ^ X
	^ X.....	^ X: ^ X

TRANSCRIBER'S CERTIFICATION OF ANOTHER'S NOTES - Figure 12

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I certify that the foregoing is a true and correct transcription, to the best of my ability, of the stenographer's notes of the proceedings held as provided to me by the ^Court Name in the above matter.

I further certify that I am neither counsel for, related to, nor employed by any of the parties or attorneys in the action in which this hearing was taken, and further that I am not financially or otherwise interested in the outcome of the action.

I further certify that the transcription fee of \$_____ was paid/will be paid in full by _____.

Signature of Transcriber

Date

Typed or Printed Name
^ Address
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CERTIFICATION PAGE FOR TAPE RECORDING - Figure 13

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I, _____, court-approved
transcriber, certify that the foregoing is a correct
transcription from the tape recording of the proceedings
in the above-entitled matter.

I further certify that I am neither counsel for,
related to, nor employed by any of the parties to the
action in which this hearing was taken, and further that
I am not financially or otherwise interested in the
outcome of the action.

I further certify that the transcription fee of
\$_____ was paid/will be paid in full by
_____.

Signature of Transcriber

Date

Typed or Printed Name
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^WITNESS NAME,
having been first duly sworn, testified as follows:

^DIRECT EXAMINATION

BY ^MR./MS. ^LAWYER:

Q. State your name, please.

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^WITNESS NAME,

having been first duly sworn, testified as follows:

EXAMINATION

BY ^ MR./MS. ^LAWYER:

Q. State your name, please.

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^ WITNESS NAME,
having been first duly sworn, testified through the duly
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DIRECT EXAMINATION

BY ^MR./MS. ^LAWYER:

Q. Would you give your full name, Ann?

A. Ann D. Witness.

Q. And where do you live?

A. At 425 Rockaway Place, Lake Summit.

Q. And how have -- I mean, how long have you lived there?

A. For about 20 years. I lived in Minneapolis prior to that for about 10 years. I was very happy before I moved to Lake Summit.

Q. And what do you do for a living?

1 MR./MS. ^LAWYER: Your Honor, at this time
2 I would like to call the Court's attention to the case of
3 State v. Tilden, which states: "On June 20, 1969, the
4 defendant was on his way home and was struck by an
5 automobile which was traveling at an excessive rate of
6 speed, and defendant sustained severe injuries and died
7 an hour later."

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(READING DEPOSITION)

14 Q. Do you remember the following question and
15 answer in your previous deposition:

16 QUESTION: "Are you the person designated to
17 answer questions about the practices in your firm?"

18 ANSWER: "I am unaware of that. Nobody told
19 me that I would have to be the one to answer that
20 question."

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1 ^ MR./MS. ^LAWYER: That is all I have --

2 THE COURT: All right.

3 MR./MS. ^LAWYER: -- for this witness. If

4 it please the Court -- excuse me, Your Honor. I will

5 call my next witness.

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THE REPORTER: QUESTION: "What was the
point in which he pointed in the air?"

ANSWER: "At the time the officer arrived."

QUESTION: "When did he get there?"

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THE COURT: Overruled, Counsel.

Q. (BY ^ MR./MS. ^LAWYER) Please answer that
again, sir.

1 A. (In English) Seven years.

2 - OR -

3 A. (In English) I saw the car.

4 THE INTERPRETER: It was going very fast.

5 - OR -

6 THE WITNESS: I saw the car.

7 THE INTERPRETER: It was going very fast.

8 - OR -

9 Q. How long have you been employed as an X-ray
10 technician?

11 A. Almost ten years.

12 Q. How long have you been employed as an X-ray
13 technician?

14 THE INTERPRETER: He said "Almost ten
15 years."

16 - OR -

17 Q. How long have you been employed as an X-ray
18 technician?

19 A. Almost ten years.

20 (^ Mr./Ms. Lawyer speaks to the witness in
21 Spanish/Vietnamese/etc.)

22 Q. (BY MR./MS. LAWYER) Have you worked in other
23 hospitals other than St. Luke's?

24 A. Yes. I worked at Santa Rosa and Methodist
25 Hospital in San Antonio.

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ALPHABETICAL WITNESS INDEX

		Direct	Cross	Voir Dire	Vol.
3	^ WITNESS	^ X, X X, X	^ X, X X, X	^ X, X X, X	^ X
4	^ WITNESS	^ X, X X, X	^ X, X X, X	X, X X, X	^ X
6	^ WITNESS	^ X, X X, X	^ X, X X, X	^ X, X X, X	^ X
7	^ WITNESS	^ X, X X, X	^ X, X X, X	X, X X, X	^ X

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EXHIBIT INDEX

STATE 'S

<u>NO.</u>	<u>DESCRIPTION</u>	<u>OFFERED</u>	<u>ADMITTED</u>	<u>VOL.</u>
X	^ DESC	^X	^ X	^ X
	^ DESC CONT			
X	^ DESC	^X	^ X	^ X
	^ DESC CONT			
X	^ DESC	^X	^ X	^ X
	^ DESC CONT			

DEFENDANT 'S

<u>NO.</u>	<u>DESCRIPTION</u>	<u>OFFERED</u>	<u>ADMITTED</u>	<u>VOL.</u>
X	^ DESC	^X	^ X	^ X
	^ DESC CONT			
X	^ DESC	^X	^ X	^ X
	^ DESC CONT			
X	^ DESC	^X	^ X	^ X
	^ DESC CONT			

1 (REAL-TIME*) UNEDITED TRANSCRIPTION DISCLAIMER
2 IN THE MATTER OF

3 _____
4 v.
5 _____

6 The following transcript(s) of proceedings, or any
7 portion thereof, in the above-entitled matter, taken on
8 any date, is being delivered UNEDITED and UNCERTIFIED by
9 the certified court reporter at the request of
10 _____.

11 The purchaser agrees not to disclose this (real-time*)
12 unedited transcription in any form (written or
13 electronic) to anyone who has no connection to this case.
14 This is an unofficial transcription which should NOT be
15 relied upon for purposes of verbatim citation of
16 testimony.

17 This transcription has not been checked, proofread or
18 corrected. It is a draft transcript, NOT a certified
19 transcript. As such, it may contain computer-generated
20 mistranslations of stenotype code or electronic
21 transmission errors, resulting in inaccurate or
22 nonsensical word combinations, or untranslated stenotype
23 symbols which cannot be deciphered by non-stenotypists.
24 Corrections will be made in the preparation of the
25 certified transcription, resulting in differences in
content, page and line numbers, punctuation, and
formatting.

This (real-time*) unedited transcript contains no
appearance page, certificate page, index, or
certification.

21 _____
22 Signature of Purchaser

Date

23 _____
24 Signature of Certified
25 Court Reporter

Date

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MASTER CHRONOLOGICAL INDEX

VOLUME 1
(MASTER INDEX)

VOLUME ^ ##
(^ NAME OF PROCEEDING)

	Page	Vol.
^ MONTH ^ DATE, ^YEAR		
Announcements.	X	X
Arrestment.	X	X
Opening statement by Mr./Ms. Lawyer1 . .	X	X
Opening statement by Mr./Ms. Lawyer2 . .	X	X
Court Reporter's Certificate	X	X

VOLUME ^ ##
(^ NAME OF PROCEEDING)

	Page	Vol.		
^ MONTH ^ DATE, ^YEAR				
^ PLAINTIFF'S/^ STATE'S WITNESSES				
	Direct	Cross	Voir Dire	Vol.
^ WITNESS	XX, XX	XX, XX	X, X	X
^ WITNESS	XX, XX	XX, XX	X, X	X
Plaintiff/State rests.	XX			X

DEFENDANT'S WITNESSES

	Direct	Cross	Voir Dire	Vol.
^ WITNESS	XX, XX	XX, XX	X, X	X
^ WITNESS	XX, XX	XX, XX	X, X	X
Adjournment.			XX	X
Court Reporter's Certificate			XX	X

1	VOLUME ^ ##			
2	(^ NAME OF PROCEEDING)			
3			Page	Vol.
4	^ MONTH ^ DATE, ^YEAR			
5	Announcements		X	X
6	Court's General Instructions to Panel of Prospective Jurors.		X	X
7	(CLAIMS FOR EXEMPTIONS AND/OR EXCUSES)			
8	^ VENIREPERSON		X	X
9	Court's ruling on Claim for exemption . .		X	X
10	Objections by Counsel		X	X
11	^ VENIREPERSON		X	X
12	Court's ruling on Claim for exemption . .		X	X
13	Objections by Counsel		X	X
14	Prospective Venireperson excused by the Court.		X	X
15	^ VENIREPERSON		X	X
16	Venireperson excused by agreement of ^ both/ ^all parties.		X	X
17	General Voir Dire by Mr./Ms. Lawyer1 . .		X	X
18	General Voir Dire by Mr./Ms. Lawyer2 . .		X	X
19	(INDIVIDUAL QUESTIONING OF PROSPECTIVE JURORS)			
20	<u>PROSPECTIVE JURORS</u>			
21	^ VENIREPERSON	Voir Dire		Vol.
22		X, X		X
23		XX, XX		
24	^ Party's Challenge for Cause.		X	X
25	Court's ruling		X	X
26	Venireperson Excused for Cause		X	X
27	^ VENIREPERSON	X, X		X
28		XX, XX		
29	^ Party's Challenge for Cause.		X	X
30	Court's ruling		X	X
31	^ Party's Objection to Court's ruling. .		X	X
32	Venireperson accepted.		X	X

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I N D E X					
VOLUME ^ ##					
(^ NAME OF PROCEEDING)					
				Page	Vol.
^ MONTH ^ DATE, ^YEAR					
^ PLAINTIFF'S/^ STATE'S WITNESSES					
		Direct	Cross	Voir Dire	Vol.
^ WITNESS		XX, XX			X
	By ^ Mr./Ms. ^ Lawyer 2		XX		X
	By ^ Mr./Ms. ^ Lawyer 3		XX		X
	By ^ Mr./Ms. ^ Lawyer 4		XX		X
Court adjourned.				XX	X
Court Reporter's Certificate				XX	X

1 CAUSE NO. XX-XXXX-XX
 2 ^ PLAINTIFF(S),) IN THE DISTRICT COURT
 3 Plainttiff(s))
 4 vs.) ^COUNTY NAME COUNTY, TEXAS
 5 ^ DEFENDANT(S),)
 6 Defendant(s)) ^ ### JUDICIAL DISTRICT

6 CERTIFICATE OF NONAPPEARANCE

7 I, ^ Reporter's Name, Certified Shorthand
 8 Reporter in and for the State of Texas, certify:

9 That I appeared at the offices of ^ Office,
 10 ^ Address, ^City, Texas, on the ^Date day of ^Month,
 11 ^Year, to report the deposition of ^Witness Name pursuant
 12 to Notice and Subpoena Duces Tecum, scheduled for ^Time
 13 (##:## a.m./p.m.)

14 That by ^ Time (##:## a.m./p.m.) ^Witness Name
 15 had not appeared for his deposition. Present for the
 16 deposition was Mr./Ms. Lawyer, Attorney for ^Party.

17 I further certify that I am neither employed nor
 18 related to any attorney or party in this matter and
 19 have no interest, financial or otherwise, in its outcome.

20 Given under my hand and seal of office on this
 21 the ^Date day of ^Month, ^Year.

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 23 _____
 24 ^ Reporter's Name, CSR, NO. ^####
 25 ^ Firm Registration No. ^ ####
 ^ Address
 ^ City, ^State ^ ZIP
 My Commission expires: ##/##/##

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NO. ^ CHK

^ PLAINTIFF X IN THE DISTRICT COURT

Plaintiff, X

VS. X ^ COUNTY COUNTY, TEXAS

^ DEFENDANT X

Defendant. X ^ CHK JUDICIAL DISTRICT

ORAL DEPOSITION OF

^ WITNESS

^ Date

TRANSCRIPTION UNDER RULE 203.6(a) by a Certified Court Reporter of ANSWERS AND DEPOSITION of ^ Witness, produced as a witness, duly sworn by a person authorized to administer oaths, at the instance of the ^ Party, taken in the above styled and numbered cause on the ^ date day of ^ month, A.D., 2002, via tape recording under Rule 199.1(c), at the offices of ^ location, in the City of ^ City, County of ^ County and State of Texas, pursuant to the Texas Rules of Civil Procedure and agreements stated on the record.

Pursuant to information submitted to the deposition officer at the time said request for transcription was made, the following includes all parties present.

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A P P E A R A N C E S

APPEARING FOR PLAINTIFF:

^ LAW FIRM
BY: ^ Lawyer
^ Address
^ City, Texas ^ Zip

APPEARING FOR DEFENDANTS:

^ LAW FIRM
BY: ^ Lawyer
^ Address
^ City, Texas ^ Zip

ALSO PRESENT:

^ Name

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P R O C E E D I N G S

(Tape ^ 1, Side ^ A.)

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(End of Tape ^ 1, Side ^ A.)

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CHANGES AND SIGNATURE

PAGE	LINE	CHANGE	REASON

I, ^ WITNESS, have read the foregoing deposition and hereby affix my signature that same is true and correct, except as noted above.

^ WITNESS

THE STATE OF _____)
COUNTY OF _____)

Before me, _____, on this day personally appeared ^ WITNESS, known to me (or proved to me under oath or through _____) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that they executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____, _____.

NOTARY PUBLIC IN AND FOR
THE STATE OF _____

EXAMPLE OF COVER PAGES FOR TRANSCRIBING TAPES - Figure 30E

1 NO. ^ NO
2 ^ PLAINTIFF, X IN THE DISTRICT COURT
3 Plaintiff, X
4 VS. X ^ COUNTY COUNTY, TEXAS
5 ^ DEFENDANT, X
6 Defendants. X ^ NO JUDICIAL DISTRICT

7
8 REPORTER'S CERTIFICATION OF
9 TAPE TRANSCRIPTION OF
10 DEPOSITION OF ^ WITNESS
11 ^ Month Day Year

12 I, ^ NAME, Certified Shorthand Reporter in and
13 for the State of Texas, hereby certify to the following
14 based on representations made on the tape and in writing:

15 That the witness, ^ WITNESS, was sworn by an
16 officer authorized to administer oaths, and that the
17 transcript of the tape of the oral deposition is a true
18 record of the testimony contained on the tape;

19 That the transcript of the taped deposition was
20 submitted on ^ Date to the attorney requesting the
21 transcript pursuant to Rule 203.6(a).

22 That, based on the representations and
23 information obtained from the tape or in writing, the
24 amount of time used by each party at the deposition is as
25 follows:

26 Mr. ^ Plaintiff Lawyer - ^ Time
27 Mr. ^ Defendant Lawyer - ^ Time
28 Mr. ^ Lawyer - ^ Time

1 That pursuant to information submitted to the
2 deposition officer at the time said request for
3 transcription was made, the following includes counsel
4 for all parties present:

5 Mr. ^ Plaintiff Lawyer, Attorney for
6 Plaintiff(s)

7 Mr. ^ Defendant Lawyer, Attorney for
8 Plaintiff(s)

9 Mr. ^ Lawyer, Attorney for ^ Party

10 I further certify that I am neither counsel
11 for, related to, nor employed by any of the parties or
12 attorneys in the action in which this proceeding was
13 taken, and further that I am not financially or otherwise
14 interested in the outcome of the action.

15 Further certification requirements pursuant to
16 Rule 203 of TRCP are amended by Rule 203.6(a).

17 Certified to by me this ^ Day day of ^ Month,
18 ^ Year.

19 ^ REPORTER NAME, Texas CSR ^ No
20 Expiration Date: ^ Date
21 ^ Firm Registration No. ^ ####
22 ^ Address
23 ^ City, ^ State ^ Zip
24 ^ phone number
25

Deputy Reporter Log - Figure 31

CAUSE NO(S). _____

_____	§	IN THE DISTRICT COURT
	§	
VS.	§	^COUNTY NAME, TEXAS
	§	
_____	§	^###JUDICIAL DISTRICT

DEPUTY REPORTER STATEMENT

Pursuant to Rule 13.5 of the *Texas Rules of Appellate Procedure*, Appointing Deputy Reporter, I hereby certify the following:

- A. The judge of the above-named trial court designated the undersigned as a deputy reporter in the above cause(s).
- B. I, the undersigned deputy reporter, worked the following date in the above court and on the above case.

SIGNED on this the ____ day of _____, 20__.

Signature

Print Name

Address

City/State/Zip

Phone

CSR# _____ CSR Expires: _____

Firm Registration No.* _____

*If applicable

Monthly Report for Official Reporters to be filed with Clerk, Court of Appeals - Figure 32

DATE: ^ _____

**OFFICIAL COURT REPORTER'S MONTHLY REPORT
APPELLATE CASE LOAD**

COURT NAME / NUMBER ^ _____

FOR FILING WITH CLERK, COURT OF APPEALS

(Pursuant to Rule 13.4 of the *Texas Rules of Appellate Procedure*, the following is a full, true and correct representation of business pending in the court reporter's office for the above named court)

Cause No.	Style	Est. No. Pages	No. Pages Completed	Due Date

SUBMITTED BY: ^ _____
 OFFICIAL COURT REPORTER, CSR # ^ _____
 COURT ^NAME / NUMBER ^ _____

Notice of Request for Reporter's Record (Disclosure Form for Officials) - Figure 33

TO: _____

DATE: _____

NOTICE OF REQUEST FOR REPORTER'S RECORD

Pursuant to Rule IV, Standards and Rules for Certification of Shorthand Reporters, as adopted and promulgated by the Supreme Court of Texas in conformity with Chapter 52 of the Government Code V.T.C.A., effective January 1, 1995, that you are hereby notified that a request has been made for a transcript in the following case:

Cause No. _____

_____ vs. _____

Portion(s) ordered _____

Ordered by: _____

Respectfully,

^REPORTER'S NAME, CSR #^
Certification expiration date ^_____
Official Court Reporter
^COURT NAME AND NUMBER
^ADDRESS
^PHONE #
^FAX #

Notification to:

- | | | | |
|---|---------------------------------|--------------------------------|------------------------------|
| <input type="checkbox"/> Attorney for State | <input type="checkbox"/> Letter | <input type="checkbox"/> Phone | <input type="checkbox"/> Fax |
| <input type="checkbox"/> Attorney for Defense | <input type="checkbox"/> Letter | <input type="checkbox"/> Phone | <input type="checkbox"/> Fax |
| <input type="checkbox"/> Other Parties | <input type="checkbox"/> Letter | <input type="checkbox"/> Phone | <input type="checkbox"/> Fax |

Evidence Inventory Form for Filing Firearms and/or Contraband - Figure 34

EVIDENCE INVENTORY FORM

DEFENDANT _____ VS. STATE OF TEXAS
 CASE / CAUSE # _____ COURT # _____ AGENCY: _____

I, _____, COURT REPORTER, do hereby tender for filing to _____, Sheriff, _____ County, the following exhibits in the above-styled and numbered cause.

EXHIBIT NO.	DESCRIPTION OF FIREARMS AND/OR CONTRABAND (Describe Fully: Make, Model, Serial Number, Packaging, Etc.)
SX/DX _____	_____
SX/DX _____	_____
SX/DX _____	_____
SX/DX _____	_____
SX/DX _____	_____

_____ TRIAL COMPLETE ON _____ (FORWARD TO PROPERTY ROOM)
 _____ TRIAL IN SESSION (LEAVE ON HOLD FOR 30 DAYS)
 _____ TRIAL CONSISTS OF MULTIPLE DEFENDANTS (LEAVE ON HOLD FOR 30 DAYS)

COURT REPORTER SIGNATURE

Date / Time

Exhibit #	Name (Print & Sign)	Agency	Date	Authorized Signature	
					In/Out
					In/Out
					In/Out
					In/Out

I, Deputy _____ of the _____ Property Room do hereby acknowledge the receipt of the above listed exhibits in the above-styled and numbered case for safekeeping. Items depicted are accepted as described above and without verification of the true weight or authenticity of substance.

PROPERTY ROOM DEPUTY (SIGNATURE)

Date/Time

COURT DEPUTY (SIGNATURE)

Date/Time

CAUSE NO. _____

^ PLAINTIFF(S),)	IN THE DISTRICT COURT
Plaintiff(s))	
)	
VS.)	COUNTY NAME COUNTY, TEXAS
)	
^ DEFENDANT(S))	
Defendant(s))	### JUDICIAL DISTRICT

CONTEST OF AFFIDAVIT OF INABILITY TO PAY COSTS

TO THE HONORABLE JUDGE OF SAID COURT:

^ Reporter's Name, the official court reporter for the above-referenced court in the above-entitled and numbered cause, hereby contests the affidavit of inability to pay costs which alleges that ^ Plaintiff/^ Appellant is unable to pay appeal costs in this case filed by ^ Their Name, ^ Plaintiff/^ Appellant. ^ Reporter's Name moves the Court, pursuant to the provisions of Rule 20.1 of the Texas Rules of Appellate Procedure to set this matter for hearing and to take evidence and require Plaintiff/Appellant to prove ^ his, ^ her, ^ its, ^ their alleged inability by competent evidence other than by the affidavit.

Wherefore, ^ Reporter's Name prays that this matter be set for hearing and that the Court sustain this contest to the affidavit filed by ^ Plaintiff/^ Appellant and order ^ Plaintiff/^ Appellant to pay costs in advance as required by the Texas Rules of Appellate Procedure. In the alternative, ^ Reporter's Name prays that the Court determine the amount of costs, which ^ Plaintiff/^ Appellant can pay or give security for and order such payment or security.

^ Reporter's Name
Official Court Reporter, ### District Court
^ County Name County, Texas
^ Address
^ City, ^ State, ^ ZIP

NOTICE OF HEARING

This contest to affidavit of inability to pay costs is set for hearing at _____ ^Time _____ on _____ ^Date _____, ^ Year in the courtroom of the ^ ### District Court, ^ Address, ^City, ^ State, ^ ZIP.

District Judge/Court Coordinator

CERTIFICATE OF SERVICE

I certify that a copy of this document was delivered to ^ Attorney Name, attorney of record for ^ Their Name, via ^facsimile/ ^ hand-delivery/ ^ U.S. Mail certified on _____ ^Date _____, ^ Year.

^ Reporter Name

Order Sustaining Contest to Affidavit of Indigence - Figure 35-A

CAUSE NO. _____

^ PLAINTIFF(S),) IN THE DISTRICT COURT
Plaintiff(s))
)
VS.) COUNTY NAME COUNTY, TEXAS
)
^ DEFENDANT(S))
Defendant(s)) ### JUDICIAL DISTRICT

ORDER SUSTAINING CONTEST TO AFFIDAVIT OF INDIGENCE

Came on for hearing on the ^Day day of ^Month, ^Year, ^Defendant's Name and Court Reporter ^Your Name's Contest to Plaintiff/Appellant ^Name's Affidavit of Indigence. All parties were presented by counsel and the court, after hearing evidence and argument, is of the opinion that the Contest should be, and hereby is, SUSTAINED; and,

IT IS THEREFORE ORDERED that the Affidavit of Indigence filed by Plaintiff/Appellant ^Name is denied and considered of no further force or effect.

SIGNED this ^Day day of ^Month, ^Year.

^Judge's Name