TRANSCRIBER INSTRUCTIONS

NOTE: To assure the HIGHEST transcript accuracy, transcribers must thoroughly review and rely on the NOTICE, PBS and MAIN NOTES.

1. **NOTICE** (NOTICE OF HEARING; NOTICE OF TAKING DEPOSITION; NOTICE OF TAKING DIGITAL VIDEO DEPOSITION; etc.) - See attached NOTICE¹ & TITLE/COVER PAGE²

VERY IMPORTANT! The transcript's Title/Cover page must mirror the NOTICE.

Make sure that everything on your Title/Cover page is **ACCURATE**.

For <u>all</u> transcripts, be sure to <u>confirm</u> the following:

- (A) Case Number
- **(B)** Case Style; PLAINTIFF <u>and</u> DEFENDANT information is extremely important. Enter this data <u>**EXACTLY**</u> as it appears on the NOTICE
- **(C)** Whether it is a DEPOSITION, INDEPENDENT MEDICAL EXAMINATION, EUO, HEARING, ETC.
- **(D)** The Title/Cover page must state "TAKEN ON BEHALF OF THE PLAINTIFF <u>or</u> THE DEFENDANT"
- (E) Location of the legal proceeding, Date, Witness, County
- **(F)** "REPORTED BY:" in the lower left corner. The Notice will typically reflect the court reporting agency hired to cover the proceeding.

2. Production & Billing Sheet (also known as the PBS) - See the attached PBS³

The **PBS** is normally 2 to 3 pages. Make sure to read every single section of each page of the **PBS**.

The **PBS** contains important information needed to complete the transcript.

Look for the following information in the **PBS**:

- (A) The name of the reporter will be listed in the "COURT REPORTER" area
- (B) If it was a Video Deposition, Deposition, Hearing, Trial or Other
- **(C)** The correct spelling of the name of the witness in the "NAME" section
- (D) Whether or not the witness chose to Read or Waive;
- (E) The number of exhibits will be in the "EXHIBIT #s" area and exhibit descriptions will be in the "EXHIBIT INTRUCTIONS" area or said in the transcript
- (F) Who to contact and where to send the read letter to will be located in the "ADDITIONAL NOTES" area
- (G) Spellings will be provided in the "Additional Notes" area
- (H) If an interpreter was present, their information will be in the "Additional Notes" area
- (I) What attorneys were present on the APPEARANCE PAGE of the transcript from the "Client Order Form" section of the PBS or as listed on the Notice

3. MAIN NOTES - See attached MAIN NOTES⁴

The MAIN NOTES are to help the transcribers and the reporters distinguish the accurate start and stop time for the Title/Cover Page and also for the end time on the last page of the testimony. The notes from the MAIN NOTES file will ALWAYS reflect the accurate start and stop time. DO NOT GO BY THE PBS times, as some stop and start times differ from when they were scheduled.

The **SPEAKERS** are reflected in the **MAIN NOTES. IT IS VERY IMPORTANT** to have the correct speakers making objections, having colloquy and examining the witness in the transcript. If you think there is an objection or you are not sure who is making the objection, the **MAIN NOTES** will reflect who the appropriate attorney is and whether or not there is an objection made. The same applies for speaking attorneys. If you are unsure who is speaking, CHECK THE **MAIN NOTES**.

4. APPEARANCE OF COUNSEL – See attached APPEARANCE OF COUNSEL⁵

The **APPEARANCE OF COUNSEL** page information will be found on the PBS and NOTICE. On the **PBS**, the appearing attorneys and their contact information will be listed. If there is an interpreter present or someone sitting in, that information will be listed on the PBS in the "ADDITIONAL COMMENTS" section and should be listed as "ALSO PRESENT" after the attorneys have been documented on the **APPEARANCE OF COUNSEL** page. If there is an interpreter, document them just like you would an attorney. For example:

ALSO PRESENT:

JUAN GONZALES, INTERPRETER VEGA INTERPRETERS 199 EAST FLAGLER STREET, SUITE 141, MIAMI, FLORIDA 33131 (305)537-6704

JOHN SMITH, PLAINTIFF

Please NOTE: THE PARTY THE ATTORNEY REPRESENTES WILL BE FOUND ON THE NOTICE.

If the party they represent (PLAINTIFF of DEFENDANT) is not listed on the **NOTICE**, look to the **PBS** for this information.

5. INDEX OF EXAMINIATION — See attached INDEX OF EXAMINIATION⁶

The **INDEX OF EXAMINATION** page should always be present. It should state the correct page number that the DIRECT EXAMINATION started on and the appropriate attorney doing the examination. If there was a CROSS EXAMINATION, REDIRECT EXAMINATION, RECROSS EXAMINATION or more, YOU MUST include this as well with the correct attorney that is conducting the examination. The MAIN NOTES will distinguish who is examining the witness.

6. **EXHIBITS** — See attached INDEX OF EXHIBITS⁷

If there are exhibits listed on the PBS under the "EXHIBIT #s" section, there should be an INDEX OF EXHIBITS page after the INDEX OF EXAMINATION PAGE. The appropriate number of exhibits are listed on the PBS under the "Exhibit #s" section. The index page also requires the correct page numbers where the exhibits were entered into the record and a brief description of the exhibit. A brief description of the exhibit should also be on the INDEX OF EXHIBITS.

For example:

PLAINTIFF'S	DESCRIPTION	PAGE
EXHIBIT		
1	Photograph of the sidewalk where	12
	incident occurred	

7. SWEARING IN

<u>In a deposition transcript</u>, to show the witness was sworn in, use the following language:

Thereupon:

JOHN SMITH

was called as a witness, and after having

been first duly sworn, was examined and testified as

follows:

<u>If there is an interpreter present</u> (which will be listed on the PBS in the ADDITIONAL NOTES section), <u>ALWAYS</u> include the interpreter being sworn in before the witness is listed as being sworn in. Use the following language:

Thereupon:

JUAN GONZALES, interpreter,

having been first duly sworn, testified as follows:

JOHN SMITH

was called as a witness, and after having

been first duly sworn, was examined and testified as

follows:

8. READ/WAIVE - See attached READ LETTER⁸ and ERRATA SHEET⁹

A court reporter is required to ask "read or waive" on the record at the conclusion of a deposition. You need to reflect the decision of the witness.

If the witness chooses to read, the conclusion of the deposition should state:

Example: (Deposition concluded at 10:07 a.m.)

(Reading and signing of the

deposition by the witness has been

reserved.)

If the witness chooses to waive, the conclusion of the deposition should state:

Example: (Deposition concluded at 10:07 a.m.)

(Reading and signing of the

deposition by the witness has been

waived.)

If a witness chooses to read or waive, this will also be reflected on the PBS next to the name of the witness. If the witness reads, they will specify who to send the read letter to. This will either be said on the record after the question is asked or reflected in the "ADDITIONAL NOTES" section on the PBS A READ LETTER AND ERRATA SHEET SHOULD BE INCLUDED AT ALL TIMES IF THEY READ.

ALL READ LETTERS SHOULD INCLUDE:

- (A) Correct date
- (B) The correct name of the witness
- (C) Correct contact information for the read letter to be sent to
- (D) Correct case style
- (E) Correct name of the reporter

9. CERTIFICATE PAGES - See attached CERTIFICATE OF REPORTER¹⁰ & OATH¹¹

A **CERTIFICATE OF REPORTER** page will have whether or not a review of the transcript was reflected.

- If the witness chose to read, the language should read: "... that a review of a transcript was requested...
- If the witness chose to waive, the language should read: "... that a review of the transcript was not requested..."

The **CERTIFICATE OF OATH** page will also include the reporter's notary information. He/She will be responsible for filling this in and should be typed as:

Example: JANE DOE, Court Reporter

Notary Public, State of Florida

Commission Number:

Commission Expiration:

A CERTIFICATE OF REPORTER is always required, while the CERTIFICATE OF OATH PAGE is only required for Depositions, EUOs and Sworn Statements.

All certificate pages need to reflect:

- (A) Correct date
- **(B)** The correct name of the witness
- (C) Correct name of the reporter
- (D) Correct county the proceeding was held in

THE TITLE / COVER PAGE INFORMATION (Single Space This Page)

1 REVIEWED THE NOTICE	
2 REVIEWED THE PBS	
3 REVIEWED THE REPORTER'S MAIN NOTES	
4 COUNTY COURT / JUDICIAL CIRCUIT (<u>EXACTLY</u> as it appeared on the NOT I	CE)
5 CASE NUMBER (<u>EXACTLY</u> as it appeared on the NOTICE)	
6 CASE STYLE (check for proper punctuation. Include "v." or "vs.") (Single S	paced)
7 VIDEO DEPOSITION / DEPOSITION / HEARING, ETC.	
8 START/STOP RECORDING TIME TIMES CORRELATE WITH JOB NUMBER MA	IN NOTES
9 SPELL CHECK	
HEARING: (ONLY do this if the proceeding was a Hearing)	
1 NAME OF JUDGE (<u>EXACTLY</u> as it appeared on the NOTICE)	
2 DATE OF HEARING	
3 TIME OF HEARING	
 COURTHOUSE ADDRESS (<u>EXACTLY</u> as it appeared on the NOTICE) SPELL CHECK 	
DEPOSITION: (ONLY do this if the proceeding was a Deposition)	
1 TYPE OF DEPOSITION (<u>VIDEO</u> or REGULAR)	
 TYPE OF DEPOSITION (<u>VIDEO</u> or REGULAR) NAME OF DEPONENT (<u>EXACTLY</u> as it appeared on the NOTICE) 	
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APPEARANCES OF COUNCEL VERY IMPORTANT! SINGLE SPACE!!

1.		APPEARANCES OF COUNCEL
2.		REVIEWED the NOTICE , MAIN NOTE S AND PBS
3.		SPELL CHECK ALL NAMES and LAW FIRMS on this PAGE
	0	ON BEHALF OF THE <u>PLAINTIFF</u> :
		1 LAW FIRM
		2 ATTORNEY(S) PRESENT
		3 ESQUIRE (AFTER ATTORNEY'S NAME)
		4 ADDRESS OF LAW FIRM
		5 PHONE NUMBER OF LAW FIRM
		6 EMAIL ADDRESS of ATTORNEY
	0	ON BEHALF OF THE DEFENDANT: 1 LAW FIRM 2 ATTORNEY(S) PRESENT 3 ESQUIRE (AFTER ATTORNEY'S NAME) 4 ADDRESS OF LAW FIRM 5 PHONE NUMBER OF LAW FIRM 6 EMAIL ADDRESS of ATTORNEY
	0	INTERPRETER INFORMATION as "ALSO PRESENT" 1 FIRM (INTERPRETER'S COMPANY) 2 PRESENT 3 INTERPRETER, AFTER NAME 4 ADDRESS OF FIRM
		5 PHONE NUMBER OF FIRM
		6. EMAIL ADDRESS of INTERPRETER

INDEX OF EXAMINATION

2. 3. 4. 5.	WITNESS: (Complete Name of Witness) (EXACTLY as it appeared on the NOTICE) DIRECT EXAMINATION CROSS EXAMINATION REDIRECT EXAMINATION INDEX OF EXAMINATION SPEAKERS CORRECT SPELL CHECK
INDE	X TO EXHIBITS
	PAGE #'s rechecked and confirmed
	DESCRIPTION of Exhibit(s)
	NUMBER OF EXHIBITS IN INDEX MATCHES NUMBERS IN PBS
4.	CORRECT PAGE NUMBERS OF WHEN EXHIBITS ARE MARKED ON RECORD
	(NOTE: If EXHIBIT is <u>not</u> put in the record, use N/A for the page number.
	CORRECT DESCRIPTION
	NUMBER OF EXHIBITS
7.	SPELL CHECK
SWEA	ARING IN
1.	SWEARING IN OF INTERPRETER is properly noted (<u>BEFORE</u> WITNESS is sworn in)
2.	SWEARING IN OF WITNESS is properly noted
3.	SPELL CHECK

SPEAKERS / OBJECTIONS

1.	ALL SPEAKERS MAKING OBJECTIONS ARE CORRECT
2.	Researched PHONETICS
3.	Re-Listened to INAUDIBLES
4.	SPELL CHECK

MARGINS (CORRECT AFTER TRANSCRIPT COMPLETED
1	SPACING for <u>left</u> MARGIN(s) are correct
READ/WAI	VE
1	READ or WAIVE was properly noted in transcript
2	SPELL CHECK
READ LETT	ER
1	DATE ON READ LETTER
	WITNESS' NAME (<u>EXACTLY</u> as it appeared on the NOTICE)
3	CONTACT INFORMATION ON READ LETTER
4	WITNESS CHOSE TO READ
5	COURT REPORTER's <u>name</u> on READ LETTER
6	CASE SYLE ON READ LETTER
7	ERRATA SHEET INCLUDED
8	SPELL CHECK
CERTIFICAT	FE OF OATH and CERTIFICATE REPORTER
CERTIFICAT	TE OF OATH and CERTIFICATE REPORTER
1	DATE
2	NAME OF COURT REPORTER
3	NAME OF WITNESS
4	COUNTY WHERE PROCEEDING TOOK PLACE, <u>NOT</u> THE VENUE – VERY IMPORTANT!
5	HEARING, PAGE NUMBERS
6	CERTIFICATE OF REPORTER, "WITNESS REQUESTED/DID NOT REQUEST TRANSCRIPT"
7	NOTARY INFORMATION is correct
0	CDELL CLICCK

Attachment Index

- 1) Notice
- 2) Transcript Title/Cover Page
- 3) Production & Billing Sheet (PBS) 2 Pages
- 4) Main Notes
- 5) Appearance of Counsel
- 6) Index of Examination
- 7) Index of Exhibits
- 8) Read Letter
- 9) Errata Sheet
- 10) Certificate of Reporter
- 11) Certificate of Oath

Notice

IN THE CIRCUIT COURT OF THE $15^{\rm TH}$ JUDICIAL CIRCUIT IN AND FOR PALM BEACH COUNTY, FLORIDA

(A) CASE NO.: 502013CA003044XXXXMB

(B) CLAIR MCCARTHY, individually,

Plaintiff,

v.

DELRAY FOOD SERVICES, INC., a Florida corporation,

Defendant.

(C) NOTICE OF TAKING VIDEOTAPED DEPOSITION

(D) PLEASE TAKE NOTICE that the Defendant, DELRAY FOOD SERVICES, INC., will take the deposition, by oral examination, of the person or persons named below, at the time, date, and at the hour and place indicated:

DEPONENT: CLAIR MCCARTHY

(E) DATE AND TIME: December 23, 2013 at 11:00 a.m.

LOCATION: 301 Clematis Street

Suite 3000

West Palm Beach, Florida 33401

Before a member (F) Universal Court Reporting, Court Reporter and Notary Public, or before a duly designated representative, who is not of counsel to the parties or interested in the events of the cause. This deposition is being taken for the purpose of discovery, for use at trial, or for such other purposes as are permitted under the Florida Rules of Civil Procedure.

Title/Cover Page

IN THE CIRCUIT COURT OF THE 17TH JUDICIAL CIRCUIT IN AND FOR BROWARD COUNTY, FLORIDA (A) CASE NO. 13-014397CF10A (B) STATE OF FLORIDA, Plaintiff, SAMUEL R. CLARKE, Defendant. (C) VIDEO DEPOSITION OF DWAYNE ANTONIO FLETCHER (D) TAKEN ON BEHALF OF THE DEFENDANT DECEMBER 9, 2013 (E) 2:27 P.M. to 5:06 P.M. OFFICE OF THE STATE ATTORNEY 201 SOUTHEAST 6TH STREET, ROOM 568, FORT LAUDERDALE, FLORIDA 33301 (F) REPORTED BY: JILL JENKINS, COURT REPORTER NOTARY PUBLIC, STATE OF FLORIDA UNIVERSAL COURT REPORTING, INC. www.universalcourtreporting.com (877)291-DEPO(3376)

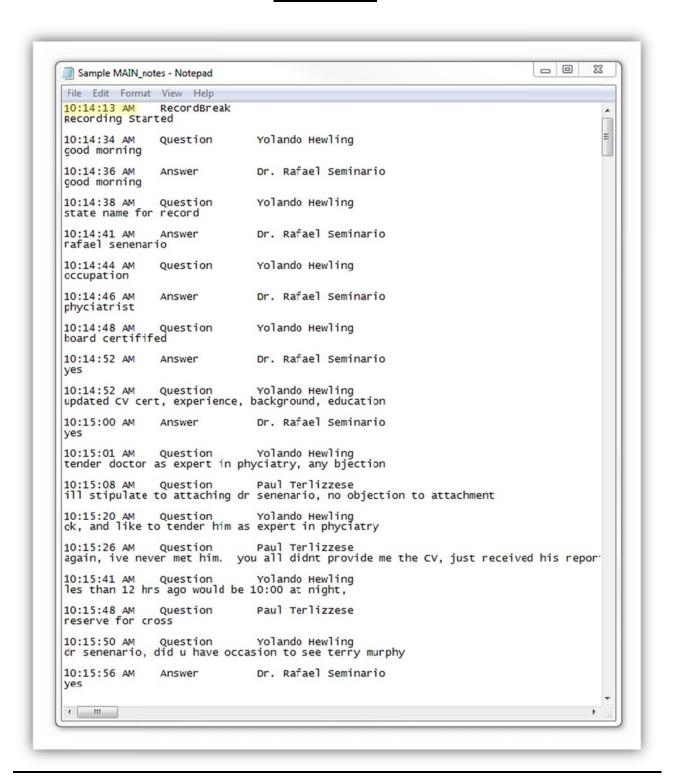
<u>Production & Billing Sheet (PBS) – Page 1 of 2</u>

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Witness (3)				Page:	s:	Exhibit #s:
Witness (4)				Page:	s:	Exhibit #s:
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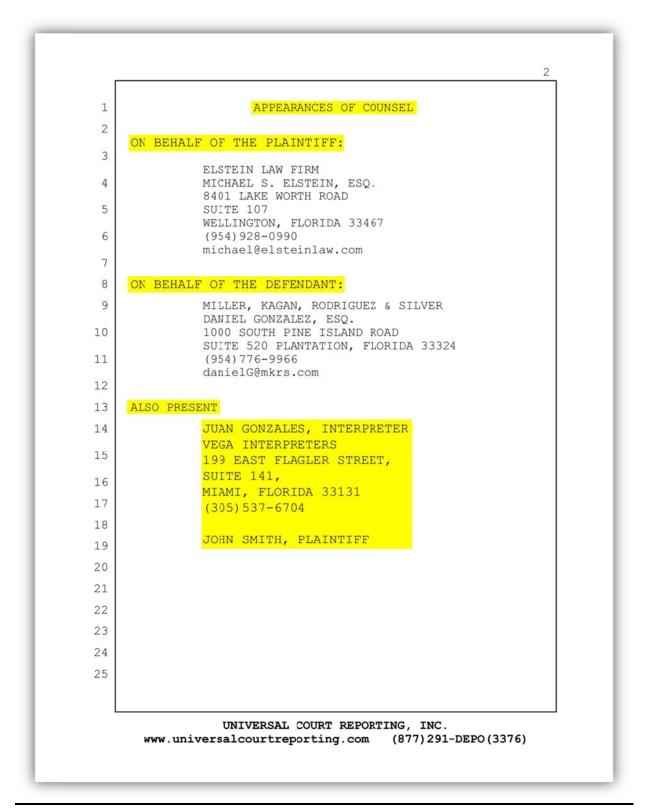
<u>Production & Billing Sheet (PBS) – Page 2 of 2</u>

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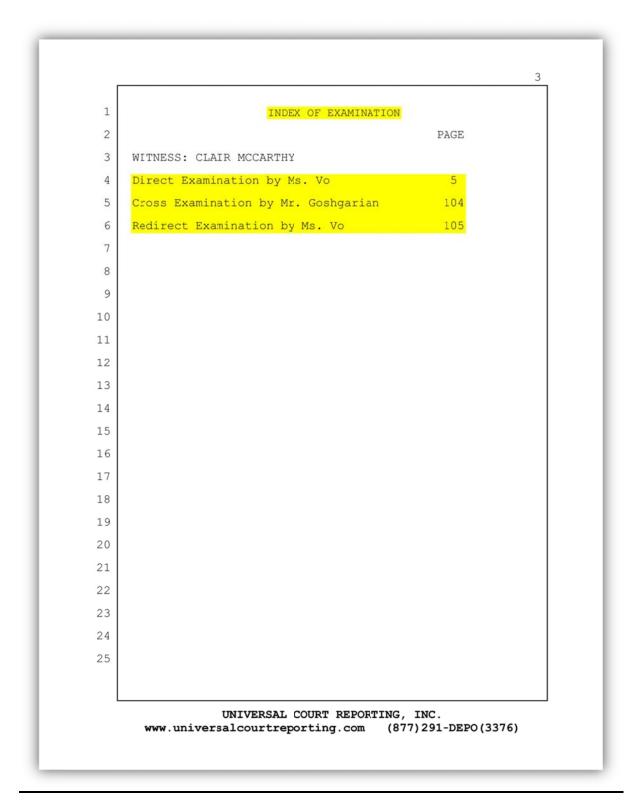
Main Notes



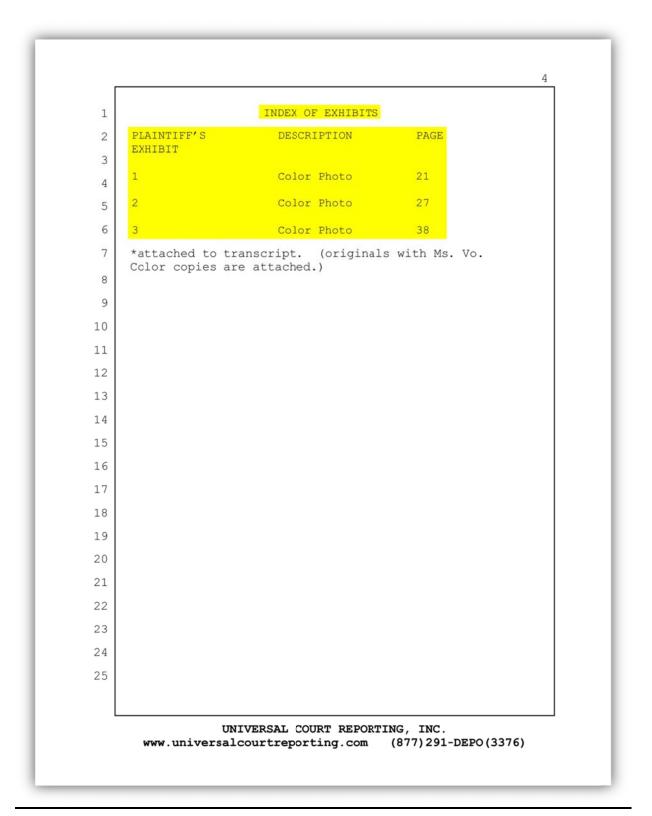
Appearance of Counsel



Index of Examination



Index of Exhibits



Read Letter

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101
     DATE: December 24, 2013 (A)
 1
               Barry Levine (B)
 2
               C/0
               Scott J. Sternberg & Associates, P.A. (C)
 3
               Heather Leigh Pattok, Esq.
               560 Village Boulevard
 4
               Suite 270
               West Palm Beach, Florida 33409
 5
              Barry Levine v. Republic National (D)
 6
    IN RE:
               Distributing/Sedgwick
 7
               13-021002DAL
     Dear Mr. Levine,
 8
 9
               Please take notice that on December 10, 2013,
     you gave your deposition in the above-referenced matter.
     At that time, you did not waive signature. It is now
10
     necessary that you sign your deposition. You may do so
     by contacting your own attorney or the attorney who took
11
     your deposition and make an appointment to do so at
     their office. You may also contact our office at the
12
     below number, Monday - Friday, 9:00 AM - 5:00 PM, for
13
     further information and assistance.
               If you do not read and sign your deposition
     within thirty (30) days, the original, which has already
14
     been forwarded to the ordering attorney, may be filed
     with the Clerk of the Court. If you wish to waive your
15
     signature, sign your name in the blank at the bottom of
16
     this letter and promptly return it to us.
17
     Very truly yours,
     -----
18
     CHYNNA BARBOSA (E)
19
     Universal Court Reporting
     (954) 712-2600
20
     I do hereby waive my signature.
21
     Barry Levine
22
23
     Cc: via transcript:
                          Robert J. Rodriguez, Esq.
24
25
```

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UNIVERSAL COURT REPORTING, INC.

(877) 291-DEPO (3376)

www.universalcourtreporting.com

Errata Sheet

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25	SIGNATURE			DATE	

Certificate of Reporter

CERTIFICATE OF REPORTER 1 2 3 STATE OF FLORIDA COUNTY OF BROWARD 4 5 I, CHYNNA BARBOSA, Court Reporter and Notary 6 7 Public for the State of Florida, do hereby certify that I was authorized to and did digitally report the 8 9 deposition of BARRY LEVINE; the foregoing testimony was taken before me; that a review of the transcript was 10 requested; and that the transcript is a true and 11 12 complete record of my digital notes. I further certify that I am not a relative, 13 employee, attorney or counsel of any of the parties, nor 14 15 am I a relative or employee any of the parties' attorney or counsel connected with the action, nor am I 16 financially interested in the action. 17 18 Dated this 10th day of December, 2013. 19

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CHYNNA (BARBOSA

NOTARY PUBLIC, STATE OF FLORIDA

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Certificate of Oath

CERTIFICATE OF OATH STATE OF FLORIDA COUNTY OF BROWARD I, CHYNNA BARBOSA, the undersigned authority, certify that BARRY LEVINE personally appeared before me and was duly sworn. Witness my hand and official seal this 10th day of December, 2013. CHYNNA BARBOSA, COURT REPORTER NOTARY PUBLIC, STATE OF FLORIDA COMMISSION NO.: EE 869302 COMMISSION EXPIRATION: January 28, 2017

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