

Appendix B.

Freelance

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Note

Anywhere brackets appear on a “Sample,” a decision (replacement or deletion if not applicable) needs to be made by the reporter and the brackets deleted.

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IN RE:
{PLACE APPROPRIATE CAPTION HERE}

REPORTER'S CERTIFICATE

I, {REPORTER'S NAME}, RMR, CRR, RPR, NM CCR #00,
DO HEREBY CERTIFY that on {DATE}, the Proceedings in the
above-captioned matter were taken before me, that I did
report in stenographic shorthand the Proceedings set forth
herein, and the foregoing pages are a true and correct
transcription to the best of my ability.

I FURTHER CERTIFY that I am neither employed by
nor related to nor contracted with (unless excepted by the
rules) any of the parties or attorneys in this case, and
that I have no interest whatsoever in the final
disposition of this case in any court.

REPORTER'S NAME, RMR, CRR, RPR
New Mexico CCR #00
License Expires: 12-31-0000

***** PLEASE NOTE: This Reporter's Certificate page should
be used with non-District and non-Federal cases; i.e.,
medical-legal panels, arbitrations, etc.***

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**{NUMBER} JUDICIAL DISTRICT COURT
COUNTY OF {NAME}
STATE OF NEW MEXICO**

No. CV {CASE NUMBER}

{PLAINTIFF},

Plaintiff,

vs.

{DEFENDANT},

Defendant.

REPORTER'S CERTIFICATE

I, {REPORTER'S NAME}, RMR, CRR, RPR, NM CCR #00, DO

HEREBY CERTIFY that on {DATE}, the Deposition of

{DEPONENT'S NAME} was taken before me at the request of,

and sealed original thereof retained by:

**FOR THE {PARTY}
{ATTORNEY NAME}
{FIRM NAME}
{ADDRESS}
{CITY, STATE, ZIP}**

**I FURTHER CERTIFY that copies of this Certificate
have been mailed or delivered to all Counsel, and parties
to the proceedings not represented by counsel, appearing
at the taking of the deposition.**

REPORTER'S NAME, RMR, CRR, RPR

1 I FURTHER CERTIFY that examination of this transcript
2 and signature of the witness was {NOT REQUESTED/REQUESTED
3 /WAIVED} by the witness and all parties present. On
4 {MAILING DATE}, a letter was mailed or delivered to
5 {ATTORNEY/WITNESS} regarding obtaining signature of the
6 witness, and corrections, if any, were appended to the
7 original and each copy of the Deposition.

8 I FURTHER CERTIFY that the recoverable cost of the
9 original and one copy of the Deposition, including
10 exhibits, to {TAKING ATTORNEY'S NAME} is: \$ _____

11 I FURTHER CERTIFY that I did administer the oath to
12 the witness herein prior to the taking of this Deposition;
13 that I did thereafter report in stenographic shorthand the
14 questions and answers set forth herein, and the foregoing
15 is a true and correct transcript of the proceeding had
16 upon the taking of this Deposition to the best of my
17 ability.

18 I FURTHER CERTIFY that I am neither employed by nor
19 related to nor contracted with (unless excepted by the
20 rules) any of the parties or attorneys in this case, and
21 that I have no interest whatsoever in the final
22 disposition of this case in any court.

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REPORTER'S NAME, RMR, CRR, RPR
New Mexico CCR #00
License Expires: 12-31-0000

REPORTER'S NAME, RMR, CRR, RPR

1 {NUMBER} JUDICIAL DISTRICT COURT
2 COUNTY OF {NAME}
3 STATE OF NEW MEXICO

4 No. CV {CASE NUMBER}

5 {PLAINTIFF},

6 Plaintiff,

7 vs.

8 {DEFENDANT},

9 Defendant.

10 CERTIFICATE OF NONAPPEARANCE

11 I, {REPORTER NAME} DO HEREBY CERTIFY that the
12 Deposition of {DEPONENT'S NAME} was to be taken on {DATE}
13 at the {LOCATION OF DEPOSITION}, {CITY}, New Mexico, at
14 the hour of {TIME}.

15 THAT the attorney for the {APPROPRIATE PARTY}
16 and the court reporter appeared at that time and place,
17 but the witness failed to appear.

18 Dated this {DATE}.

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REPORTER'S NAME, RMR, CRR, RPR
NEW MEXICO CCR #00
COURT REPORTING FIRM
{Address}
{City}, New Mexico {Zip}.

1 {NUMBER} JUDICIAL DISTRICT COURT
2 COUNTY OF {NAME}
3 STATE OF NEW MEXICO
4 No. CV {CASE NUMBER}
5 {PLAINTIFF},
6 Plaintiff,
7 vs.
8 {DEFENDANT},
9 Defendant.
10
11 CERTIFIED QUESTIONS/ANSWERS IN THE
12 DEPOSITION OF {DEPONENT'S NAME}
13 {DATE}
14 {TIME}
15 {LOCATION}
16 {ADDRESS}
17 {CITY}, New Mexico {ZIP}
18
19 PURSUANT TO THE NEW MEXICO RULES OF CIVIL PROCEDURE,
20 this {TYPE OF PROCEEDING} was:
21 TAKEN BY: {ATTORNEY NAME}
22 ATTORNEY FOR THE {APPROPRIATE PARTY}
23
24 REPORTED BY: REPORTER'S NAME, RMR, CRR, RPR
25 NEW MEXICO CCR #00
COURT REPORTING FIRM
{Address}
{City}, New Mexico {Zip}

Reporter's Name, RMR, CRR, RPR, CRR #00

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APPEARANCES

For the {PARTY}:

{ATTORNEY NAME}
{LAW FIRM NAME}
{ADDRESS}
{CITY, STATE, ZIP}
{PHONE NUMBER}
{EMAIL} **

For the {PARTY}:

{ATTORNEY NAME}
{LAW FIRM NAME}
{ADDRESS}
{CITY, STATE, ZIP}
{PHONE NUMBER}
{EMAIL} **

Also Present:

{EVERYONE ELSE} ***

*** PLEASE NOTE: Email Addresses are Optional*

**** PLEASE NOTE: Everyone Present in a Deposition must be noted on The Appearance Page - No Exceptions*

*****PLEASE NOTE: The Index can be Included on this Page*

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{NUMBER} JUDICIAL DISTRICT COURT
COUNTY OF {NAME}
STATE OF NEW MEXICO

No. CV {CASE NUMBER}

{PLAINTIFF},

Plaintiff,

vs.

{DEFENDANT},

Defendant.

DEPOSITION OF {DEPONENT'S NAME}

{DATE}
{TIME}
{LOCATION}
{ADDRESS}
{CITY}, New Mexico {ZIP}

PURSUANT TO THE NEW MEXICO RULES OF CIVIL PROCEDURE,
this Deposition was:

TAKEN BY: {ATTORNEY NAME}
ATTORNEY FOR THE {APPROPRIATE PARTY}

REPORTED BY: REPORTER'S NAME, RMR, CRR, RPR
NEW MEXICO CCR #00
COURT REPORTING FIRM
{Address}
{City}, New Mexico {Zip}

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{PARTY vs. PARTY}

SIGNATURE/CORRECTION PAGE

If there are any typographical errors to your
Deposition, please indicate them below:

PAGE LINE

_____ Change to _____

_____ Change to _____

_____ Change to _____

_____ Change to _____

_____ Change to _____

Any other changes to your Deposition are to be listed
below with a statement as to the reason for such
change:

PAGE	LINE	CORRECTION	REASON FOR CHANGE

I, {DEPONENT'S NAME}, do hereby certify that I have
read the foregoing pages of my testimony as transcribed,
and that the same is a true and correct record of the
testimony given by me in this Deposition on {DATE OF
DEPOSITION}, except for the changes made.

Date signed {DEPONENT'S NAME}

REPORTER'S NAME, RMR, CRR, RPR

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IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF NEW MEXICO

{PLAINTIFF},

Plaintiff,

vs.

No. CIV {CASE NUMBER}

{DEFENDANT},

Defendant.

REPORTER'S CERTIFICATE

I, {REPORTER'S NAME}, RMR, CRR, RPR, NM CCR #00, DO
HEREBY CERTIFY that on {DATE}, the Deposition of
{DEPONENT'S NAME} was taken before me at the request of,
and sealed original thereof retained by:

FOR THE {PARTY}
{ATTORNEY NAME}
{FIRM NAME}
{ADDRESS}
{CITY, STATE, ZIP}

I FURTHER CERTIFY that copies of this Certificate
have been mailed or delivered to all Counsel, and parties
to the proceedings not represented by counsel, appearing
at the taking of the deposition.

REPORTER'S NAME, RMR, CRR, RPR

1 I FURTHER CERTIFY that examination of this transcript
2 and signature of the witness was {NOT REQUESTED/REQUESTED
3 /WAIVED} by the witness and all parties present. On
4 {MAILING DATE}, a letter was mailed or delivered to
5 {ATTORNEY/WITNESS} regarding obtaining signature of the
6 witness, and corrections, if any, were appended to the
7 original and each copy of the Deposition.

8 I FURTHER CERTIFY that the recoverable cost of the
9 original and one copy of the Deposition, including
10 exhibits, to {TAKING ATTORNEY'S NAME} is: \$_____

11 I FURTHER CERTIFY that I did administer the oath to
12 the witness herein prior to the taking of this Deposition;
13 that I did thereafter report in stenographic shorthand the
14 questions and answers set forth herein, and the foregoing
15 is a true and correct transcript of the proceeding had
16 upon the taking of this Deposition to the best of my
17 ability.

18 I FURTHER CERTIFY that I am neither employed by nor
19 related to nor contracted with (unless excepted by the
20 rules) any of the parties or attorneys in this case, and
21 that I have no interest whatsoever in the final
22 disposition of this case in any court.

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REPORTER'S NAME, RMR, CRR, RPR
New Mexico CCR #00
License Expires: 12-31-0000

REPORTER'S NAME, RMR, CRR, RPR

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IN THE UNITED STATES DISTRICT COURT

FOR THE DISTRICT OF NEW MEXICO

{PLAINTIFF},

Plaintiff,

vs.

No. CIV {CASE NUMBER}

{DEFENDANT},

Defendant.

DEPOSITION OF {DEPONENT'S NAME}

{DATE}

{TIME}

{LOCATION}

{ADDRESS}

{CITY}, New Mexico {ZIP}

PURSUANT TO THE FEDERAL RULES OF CIVIL PROCEDURE,

this Deposition was:

TAKEN BY: {ATTORNEY NAME}
ATTORNEY FOR THE {APPROPRIATE PARTY}

REPORTED BY: REPORTER'S NAME, RMR, CRR, RPR
NEW MEXICO CCR #00
COURT REPORTING FIRM
{Address}
{City}, New Mexico {Zip}

REPORTER'S NAME, RMR, CRR, RPR

Sample Notary Public Affidavit B-10

STATE OF _____

COUNTY OF _____

AFFIDAVIT

I, {Notary's Name}, State of {State Name} Notary Public, do hereby certify that on the _____ day of _____, 20__, before me came _____, known to be the individual described and/or identified in the Notice to Take Deposition, and that he/she was dually sworn/affirmed under oath by me.

(Seal)

Notary Public

My Commission Expires: _____

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OATH

"Do you swear or affirm that the testimony you're about to give will be the truth, the whole truth, and nothing but the truth?"

INTERPRETER OATH

"Do you swear or affirm to interpret from English to {LANGUAGE} and {LANGUAGE} to English to the best of your ability?"

*** Please note: When an Interpreter is present, you must swear in the Interpreter first, and then the Deponent*

* * * * *

SETTING UP AN EXAMINATION

{DEPONENT'S NAME}

having been first duly sworn, testified as follows:

EXAMINATION

BY {ATTORNEY NAME}:

* * * * *

SETTING UP AN EXAMINATION WITH AN INTERPRETER

{DEPONENT'S NAME}

having been first duly sworn, testified through the duly sworn interpreter, {INTERPRETER NAME}, as follows:

EXAMINATION

BY {ATTORNEY NAME}:

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AT THE CONCLUSION OF THE PROCEEDINGS

(The {Deposition/Proceedings} {concluded/
adjourned/recessed} at {TIME} AM/PM)

* * * *

OFF THE RECORD DISCUSSIONS

(A discussion was held off the record.)

*** Please note: All off the record discussions
should be noted in the body of the transcript*

* * * *

READING BACK TESTIMONY

(The record was read as requested.)

OR

the reporter may type in exactly what was read back

* * * *

MARKING EXHIBITS

(Exhibit No. {# or LETTER} marked.)

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RECESSES

(Recess was held from {TIME} until {TIME})

*** PLEASE NOTE: The Recess parenthetical should be on one line and indented 10 spaces from the left margin. All recesses should have a parenthetical showing when the recess started and ended*

* * * *

OTHER PARENTHETICALS

At times it may be necessary for parenthetical remarks to be used to clarify some action, or note some change in the activity of the proceedings. These are included in the transcript for the limited purpose of clarifying events which would otherwise make the transcript meaningless. The following are examples.

(Witness nods head.)

(Witness shakes head.)

(Telephone rings.)

(Knock on the door.)

(Tape played into the record.)

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SAMPLE COLLOQUY FORMAT

SUSAN SMITH

having been first duly sworn, testified as follows:

EXAMINATION

BY MARY JENNINGS:

Q. Please state your name.

A. Susan Smith.

Q. What is your Social Security number?

MR. JONES: Objection, irrelevant.

MS. JENNINGS: Are you instructing her not to answer the question?

MR. JONES: Yes, I am.

Q. (By Ms. Jennings) well, do you have a Social Security number?

A. Uh-huh.

Q. Is that a yes?

A. Yes; sorry.

Q. That's all right. Let me mark your Notice to Take Deposition Duces Tecum as Exhibit No. 1.

(Exhibit No. 1 marked.)

Q. Do you recognize this document?

MR. JONES: Look it over carefully.

A. Yes, I do.

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READING DEPOSITION EXCERPTS INTO THE RECORD.

Q. And he testified as follows:

"QUESTION: Were you there?

"ANSWER: Yes, I was.

"QUESTION: So you saw the accident?

"ANSWER: Well, I saw the last part of it. I

remember watching the light change from green to

red."

Do you disagree with that statement?

A. Yes, I do.

Sample Rough Draft Disclaimer B-13

This rough draft transcript is not finalized, is uncertified and may contain misspelled names and/or nonsensical English word combinations or steno untranslates. All such entries will be corrected on the final certified transcript upon its delivery to you in accordance with our standard delivery terms.

This "Uncertified Rough Draft Copy" is intended only for the purpose of augmenting counsels' notes and is not intended to be copied, used or cited in any court proceedings or distributed to any other parties.

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**IN RE:
{PLACE APPROPRIATE CAPTION HERE}**

REPORTER'S CERTIFICATE

**I, {REPORTER'S NAME}, RMR, CRR, RPR, NM CCR #00,
DO HEREBY CERTIFY that on {DATE}, the {SWORN STATEMENT/
EXAMINATION UNDER OATH} of {DEPONENT'S NAME} was taken
before me, that I did administer the oath to the witness
herein, that I did report in stenographic shorthand the
Proceedings set forth herein, and the foregoing pages are
a true and correct transcription to the best of my
ability.**

**I FURTHER CERTIFY that I am neither employed by
nor related to nor contracted with (unless excepted by the
rules) any of the parties or attorneys in this matter, and
that I have no interest whatsoever in the final
disposition of this matter.**

**REPORTER'S NAME, RMR, CRR, RPR
New Mexico CCR #00
License Expires: 12-31-0000**

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IN RE:
{PLACE APPROPRIATE CAPTION HERE}

{SWORN STATEMENT/EXAMINATION UNDER OATH} OF {DEPONENT}

{DATE}
{TIME}
{LOCATION}
{ADDRESS}
{CITY}, New Mexico {ZIP}

TAKEN BY: {ATTORNEY NAME}
ATTORNEY FOR {APPROPRIATE NAME}

REPORTED BY: REPORTER'S NAME, RMR, CRR, RPR
NEW MEXICO CCR #00
COURT REPORTING FIRM
{Address}
{City}, New Mexico {Zip}

*** PLEASE NOTE: USE THE STANDARD APPEARANCES PAGE, AND
THE SWORN STATEMENT/EXAMINATION UNDER OATH CERTIFICATE*

REPORTER'S NAME, RMR, CRR, RPR

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IN RE:
{PLACE APPROPRIATE CAPTION HERE}

REPORTER'S CERTIFICATE

I, {REPORTER'S NAME}, RMR, CRR, RPR, NM CCR #00,
DO HEREBY CERTIFY that I did, in stenographic shorthand,
transcribe the audiotaped proceedings set forth herein,
and the foregoing pages are a true and correct
transcription to the best of my ability. The tape was of
{FAIR/POOR} quality.

I FURTHER CERTIFY that I am neither employed by
nor related to nor contracted with (unless excepted by the
rules) any of the parties or attorneys in this matter, and
that I have no interest whatsoever in the final
disposition of this matter.

REPORTER'S NAME, RMR, CRR, RPR
New Mexico CCR #00
License Expires: 12-31-0000

REPORTER'S NAME, RMR, CRR, RPR

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IN RE:
{PLACE APPROPRIATE CAPTION HERE}

CERTIFICATE

I, {REPORTER'S NAME}, RMR, CRR, RPR, NM CCR #00,
DO HEREBY CERTIFY that the foregoing tape transcription
was prepared from provided tapes, that the tapes were
reduced to typewritten transcript by {TYPIST'S NAME}, and
that the foregoing pages are a true and correct
transcription of the recorded proceedings, to the best of
our knowledge and hearing ability. The tape was of
{FAIR/POOR} quality.

I FURTHER CERTIFY that I am neither employed by
nor related to nor contracted with (unless excepted by the
rules) any of the parties or attorneys in this matter, and
that I have no interest whatsoever in the final
disposition of this matter.

REPORTER'S NAME, RMR, CRR, RPR
NEW MEXICO CCR #00
COURT REPORTING FIRM
{Address}
{City}, New Mexico {Zip}

