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## *ETC's Best Practices Series:* **OBTAINING GOOD TRANSCRIPTS**

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One of the most popular tasks in Summation is searching deposition and trial transcripts and then, using notes, creating witness files and issue-coding testimony. But the saying “Garbage In, Garbage Out” applies to transcripts, too.

Here are a few tips to help you get the best transcript possible from your court reporter.

- Summation can use several different formats, but here are the ones I think work best, in order of preference:
  1. **eTranscript Binder**
  2. **Amicus**
  3. **Summation**
  4. **ASCII**

Notice that ASCII is the **last** option, not the first. ASCII is a generic format and, depending on how it's configured, may or may not load smoothly into Summation.

The court reporter may also provide a Summation SBF file, which may include the transcript in electronic format, a video (if one was ordered), and images of the exhibits.
- If the court reporter provides images of the exhibits introduced at the deposition, see if the court reporting firm can provide those images to you in single-page TIF format (better yet, with a “Summation DII load file”). PDF is not the best format to work with in Summation or later at trial.
- In advance of the deposition, provide the court reporter with a list of the following:
  - Contact person at your firm to help resolve technical issues
  - A list of key names in your case
  - A list of unusual terms
- If you want a Realtime deposition, be sure to arrange for it in advance. (See “Realtime Best Practices” in a separate document.)
  - Bring your own USB-Serial connector, one that's been tested, to the Realtime deposition.
- During the deposition, the first time you refer to an exhibit, dictate the document's “Bates” or ID number into the record. This will make it easier for the paralegal at the office to link the references in the transcript to the actual documents in the Summation database.

For more information or to inquire about training or technical assistance, you can contact us as follows:

**Evans Training & Consulting**

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