



**HUTCHINGS**<sup>SM</sup>  
COURT REPORTERS, LLC  
CSR 646  
GLOBAL LEGAL SERVICES

## Multiparty Case Management Considerations

- § Is this a matter with a heavy deposition calendar?
- § Has counsel been informed of the Hutchings Court Reporting Program?
- § Is jurisdiction established in a state with anti-contracting legislation/regulation?  
(refer to Hutchings anti-contracting map)
- § Contact counsel regarding Hutchings Program and have Jeff Koller (800.697.3210) contact counsel to review best approach.
  - ε Realtime capabilities of your counsel
    - ε Laptops Available
    - ε Realtime software installed
      - LiveNote (full text version? or realtime version?)
      - E-Transcript™ Binder?
      - Summation?
  - ε Hookup at deposition or obtain rough following morning?
    - If rough following a.m.-- email in E-Transcript™ format
  - ε Who will need copies of depositions?
    - Determine if reporter can maintain case profile with standard protocol for deposition management. Eliminate need for counsel support staff to copy & mail depositions to consultants, experts, co-counsel.
    - Arrange transmission in E-Transcript™ format of all proceedings
  - ε Review with counsel “need” to utilize realtime *AND* expedite transcripts
    - Use roughs when appropriate and either eliminate expedites, or reduce expedite turn-around time frames

If co-counsel involved, review capabilities for file sharing of rough transcripts and possible “transcript manager” for case to eliminate duplicative transcript orders

Hutchings Court Reporters, LLC n 800.697.3210 n [www.hutchings.com](http://www.hutchings.com)