

# Schedule a Deposition

Thank you for choosing TC Reporting, Inc. You may schedule a court reporter and/or videographer by:

- Calling our staff at (516) 795-7444.
- If you prefer to schedule via email simply use [scheduling@tcreporting.com](mailto:scheduling@tcreporting.com). Be sure to include: your name, attorney's name, firm name, phone #, requested service(s), attached notice, # of people attending, and any special requests.
- You may also simply fill out the form below and click "Submit" to send your deposition information to our staff and you will receive a confirmation email once it is received.
- If you are scheduling this job within 48 hours, please contact our office at (516) 795-7444.

## Contact Information

**\*Bolded items are required**

**Your Name:**

First Name

Last Name

**Attending Attorney's Name**

First Name

Last Name

**Law Firm:**

**Deponent's Name**

**Phone:**

Ext:

**Email:**

## Location Information

Name of Firm, Company, or Hotel:

Site Contact Name:

Site Contact Phone

**Street Address:**

**City:**

**State:**

Zip Code:

**Please attach case caption**

## **Deposition Information**

**Date of Deposition:**

**Start Time:**

**Half Day/Full Day Deposition**

**Transcript Delivery:**

**Your Initials:**

### **Services Requested:**

- Court Reporter
- RealTime Reporter (Live Feed of Transcript at Deposition)
- RealTime Streaming to a Remote Location
- Rough Draft ASCII (at end of deposition)
- Videographer
- Final Video Synchronized with Transcript
- Video Streaming to a Remote Location
- Conference Call
- Previously Marked Exhibits Required On-Site (If yes, please specify below.)
- Location Needed for Deposition
- Other

If other, please specify: