

HOW TO BIND TRANSCRIPTS

- 1.** Print transcript from real legal, or PDF full version.
- 2.** If from real legal, click file, batch print, and select the amount of copies.
- 3.** From PDF, open and select print.
- 4.** Select 3-hole punch.
- 5.** Get original binder for original atty, copy binder for copy, mini/word index.
- 6.** Stamp top right corner of last page with original for original atty. Stamp reporter's sig.
- 7.** Stamp top righthand corner on last page with copy for copy atty. Stamp reporter's sig.
- 8.** Add errata sheet and lawyer's note. Write in the Reporter's initials & date.
- 9.** Create read & sign letter if read and sign.
- 10.** Stamp "original" on witness signature page for copy atty.
- 11.** Stamp "copy" on witness signature page for original atty.
- 12.** Attached backing to transcript and mini/word index.