

HOW TO PREPARE READ & SIGN PACKAGE

1. Open read & sign guidelines for state of Mass. Or out of state
2. Fill in the blanks for the date, deponent, date of depo, atty's name, & firm address
3. Print on stationary
4. Open the "read & sign letter"
5. Fill in the blanks for atty's name & address, date, case name, deponent, your name & cc
other attys
6. Print on stationary
7. Sign the letter above your name and print a copy for office & copies for all other attys
8. Place original letter & guidelines in the read & sign atty's transcript, or mail if no order
9. Place copies of the read & sign letter to original & other copy attys transcript if ordered