

Reporter Information Form

PERSONAL CONTACT INFORMATION

Name:

Address:

City: State ZIP

Cell: Cell Provider:

Home: Fax:

E-mail:

SSN or Tax ID

Company Name:

Gender: Date of Birth:

Emergency: Cell:

Relationship: Home:

Upload photo of yourself so we can put a face to a name
May we use photo on our website? Yes No
Would you like photo on business cards? Yes No

REPORTING INFORMATION AND HISTORY

How many years reporting? CAT software? Writer? Average Untran %?

What is your highest level of education? Name of your college degree(s):

Name institution where you achieved court reporting degree?

Mark all applicable national reporting certifications: RPR RMR RDR CRR CBC CCP CLVS CMRS

NCRA certificates:

Does your state require certification? Yes No Do you currently have your state certification? Yes No

State certification acronym and number?

List court reporting affiliations: NCRA Your State

List any other reporting affiliations:

Do you swear witnesses in your state via being a notary? Yes No

List state(s) and notary cert number(s) and expiration:

Are court reporters hired in your state by law firms to report civil hearings and trials? Yes No

If yes to above question, are you willing to report hearings and trials? Yes No

Do you hook up regularly and do realtime for yourself? Yes No

Do you do automatic indexing through your CAT software? Yes No

Do you use a scopist? Yes No Do you use a proofreader? Yes No

If you scope, do you use proofreader and vice versa before you finalize transcripts? Yes No

Do you enjoy court reporting? Yes No

Use three adjectives to describe yourself:

Name:

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If you carry professional liability insurance, please state carrier and amount:

Do you have a digital signature set up with Real Legal? Yes No

If no, are you willing to sign up and use? Yes No

List any other digital sig you use or further explanation:

What technical areas of the law do you feel proficient in?

If you list that you are proficient in any of the following areas of law (medmal, maritime, asbestos, aviation, pharmaceutical) please attach 15 pages of a transcript of each specialty in ASCII or PDF format which best demonstrates said proficiency.

Under reasonable reporting circumstances, can you deliver a dirty ASCII to a lawyer within an hour or two? Yes No

LOCATION AND TRAVEL INFORMATION

Name all counties and states you are authorized and willing to travel to work?

Do you have a current passport? Yes No

Have you reported in other countries? Yes No

Are you willing to report in other countries? Yes No

Do you speak any languages other than English? Yes No

Which countries have you reported in?

What other languages do you speak?

REALTIME AND STREAMING INFORMATION

Have you hooked up realtime? Yes No How do you hook up realtime? Wireless Cables

What is the highest amount of hookups you've had in one realtime assignment?

On a scale of 1-10, 10 being highest, how proficient do you feel you are in troubleshooting realtime issues for clients?

Do you have throwdown laptops? Yes No If so, how many? 1 2 3 4+

Which realtime browsers have you connected to?

Have you ever realtimed a trial? Yes No

If so, explain hours worked; i.e., shifts, all day?

Have you ever streamed realtime? Yes No

Are you proficient in hooking into stream yourself without IT assistance? Yes No

Which streaming browsers have you worked with?

ATTACHMENTS TO EMAIL BEING SENT TO PRODUCTION@PHIPPSREPORTING.COM

This Form Resume (some companies require us to produce who our great reporters are!) Current Photo

Transcript (excerpt-15 pages of completed depo in pdf or ASCII) Transcript (excerpts of transcripts in technical areas)