

## MIKE MOBLEY REPORTING

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**MMR**

Below please find our networking protocols:

- 1) Transcript should have 25 lines per page
- 2) Please email ASCII on the 8<sup>th</sup> business day to [tmobley@mobleyreporting.com](mailto:tmobley@mobleyreporting.com) and [csparks@mobleyreporting.com](mailto:csparks@mobleyreporting.com). Please do not put headers or footers on ASCII file.
- 3) If this job is rush please contact our office immediately
- 4) Please fill out worksheet and fax back to 937-222-9747 within three business days of taking this job.
- 5) Please overnight exhibits, signed and sealed cert pages, videotapes and your invoice via our UPS number 454-26E. Please send to ATTN: Candace Sparks, Mike Mobley Reporting, 334 South Main Street, Dayton, OH 45402. Please note that all production is done out of the Dayton office. All correspondence regarding network jobs should be sent there.
- 6) Please include very detailed production and delivery information for each attorney in the email sent to our office. Also, please include phone numbers and email addresses on the appearance page for each attorney
- 7) Please name files by month, day, year and then witness initials. (i.e. 120105tm.txt)
- 8) If there is a rough ASCII, please send this file also for archiving at our office.
- 9) There are certain attorneys that we have sign transcript order forms. We will send those to you on job specific basis if those attorneys will appear.
- 10) If you have any questions, please call 1-800-381-6944. Both Dayton and Cincinnati office phones are forwarded to our home in the evening so you should be able to reach us 24/7. Please try Todd Mobley's cell phone if you do not get an answer at the business line at 937-287-7713.