VENUE IN ALL CAPS

VENUE SECOND LINE IF NEEDED

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLAINTIFF NAME,

Plaintiff(s),

v. Index No.

DEFENDANT NAME, ######

Defendant(s).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DEPOSITION OF WITNESS NAME

DATE: Day of week, month day, 2022

TIME: Start Time a.m./p.m.

LOCATION: Job Location Name

Address

City, ST ZIP

REPORTED BY: Reporter Name, Notary Public

A P P E A R A N C E S

ON BEHALF OF PLAINTIFF(S) NAME(S):

ATTORNEY NAME, ESQUIRE

Firm Name

Address

City, ST ZIP

email

Phone

ON BEHALF OF DEFENDANT(S) NAME(S):

ATTORNEY NAME, ESQUIRE

Firm Name

Address

City, ST ZIP

email

Phone

ALSO PRESENT:

Name, Title

Name, Title

I N D E X

EXAMINATION: PAGE

By Mr./Ms. Last Name ##

By Mr./Ms. Last Name ##

By Mr./Ms. Last Name ##

E X H I B I T S

NO. DESCRIPTION PAGE

Exhibit # Description goes here #

Exhibit # Description goes here #

(Exhibits attached.) or (Exhibits retained by counsel.) or (None marked.)

P R O C E E D I N G S

THE REPORTER: This is an example of colloquy in the Colloquy style. Always use the styles within the template for each section of the transcript.

We insert two spaces between end punctuation. Speaker tokens are always in all CAPS and are followed by a colon and two spaces. Crosstalk and interruptions should be noted with a double dash. An ellipsis may be used for speech that trails off.

We do not transcribe the oath verbatim, but instead insert the blurb below. The oath blurb is in Normal style.

WHEREUPON,

WITNESS NAME,

called as a witness, and having been first duly sworn to tell the truth, the whole truth, and nothing but the truth, was examined and testified as follows:

EXAMINATION

BY MR./MS. LAST NAME:

Q We insert the examination header right before the start of each attorney's examination. The examination header is in Normal style. The BY line is also in Normal style and is inserted after each colloquy interruption during Q&A.

This is the asking attorney speaking to the witness during the examination. Use the Q&A style from the "Styles" bar. We tab to 1" in Q&A for new paragraphs.

A This is the witness answering. There is a tab between each Q or A and the words spoken.

MR. LAST NAME: This is interruption of Q&A. When exhibits are marked, we enter a parenthetical in the Parenthetical style and list the page number in the exhibit index where the parenthetical appears.

(Exhibit # was marked for identification.)

BY MR./MS. LAST NAME:

Q We enter a BY line after any section of colloquy that interrupts Q&A.

A Yes.

MR. LAST NAME: This is the closing of the proceeding in colloquy.

THE REPORTER: Closing words and off-the-record time. Time also goes in parenthetical below.

(Whereupon, at ##:## a.m./p.m., the proceeding was concluded.)

CERTIFICATE OF TRANSCRIBER

I, TRANSCRIBER NAME, do hereby certify that this transcript was prepared from the digital audio recording of the foregoing proceeding, that said transcript is a true and accurate record of the proceedings to the best of my knowledge, skills, and ability; that I am neither counsel for, related to, nor employed by any of the parties to the action in which this was taken; and, further, that I am not a relative or employee of any counsel or attorney employed by the parties hereto, nor financially or otherwise interested in the outcome of this action.

TRANSCRIBER NAME