

## Appendix B.

### Freelance

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#### Note

Anywhere brackets appear on a "Sample," a decision (replacement or deletion if not applicable) needs to be made by the reporter and the brackets deleted.

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**IN RE:**  
**{PLACE APPROPRIATE CAPTION HERE}**

---

**REPORTER'S CERTIFICATE**

**I, {REPORTER'S NAME}, RMR, CRR, RPR, NM CCR #00,**  
**DO HEREBY CERTIFY that on {DATE}, the Proceedings in the**  
**above-captioned matter were taken before me, that I did**  
**report in stenographic shorthand the Proceedings set forth**  
**herein, and the foregoing pages are a true and correct**  
**transcription to the best of my ability.**

**I FURTHER CERTIFY that I am neither employed by**  
**nor related to nor contracted with (unless excepted by the**  
**rules) any of the parties or attorneys in this case, and**  
**that I have no interest whatsoever in the final**  
**disposition of this case in any court.**

---

**REPORTER'S NAME, RMR, CRR, RPR**  
**New Mexico CCR #00**  
**License Expires: 12-31-0000**

**\*\* PLEASE NOTE: This Reporter's Certificate page should**  
**be used with non-District and non-Federal cases; i.e.,**  
**medical-legal panels, arbitrations, etc.**

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**{NUMBER} JUDICIAL DISTRICT COURT  
COUNTY OF {NAME}  
STATE OF NEW MEXICO**

**No. CV {CASE NUMBER}**

**{PLAINTIFF},**

**Plaintiff,**

**vs.**

**{DEFENDANT},**

**Defendant.**

**REPORTER'S CERTIFICATE**

**I, {REPORTER'S NAME}, RMR, CRR, RPR, NM CCR #00, DO**

**HEREBY CERTIFY that on {DATE}, the Deposition of  
{DEPONENT'S NAME} was taken before me at the request of,  
and sealed original thereof retained by:**

**FOR THE {PARTY}  
{ATTORNEY NAME}  
{FIRM NAME}  
{ADDRESS}  
{CITY, STATE, ZIP}**

**I FURTHER CERTIFY that copies of this Certificate  
have been mailed or delivered to all Counsel, and parties  
to the proceedings not represented by counsel, appearing  
at the taking of the deposition.**

**REPORTER'S NAME, RMR, CRR, RPR**

1 I FURTHER CERTIFY that examination of this transcript  
2 and signature of the witness was {NOT REQUESTED/REQUESTED  
3 /WAIVED} by the witness and all parties present. On  
4 {MAILING DATE}, a letter was mailed or delivered to  
5 {ATTORNEY/WITNESS} regarding obtaining signature of the  
6 witness, and corrections, if any, were appended to the  
7 original and each copy of the Deposition.

8 I FURTHER CERTIFY that the recoverable cost of the  
9 original and one copy of the Deposition, including  
10 exhibits, to {TAKING ATTORNEY'S NAME} is: \$ \_\_\_\_\_

11 I FURTHER CERTIFY that I did administer the oath to  
12 the witness herein prior to the taking of this Deposition;  
13 that I did thereafter report in stenographic shorthand the  
14 questions and answers set forth herein, and the foregoing  
15 is a true and correct transcript of the proceeding had  
16 upon the taking of this Deposition to the best of my  
17 ability.

18 I FURTHER CERTIFY that I am neither employed by nor  
19 related to nor contracted with (unless excepted by the  
20 rules) any of the parties or attorneys in this case, and  
21 that I have no interest whatsoever in the final  
22 disposition of this case in any court.

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\_\_\_\_\_  
REPORTER'S NAME, RMR, CRR, RPR  
New Mexico CCR #00  
License Expires: 12-31-0000

REPORTER'S NAME, RMR, CRR, RPR

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{NUMBER} JUDICIAL DISTRICT COURT  
COUNTY OF {NAME}  
STATE OF NEW MEXICO

No. CV {CASE NUMBER}

{PLAINTIFF},

Plaintiff,

vs.

{DEFENDANT},

Defendant.

CERTIFICATE OF NONAPPEARANCE

I, {REPORTER NAME} DO HEREBY CERTIFY that the  
Deposition of {DEPONENT'S NAME} was to be taken on {DATE}  
at the {LOCATION OF DEPOSITION}, {CITY}, New Mexico, at  
the hour of {TIME}.

THAT the attorney for the {APPROPRIATE PARTY}  
and the court reporter appeared at that time and place,  
but the witness failed to appear.

Dated this {DATE}.

\_\_\_\_\_  
REPORTER'S NAME, RMR, CRR, RPR  
NEW MEXICO CCR #00  
COURT REPORTING FIRM  
{Address}  
{City}, New Mexico {Zip}.

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{NUMBER} JUDICIAL DISTRICT COURT  
COUNTY OF {NAME}  
STATE OF NEW MEXICO

No. CV {CASE NUMBER}

{PLAINTIFF},

Plaintiff,

vs.

{DEFENDANT},

Defendant.

CERTIFIED QUESTIONS/ANSWERS IN THE  
DEPOSITION OF {DEPONENT'S NAME}

{DATE}  
{TIME}  
{LOCATION}  
{ADDRESS}  
{CITY}, New Mexico {ZIP}

PURSUANT TO THE NEW MEXICO RULES OF CIVIL PROCEDURE,

this {TYPE OF PROCEEDING} was:

TAKEN BY: {ATTORNEY NAME}  
ATTORNEY FOR THE {APPROPRIATE PARTY}

REPORTED BY: REPORTER'S NAME, RMR, CRR, RPR  
NEW MEXICO CCR #00  
COURT REPORTING FIRM  
{Address}  
{City}, New Mexico {Zip}

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**A P P E A R A N C E S**

**For the {PARTY}:**

{ATTORNEY NAME}  
{LAW FIRM NAME}  
{ADDRESS}  
{CITY, STATE, ZIP}  
{PHONE NUMBER}  
{EMAIL} \*\*

**For the {PARTY}:**

{ATTORNEY NAME}  
{LAW FIRM NAME}  
{ADDRESS}  
{CITY, STATE, ZIP}  
{PHONE NUMBER}  
{EMAIL} \*\*

**Also Present:**

{EVERYONE ELSE} \*\*\*

\*\*\*\*\*

*\*\* PLEASE NOTE: Email Addresses are Optional*

*\*\*\* PLEASE NOTE: Everyone Present in a Deposition must be noted on The Appearance Page - No Exceptions*

*\*\*\*\*PLEASE NOTE: The Index can be Included on this Page*

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{NUMBER} JUDICIAL DISTRICT COURT  
COUNTY OF {NAME}  
STATE OF NEW MEXICO

No. CV {CASE NUMBER}

{PLAINTIFF},

Plaintiff,

vs.

{DEFENDANT},

Defendant.

DEPOSITION OF {DEPONENT'S NAME}

{DATE}  
{TIME}  
{LOCATION}  
{ADDRESS}  
{CITY}, New Mexico {ZIP}

PURSUANT TO THE NEW MEXICO RULES OF CIVIL PROCEDURE,

this Deposition was:

TAKEN BY: {ATTORNEY NAME}  
ATTORNEY FOR THE {APPROPRIATE PARTY}

REPORTED BY: REPORTER'S NAME, RMR, CRR, RPR  
NEW MEXICO CCR #00  
COURT REPORTING FIRM  
{Address}  
{City}, New Mexico {Zip}

Reporter's Name, CRR, RPR, CCR #000



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{PARTY vs. PARTY}

**SIGNATURE/CORRECTION PAGE**

If there are any typographical errors to your  
Deposition, please indicate them below:

**PAGE LINE**

\_\_\_\_\_ Change to \_\_\_\_\_

\_\_\_\_\_ Change to \_\_\_\_\_

\_\_\_\_\_ Change to \_\_\_\_\_

\_\_\_\_\_ Change to \_\_\_\_\_

\_\_\_\_\_ Change to \_\_\_\_\_

Any other changes to your Deposition are to be listed  
below with a statement as to the reason for such  
change:

**PAGE LINE CORRECTION REASON FOR CHANGE**

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\_\_\_\_\_

I, {DEPONENT'S NAME}, do hereby certify that I have  
read the foregoing pages of my testimony as transcribed,  
and that the same is a true and correct record of the  
testimony given by me in this Deposition on {DATE OF  
DEPOSITION}, except for the changes made.

\_\_\_\_\_  
Date signed {DEPONENT'S NAME}

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IN THE UNITED STATES DISTRICT COURT

FOR THE DISTRICT OF NEW MEXICO

{PLAINTIFF},

Plaintiff,

vs.

No. CIV {CASE NUMBER}

{DEFENDANT},

Defendant.

**REPORTER'S CERTIFICATE**

I, {REPORTER'S NAME}, RMR, CRR, RPR, NM CCR #00, DO

HEREBY CERTIFY that on {DATE}, the Deposition of

{DEPONENT'S NAME} was taken before me at the request of,

and sealed original thereof retained by:

FOR THE {PARTY}  
{ATTORNEY NAME}  
{FIRM NAME}  
{ADDRESS}  
{CITY, STATE, ZIP}

I FURTHER CERTIFY that copies of this Certificate  
have been mailed or delivered to all Counsel, and parties  
to the proceedings not represented by counsel, appearing  
at the taking of the deposition.

REPORTER'S NAME, RMR, CRR, RPR

1 I FURTHER CERTIFY that examination of this transcript  
2 and signature of the witness was {NOT REQUESTED/REQUESTED  
3 /WAIVED} by the witness and all parties present. On  
4 {MAILING DATE}, a letter was mailed or delivered to  
5 {ATTORNEY/WITNESS} regarding obtaining signature of the  
6 witness, and corrections, if any, were appended to the  
7 original and each copy of the Deposition.

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9 original and one copy of the Deposition, including  
10 exhibits, to {TAKING ATTORNEY'S NAME} is: \$ \_\_\_\_\_

11 I FURTHER CERTIFY that I did administer the oath to  
12 the witness herein prior to the taking of this Deposition;  
13 that I did thereafter report in stenographic shorthand the  
14 questions and answers set forth herein, and the foregoing  
15 is a true and correct transcript of the proceeding had  
16 upon the taking of this Deposition to the best of my  
17 ability.

18 I FURTHER CERTIFY that I am neither employed by nor  
19 related to nor contracted with (unless excepted by the  
20 rules) any of the parties or attorneys in this case, and  
21 that I have no interest whatsoever in the final  
22 disposition of this case in any court.

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REPORTER'S NAME, RMR, CRR, RPR  
New Mexico CCR #00  
License Expires: 12-31-0000

REPORTER'S NAME, RMR, CRR, RPR

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IN THE UNITED STATES DISTRICT COURT

FOR THE DISTRICT OF NEW MEXICO

{PLAINTIFF},

Plaintiff,

vs.

No. CIV {CASE NUMBER}

{DEFENDANT},

Defendant.

DEPOSITION OF {DEPONENT'S NAME}

{DATE}

{TIME}

{LOCATION}

{ADDRESS}

{CITY}, New Mexico {ZIP}

PURSUANT TO THE FEDERAL RULES OF CIVIL PROCEDURE,

this Deposition was:

TAKEN BY: {ATTORNEY NAME}  
ATTORNEY FOR THE {APPROPRIATE PARTY}

REPORTED BY: REPORTER'S NAME, RMR, CRR, RPR  
NEW MEXICO CCR #00  
COURT REPORTING FIRM  
{Address}  
{City}, New Mexico {Zip}

REPORTER'S NAME, RMR, CRR, RPR

Sample Notary Public Affidavit B-10

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

AFFIDAVIT

I, {Notary's Name}, State of {State Name} Notary Public, do hereby certify that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me came \_\_\_\_\_, known to be the individual described and/or identified in the Notice to Take Deposition, and that he/she was dually sworn/affirmed under oath by me.

(Seal)

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

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OATH

"Do you swear or affirm that the testimony you're about to give will be the truth, the whole truth, and nothing but the truth?"

INTERPRETER OATH

"Do you swear or affirm to interpret from English to {LANGUAGE} and {LANGUAGE} to English to the best of your ability?"

*\*\* Please note: When an Interpreter is present, you must swear in the Interpreter first, and then the Deponent*

\*\*\*\*\*

SETTING UP AN EXAMINATION

{DEPONENT'S NAME}

having been first duly sworn, testified as follows:

EXAMINATION

BY {ATTORNEY NAME}:

\*\*\*

SETTING UP AN EXAMINATION WITH AN INTERPRETER

{DEPONENT'S NAME}

having been first duly sworn, testified through the duly sworn interpreter, {INTERPRETER NAME}, as follows:

EXAMINATION

BY {ATTORNEY NAME}:

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*AT THE CONCLUSION OF THE PROCEEDINGS*

**(The {Deposition/Proceedings} {concluded/  
adjourned/recessed} at {TIME} AM/PM)**

\* \* \* \*

*OFF THE RECORD DISCUSSIONS*

**(A discussion was held off the record.)**

*\*\* Please note: All off the record discussions  
should be noted in the body of the transcript*

\* \* \* \*

*READING BACK TESTIMONY*

**(The record was read as requested.)**

**OR**

**the reporter may type in exactly what was read back**

\* \* \* \*

*MARKING EXHIBITS*

**(Exhibit No. {# or LETTER} marked.)**

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RECESSES

**(Recess was held from {TIME} until {TIME})**

*\*\* PLEASE NOTE: The Recess parenthetical should be on one line and indented 10 spaces from the left margin. All recesses should have a parenthetical showing when the recess started and ended*

\* \* \* \*

OTHER PARENTHETICALS

**At times it may be necessary for parenthetical remarks to be used to clarify some action, or note some change in the activity of the proceedings. These are included in the transcript for the limited purpose of clarifying events which would otherwise make the transcript meaningless. The following are examples.**

**(Witness nods head.)**

**(Witness shakes head.)**

**(Telephone rings.)**

**(Knock on the door.)**

**(Tape played into the record.)**



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*SAMPLE COLLOQUY FORMAT*

**SUSAN SMITH**

**having been first duly sworn, testified as follows:**

**EXAMINATION**

**BY MARY JENNINGS:**

**Q. Please state your name.**

**A. Susan Smith.**

**Q. What is your Social Security number?**

**MR. JONES: Objection, irrelevant.**

**MS. JENNINGS: Are you instructing her not to answer the question?**

**MR. JONES: Yes, I am.**

**Q. (By Ms. Jennings) well, do you have a Social Security number?**

**A. Uh-huh.**

**Q. Is that a yes?**

**A. Yes; sorry.**

**Q. That's all right. Let me mark your Notice to Take Deposition Duces Tecum as Exhibit No. 1.**

**(Exhibit No. 1 marked.)**

**Q. Do you recognize this document?**

**MR. JONES: Look it over carefully.**

**A. Yes, I do.**

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*READING DEPOSITION EXCERPTS INTO THE RECORD.*

**Q.** And he testified as follows:

**"QUESTION:** Were you there?

**"ANSWER:** Yes, I was.

**"QUESTION:** So you saw the accident?

**"ANSWER:** Well, I saw the last part of it. I

remember watching the light change from green to

red."

Do you disagree with that statement?

**A.** Yes, I do.

\* \* \* \*

## Sample Rough Draft Disclaimer B-13

This rough draft transcript is not finalized, is uncertified and may contain misspelled names and/or nonsensical English word combinations or steno untranslates. All such entries will be corrected on the final certified transcript upon its delivery to you in accordance with our standard delivery terms.

This "Uncertified Rough Draft Copy" is intended only for the purpose of augmenting counsels' notes and is not intended to be copied, used or cited in any court proceedings or distributed to any other parties.

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**IN RE:  
{PLACE APPROPRIATE CAPTION HERE}**

---

**REPORTER'S CERTIFICATE**

**I, {REPORTER'S NAME}, RMR, CRR, RPR, NM CCR #00,  
DO HEREBY CERTIFY that on {DATE}, the {SWORN STATEMENT/  
EXAMINATION UNDER OATH} of {DEPONENT'S NAME} was taken  
before me, that I did administer the oath to the witness  
herein, that I did report in stenographic shorthand the  
Proceedings set forth herein, and the foregoing pages are  
a true and correct transcription to the best of my  
ability.**

**I FURTHER CERTIFY that I am neither employed by  
nor related to nor contracted with (unless excepted by the  
rules) any of the parties or attorneys in this matter, and  
that I have no interest whatsoever in the final  
disposition of this matter.**

**REPORTER'S NAME, RMR, CRR, RPR  
New Mexico CCR #00  
License Expires: 12-31-0000**

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IN RE:  
{PLACE APPROPRIATE CAPTION HERE}

---

{SWORN STATEMENT/EXAMINATION UNDER OATH} OF {DEPONENT}

{DATE}  
{TIME}  
{LOCATION}  
{ADDRESS}  
{CITY}, New Mexico {ZIP}

TAKEN BY: {ATTORNEY NAME}  
ATTORNEY FOR {APPROPRIATE NAME}

REPORTED BY: REPORTER'S NAME, RMR, CRR, RPR  
NEW MEXICO CCR #00  
COURT REPORTING FIRM  
{Address}  
{City}, New Mexico {Zip}

*\*\* PLEASE NOTE: USE THE STANDARD APPEARANCES PAGE, AND  
THE SWORN STATEMENT/EXAMINATION UNDER OATH CERTIFICATE*

REPORTER'S NAME, RMR, CRR, RPR

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**IN RE:  
{PLACE APPROPRIATE CAPTION HERE}**

---

**REPORTER'S CERTIFICATE**

**I, {REPORTER'S NAME}, RMR, CRR, RPR, NM CCR #00,  
DO HEREBY CERTIFY that I did, in stenographic shorthand,  
transcribe the audiotaped proceedings set forth herein,  
and the foregoing pages are a true and correct  
transcription to the best of my ability. The tape was of  
{FAIR/POOR} quality.**

**I FURTHER CERTIFY that I am neither employed by  
nor related to nor contracted with (unless excepted by the  
rules) any of the parties or attorneys in this matter, and  
that I have no interest whatsoever in the final  
disposition of this matter.**

**REPORTER'S NAME, RMR, CRR, RPR  
New Mexico CCR #00  
License Expires: 12-31-0000**

**REPORTER'S NAME, RMR, CRR, RPR**

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IN RE:  
{PLACE APPROPRIATE CAPTION HERE}

---

**CERTIFICATE**

I, {REPORTER'S NAME}, RMR, CRR, RPR, NM CCR #00,  
DO HEREBY CERTIFY that the foregoing tape transcription  
was prepared from provided tapes, that the tapes were  
reduced to typewritten transcript by {TYPIST'S NAME}, and  
that the foregoing pages are a true and correct  
transcription of the recorded proceedings, to the best of  
our knowledge and hearing ability. The tape was of  
{FAIR/POOR} quality.

I FURTHER CERTIFY that I am neither employed by  
nor related to nor contracted with (unless excepted by the  
rules) any of the parties or attorneys in this matter, and  
that I have no interest whatsoever in the final  
disposition of this matter.

---

REPORTER'S NAME, RMR, CRR, RPR  
NEW MEXICO CCR #00  
COURT REPORTING FIRM  
{Address}  
{City}, New Mexico {Zip}

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STATE OF NEW MEXICO

WORKERS' COMPENSATION ADMINISTRATION

{PLAINTIFF/WORKER'S NAME},

{Plaintiff/worker},

vs.

No. WCA {CASE NUMBER}

{EMPLOYER/INSURED'S NAME},

{Employer/Insured/Self-Insured}.

DEPOSITION OF {DEPONENT'S NAME}

{DATE}

{TIME}

{LOCATION}

{ADDRESS}

{CITY}, New Mexico {ZIP}

PURSUANT TO THE WORKERS' COMPENSATION ADMINISTRATION

RULES OF CIVIL PROCEDURE, this Deposition was:

TAKEN BY: {ATTORNEY NAME}  
ATTORNEY FOR THE {WORKER/EMPLOYER/INSURER}

REPORTED BY: REPORTER'S NAME, RMR, CRR, RPR  
NEW MEXICO CCR #00  
COURT REPORTING FIRM  
{Address}  
{City}, New Mexico {Zip}

*\*\* PLEASE NOTE: USE THE STANDARD APPEARANCES PAGE, AND  
THE REPORTER'S CERTIFICATE PAGE FOR WORKERS' COMPENSATION  
CASES*

REPORTER'S NAME, RMR, CRR, RPR



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