

EXCERPTS

Occasionally, an attorney will request that you prepare an excerpt from a deposition or court hearing. In that case, prepare a title page indicating that it is an excerpt. (There is an example of this in the Metro manual on page 45a)

Continue in the normal fashion until you reach the end of the testimony that was requested. At this time, instead of (Whereupon, the deposition or hearing in the above-entitled matter was concluded at 1:35 p.m.), type simply (Excerpt Concluded.)

It is not necessary to put a certificate on an excerpt as it will not be filed, but you may. Just be sure to change the language to be pertinent to an excerpt. Be sure to keep the original or a copy for yourself in order to assure that the final transcript matches exactly the excerpt that you prepared.