**INSTRUCTION SHEET FOR COURT REPORTERS**

Please include an index of witnesses and exhibits in the transcript and indicate the number of people in attendance at the hearing on either the first or last page of the transcript.

The enclosed Notices are to be the first exhibit for all three copies of the transcript, please label as Exhibit #1. Exhibit #2 will be provided to you at the hearing by a representative of our office. Please label accordingly.

In order to facilitate cataloging and location of the exhibits which form part of the original transcript of a public hearing, please use the following guide for numbering the exhibits to be attached to the transcript:

 Exhibit No. Exhibit

 1 Notice of Hearing

 2 Public Hearing Participant’s Packet

 3\* Brochure - Landowners Rights under Wisconsin Eminent Domain Law

 4\* Brochure - Wisconsin Relocation Rights for Residential Properties

 5 Wisconsin Relocation Rights for Business Properties

 6\* Photographs of hearing display exhibits

 7\* Environmental Document

 8\*\* Registration Slip for Verbal Testimony (handed in by those who testified)

 9, etc. Any other exhibits (petitions, letters, etc.) requested to be entered as part of

 the hearing

\* Court reporter will not receive copies of these exhibits. They will be numbered and inserted in the transcript by our project development staff.

\*\* Please bundle the tear-off slips together and include with the original transcript.

Many of the court reporters use a stamp to number the exhibits such as:

 Exhibit No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 John Doe

 Reporter

 Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you do not have a stamp, please mark exhibits #1, #2, #8, etc. in a similar manner by hand.

Please submit your bill in duplicate. Show breakdown of charges - including cost per page of original transcript and cost per page of the copy. A sample billing is enclosed for your information. Mail the transcripts and bill to our office address shown on our letterhead.

Thank you.

**SAMPLE BILLING**

Original Transcript: pages @ $\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_

Carbon Copy Transcript: \_\_\_\_\_\_\_ Pages @ $ \_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_

Appearance Fee:

 or

(Reporting Fee)

Mileage: \_\_\_\_\_\_\_\_\_ miles @ \_\_\_\_\_\_\_ per mile $\_\_\_\_\_\_\_\_\_\_\_

Mailing: $\_\_\_\_\_\_\_\_\_\_\_

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

**TOTAL AMOUNT DUE** $\_\_\_\_\_\_\_\_\_\_\_