

REALTIME GLOSSARY

A realtime glossary enables the court reporter to create a job dictionary with specific terminology and proper names that may be unique to a case. It reduces the amount of untranslated steno that will appear in realtime transcript.

For all cases to be heard before Magistrate Judge Patrick J. Hanna, the following things need to be included in the realtime glossary and provided to the Courtroom Deputy for Magistrate Judge Hanna, for transmittal to the court reporter at least ten (10) business days before the trial is scheduled to begin.

- **SHORT INTRODUCTION** outlining what the case is about and when the trial date is. An example would be: Offshore rig accident out in the Gulf of Mexico resulting in a back injury. The trial date is September 10, 2010.
- **LIST OF ALL PROPER NAMES** This needs to include short forms of ALL names AND/OR any nicknames that may be used during the trial. For instance, James Keith smith a/k/a Jim Smith a/ka/ Jimmy Smith. For company names, list the full legal name as well as any short form names that will come up during the trial. An example of this would be Bluebonnet Insurance Company, Incorporated a/k/a Bluebonnet a/k/a BICI. If the name is not gender apparent, please include Mr. or Ms.
- **WILL CALL and MAY CALL WITNESS LISTS**
- **EXHIBIT LISTS**
- **ALL EXPERT REPORTS AND CURRICULUM VITAE**
- **KEY WORD INDEXES FROM EXPERT OR TECHNICAL WITNESSES ONLY**
- **IMPORTANT DATES.** This would include things like the accident date, surgery dates, et cetera.
- **TECHNICAL/MEDICAL TERMS**

REALTIME GLOSSARY EXAMPLE

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Paula,

Enclosed please find the realtime glossary for the case of James Smith v. Bluebonnet Insurance Company. It's a case involving an offshore rig accident in the Gulf of Mexico in a back injury. The trial date is September 14, 2010.

James Keith Smith, III
Jim Smith (most common)
Bluebonnet Insurance Company, Incorporated
BICI (most common)
Worldwide Divers, Incorporated
Worldwide (most common)
Rig 23
M/V SKYHAWK

Witness Names: (attached)
Exhibit List: (attached)
Expert Reports and CVS: (none)
Keyword Indexing: (none)

June 16, 2008 (DOA)
June 20, 2008 (Date of Surgery)

jettison
shoal
gyropilot
gyroscopic inertia
gyroscopic stabilizer