

# REAL-TIME GLOSSARY

A real-time 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 unreadable data that will appear in the real-time transcript provided to the Court.

The following things need to be included in the real-time glossary and submitted to the court reporter via email at least seven (7) days before the trial date.

For a very basic reference, see Page 2 for example of a real-time glossary.

1. SHORT INTRODUCTION. Outline 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 which required surgery. Date of accident is June 16, 2008. Date of surgery is June 20, 2008. The trial date is September 14, 2010.
2. LIST OF ALL PROPER NAMES. This also 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/k/a Jimmy Smith a/k/a Smitty (pronounced "Smi-tee.") *If the name is not gender apparent, please include the Mr. or Ms.*
3. WITNESS LIST (if not filed in CM/ECF)
4. EXHIBIT LIST (if not filed in CM/ECF)
5. ALL EXPERT REPORTS AND CURRICULUM VITAE (if not filed as exhibits)
6. TECHNICAL/MEDICAL TERMS AND ACRONYMS. Include any terms and acronyms that are not ordinarily encountered in our day-to-day life and/or any words you feel will come up during the trial that might be unique to the case.
7. CASE LAW/TABLE OF AUTHORITIES. Include all case law cites which will be discussed on the record during the trial, even if it has already been filed in CM/ECF with other briefing. You can send me the table of authorities from prior briefings but I don't need the entire pleading.
8. DEPOSITIONS. List of witnesses whose deposition was taken in the case if they will be referred to during trial or deposition testimony offered in lieu of live testimony. For those offered in lieu of live testimony, transcripts and video will need to be filed as an exhibit. If transcripts or excerpts are read into the record, please file a pdf of the portions read as the exhibit. If a video deposition is played, please file the video itself (or excerpted video) as the exhibit as well as a pdf transcript. I do not need the videos or transcripts themselves or keyword indexes, just the list of deposition witnesses; but I will need the filed exhibit transcripts and video as part of the record if transcription of the trial is later requested.

## REAL-TIME GLOSSARY EXAMPLE

DD Juranka, CRR  
Official Court Reporter  
USDC-Western District of LA  
611 Broad Street  
Lake Charles, LA 70601  
**SEND VIA EMAIL TO: [ddj.fedreporter@gmail.com](mailto:ddj.fedreporter@gmail.com)**

Re: James Smith v. Bluebonnet Insurance Company  
Docket No. 2:08-cv-0000

Dear Ms. Juranka:

Plaintiff/Defendant hereby submits this real-time glossary for the above-referenced case set for trial on September 14, 2010. This is a case involving an alleged offshore rig accident that occurred in the Gulf of Mexico resulting in a back injury which required surgery. The date of the alleged accident is June 16, 2008. The date of plaintiff's back surgery is June 20, 2008.

### Proper Names:

James Keith Smith, III, a/k/a Jim Smith, nickname Smitty (pronounced "Smi-tee")  
Bluebonnet Insurance Company, Incorporated  
BICI (most common, pronounced "Bee-see")  
Worldwide Divers, Incorporated (Worldwide)  
Rig 23  
M/V SKYHAWK  
Ronald Kozak, MD (back surgeon)

### Terminology:

jettison	gyroscopic inertia (GSI)
shoal	gyroscopic stabilizer (GSS – pronounced "G-sis")
gyropilot	

### Witness testimony via deposition:

Jorge ("George") Cuervo  
LaDonte Anahuar (pronounced "An-war")

Witness List (PDF attached or filed in the record)

Exhibit List (PDF attached or filed in the record)

Expert Reports and CV's (PDF attached or filed in the record)

Case Law (PDF attached Table of Authorities)

Sincerely,  
Counsel for Plaintiff/Defendant