

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 unreadable data that will appear in the realtime transcript provided to the court.

The following things need to be included in the realtime 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 realtime glossary.

- **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.
- **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/k/a Jimmy Smith a/k/a Smitty. *If the name is not gender apparent, please include the Mr. or Ms.*
- **WITNESS LIST** (if not filed in CM/ECF)
- **EXHIBIT LIST** (if not filed in CM/ECF)
- **ALL EXPERT REPORTS AND CURRICULUM VITAE** (if not filed as exhibits)
- **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.
- **CASE LAW/TABLE OF AUTHORITIES.** Include all case law cites referred to throughout the duration of the case and any new case cites which may come up during the trial, even if it has already been filed in CM/ECF with other briefing.

REALTIME GLOSSARY EXAMPLE

DD Juranka, CRR
Official Court Reporter
USDC-Western District of LA
611 Broad Street, Suite 267
Lake Charles, LA 70601

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

Dear Ms. Juranka:

Defendant hereby submits this realtime 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
Jim Smith (most common)
Bluebonnet Insurance Company, Incorporated
BICI (most common)
Worldwide Divers, Incorporated
Worldwide (most common)
Rig 23
M/V SKYHAWK
Ronald Kozak, MD (back surgeon)

Terminology:

jettison
shoal
gyropilot
gyroscopic inertia (GSI)
gyroscopic stabilizer (GSS)

Witness Names: (Attached or Filed in CM/ECF)

Exhibit List: (Attached or Filed in CM/ECF)

Expert Reports and CVs: (Attached or Filed as exhibits)

Case Law: (See attached Table of Authorities)