

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 translation 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 of what the case is about, when the trial date is, and who will be the presenting/speaking attorneys on behalf of your client. An example would be: Offshore rig accident 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, and presenting counsel will be Mr. John Smith and Ms. Jane Doe.
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
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 the table of authorities from prior briefings but not the entire pleading.
8. DEPOSITIONS. List of witnesses whose depositions were taken in the case if they will be referred to during trial or deposition testimony offered in lieu of live testimony.

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

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 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. Presenting/speaking counsel for plaintiff/defendant will be Mr. John Smith and Ms. Jane Doe.

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 "La-don-tay 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