

# *Hamilton & Covelli Court Reporting*

## SCHEDULING FORM

To schedule a deposition, hearing or other service, use your browser's print function to print out the following form and fax it to our office. We would also appreciate a copy of the case notice and/or caption.

FAX TO: 828.430.3012

Attorney's Name:	
Your name:	
Firm Name:	
Phone Number:	Fax Number:
Type of Job (deposition, hearing, etc):	
Date and Time of Job:	
Case Name:	
Location:	
Job length time estimate:	
Will this transcript be expedited?	
If so, when do you need it?	
Will you need video?	
Any other special requirements?	
Date faxed:	

We will confirm via telephone or fax within 24 hours. If you do not hear from us, please call to confirm receipt of this fax. The office number is 828.433.1990. Thank you!