

## Exhibit Submission Form

Print and Fill Out this Page to Submit With Your Exhibits

*You can print out a second submission form if you have more than two witnesses in the same case.*

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Agency: \_\_\_\_\_

Phone #: \_\_\_\_\_

### 1 Indicate Exhibit Type Provided to SmartDepts:

**I am providing actual original exhibits.**

Please indicate the recipient to whom you would like the originals shipped.

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**I am providing copies of exhibits - not actual originals.**

These will be used as one of the copies for distribution.

### 2 List Exhibits:

Case Name: \_\_\_\_\_

Witness #1 \_\_\_\_\_

Exhibit Numbers \_\_\_\_\_

*(List exhibits as they are marked on the exhibits page of your transcript. This will ensure proper exhibit linking.)*

Witness #2 \_\_\_\_\_

Exhibit Numbers \_\_\_\_\_

*(List exhibits as they are marked on the exhibits page of your transcript. This will ensure proper exhibit linking.)*

### 3 Ship this form along with your exhibits to SmartDepts for processing.

SmartDepts  
Attention: Mark Bornstein  
100 South Broad Street  
Land Title Buiding, Suite 1610  
Philadelphia, PA 19110

#### Please Remember:

***In order for your job to be processed,  
this completed form must be submitted  
with your exhibits.***

*Thank you!*

*SmartDepts.com, Production and Repository Services for Court Reporters  
For assistance, email us at support@smartdepts.com*