



**How to Make a Deposit of Documents**

Following are a few guidelines and suggestions for depositing your documents.

1. All documents should be numbered (often called Bates numbering) in the lower right corner with initials followed by the number. For example, ABC Construction documents may be numbered ABC000001 through ABC003251. Any subsequent deposits should continue with the next number. To be safe, you may want to check the Depository Index on our web site to make sure no one else has already used your initials.
2. Each deposit needs to be accompanied by a Notice of Deposit. Most law firms also include an index of documents submitted. Please also include Cooksey & Company as listed below on the Service List.
3. If documents are withheld for privilege, a Privilege Log is usually also sent with the documents.
4. Please do not staple or otherwise bind the documents.
5. CDs should be labeled with the case name, producing party and the Bates number range. It is best if the documents are named by the Bates numbers, for example: ABC000001-000050.pdf. It is helpful if the files contain less than 50 pages or images each.
6. Please deliver your documents to:

<i>For Cases Designated "Sacramento Area" in Current Cases:</i>	<i>For Cases Designated "Bay Area" in Current Cases:</i>
COOKSEY & COMPANY Deposition Reporters and Document Depository 2520 Venture Oaks Way, Suite 430 Sacramento, CA 95833 <a href="mailto:docs@cookseyco.com">docs@cookseyco.com</a>	COOKSEY & COMPANY Deposition Reporters and Document Depository 1333 N. California Blvd., Suite 470 Walnut Creek, CA 94596 <a href="mailto:docs@cookseyco.com">docs@cookseyco.com</a>

***Thank you!***