

RE: XXX XXX XXX  
Versus  
XXX XXX XXX

TO: XXX WITNESS FULL NAME XXX  
STREET ADDRESS  
CITY , STATE ZIPXX

504/xxx-xxxx

XX/XX/93 Testimony

As requested, you are to read and sign, pursuant to Rule 30(e) of the Federal Rules of Civil Procedure and/or Article 1445 of the Louisiana Code of Civil Procedure, the enclosed certified transcript of your sworn testimony which was taken in connection with the above—captioned matter.

**DO NOT WRITE ON PRINTED TRANSCRIPT PAGES CONTAINING TESTIMONY.**

You are permitted to make changes, if any, to your sworn testimony by reflecting such changes by page number and line number along with the reason(s) therefor, on the Witness' Amendment Pages located immediately before the Witness' Attestation Page in this certified transcript.

**WHETHER OR NOT YOU MAKE CHANGES TO YOUR SWORN TESTIMONY, YOU ARE TO SIGN THE WITNESS' ATTESTATION PAGE** which is located immediately before the last numbered page in this certified transcript.

Your failure to return this certified transcript within thirty (30) days of the date shown on the return receipt may result in your sworn testimony being used as fully as though signed by you. To be sure that the transcript is received in a timely fashion, please return the transcript, and this letter, to me by certified mail or by courier.

To maintain the integrity of this certified transcript in the identical form as it was forwarded to you, I, as the officer before whom your sworn testimony was taken, instruct you:

- 1) DO NOT MARK ON, WRITE ON, OR IN ANY WAY ALTER THE PRINTED TRANSCRIPT PAGES CONTAINING TESTIMONY;
- 2) DO NOT REMOVE OR TAMPER WITH THE REPORTER'S SEAL AFFIXED TO THE LAST PAGE AND BACK COVER OF THE TRANSCRIPT BINDER;
- 3) DO NOT REMOVE OR TAMPER WITH THE SECURITY STRIP AFFIXED TO THE TRANSCRIPT BINDER.

Should you have any questions, please do not hesitate to call me.  
Thank you for your cooperation.

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CSR (Officer)

c: NOTICING COUNSEL'S NAME, Esquire (Noticing Counsel)  
ZZ ZZ ZZ, Esquire  
ZZZ ZZZ ZZZ. Esquire