[Date]

[Court Reporting Agency Name]
[Address]
[City, State, Zip Code]

RE: Letter of Instruction Regarding Real-Time Reporting Services

Dear [Contact Name or Scheduling Department],

This letter serves as a formal instruction to provide real-time reporting services for the following upcoming proceeding:

- **Case Caption:** [Case Name and Docket Number]
- **Date:** [Date of Proceeding]
- **Time:** [Start Time]
- **Location:** [Physical Address or Virtual Platform Link]
- **Witness/Matter:** [Name of Witness or Type of Hearing]

Please ensure that the assigned court reporter is proficient in real-time technologies and provides the following specific services:

1. **Connection:** Provide a wireless or cabled connection to [Number] laptop(s)/tablet(s) on-site.
2. **Software Compatibility:** Ensure the feed is compatible with [Name of Software, e.g., LiveNote, CaseView, Summation].
3. **Remote Access:** [Optional] Provide a secure link for remote participants to view the real-time stream.
4. **Rough Draft:** Deliver an unedited "dirty" ASCII or PDF text file immediately following the conclusion of the day's proceedings.

Please confirm receipt of these instructions and provide the name of the assigned reporter as soon as possible. Should there be any technical requirements our team needs to address prior to the start date, please notify us immediately.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Law Firm/Company]
[Phone Number]
[Email Address]