

## **REQUIRED NOTICE TO COURT REPORTER**

Five days prior to any oral argument, hearing, or trial, counsel must provide a Notice to Court Reporter to facilitate the creation of an accurate record. The Notice shall contain the following information that may be used during the proceeding:

1. Proper names, including those of witnesses.
2. Acronyms.
3. Geographic locations.
4. Technical/medical terms, names, or jargon.
5. Table of authorities, in alphabetical order, which includes all the authorities on which the parties will rely at the proceeding.

The Notice to Court Reporter need not be filed but must be provided by email to Judge Zipp's Court Reporter, Aaron LaDuke, [Aaron\\_LaDuke@azd.uscourts.gov](mailto:Aaron_LaDuke@azd.uscourts.gov), with a courtesy copy to Judge Zipp's Chambers, [zipp\\_chambers@azd.uscourts.gov](mailto:zipp_chambers@azd.uscourts.gov).