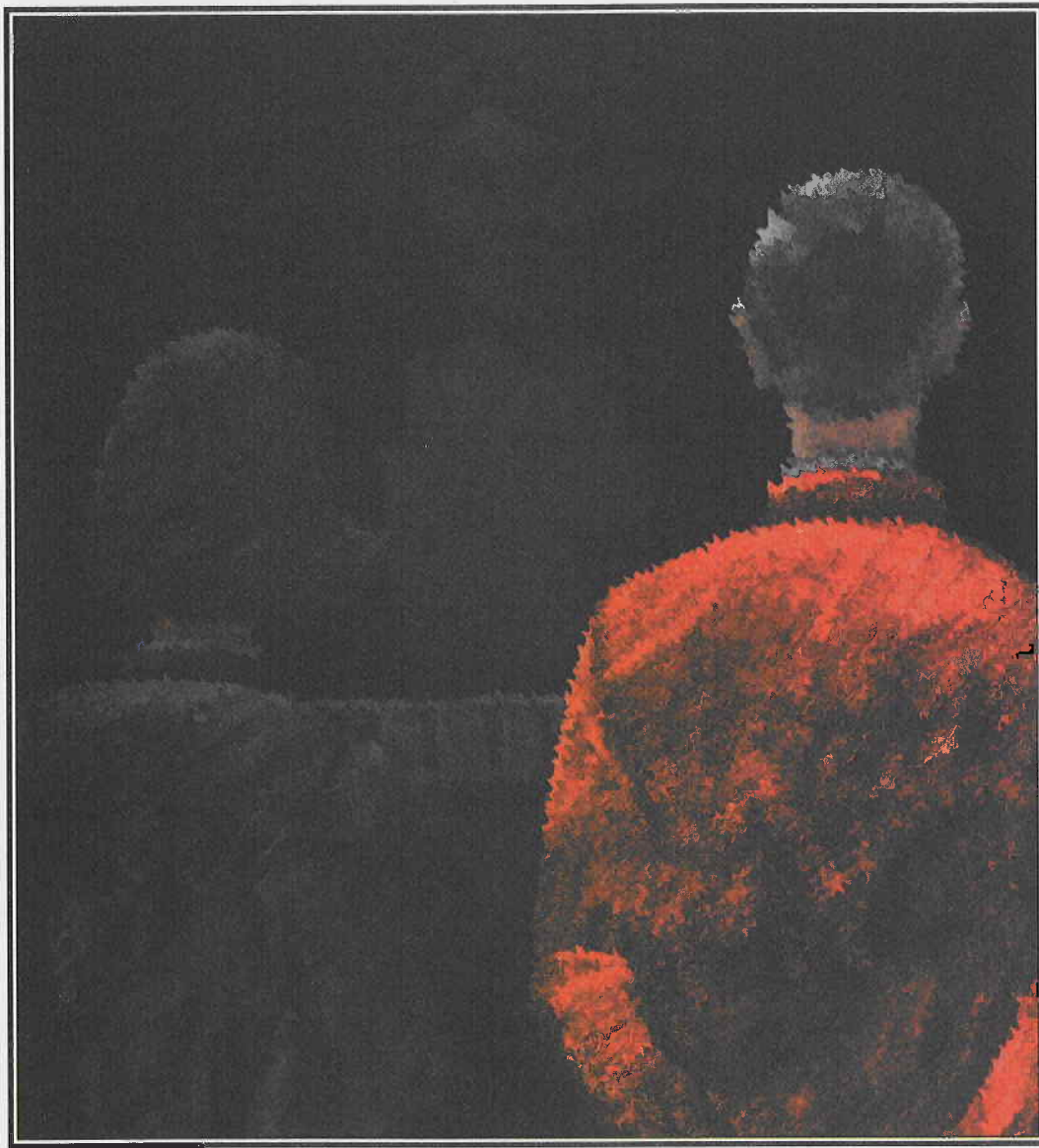


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JOURNAL OF THE UTAH STATE BAR
LITIGATION SECTION



Volume 1 • Number 3 • Winter 1996

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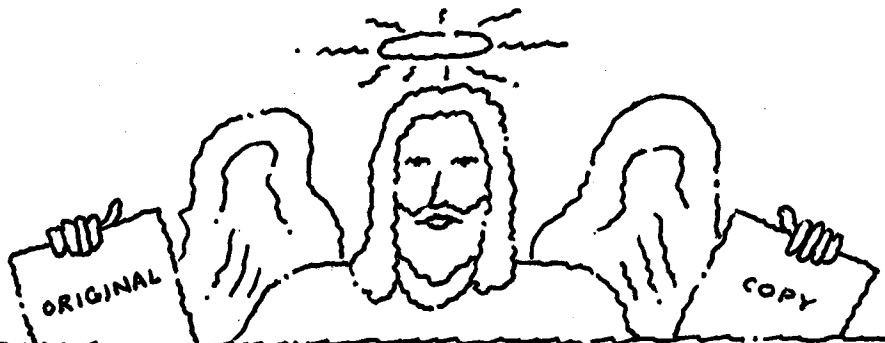
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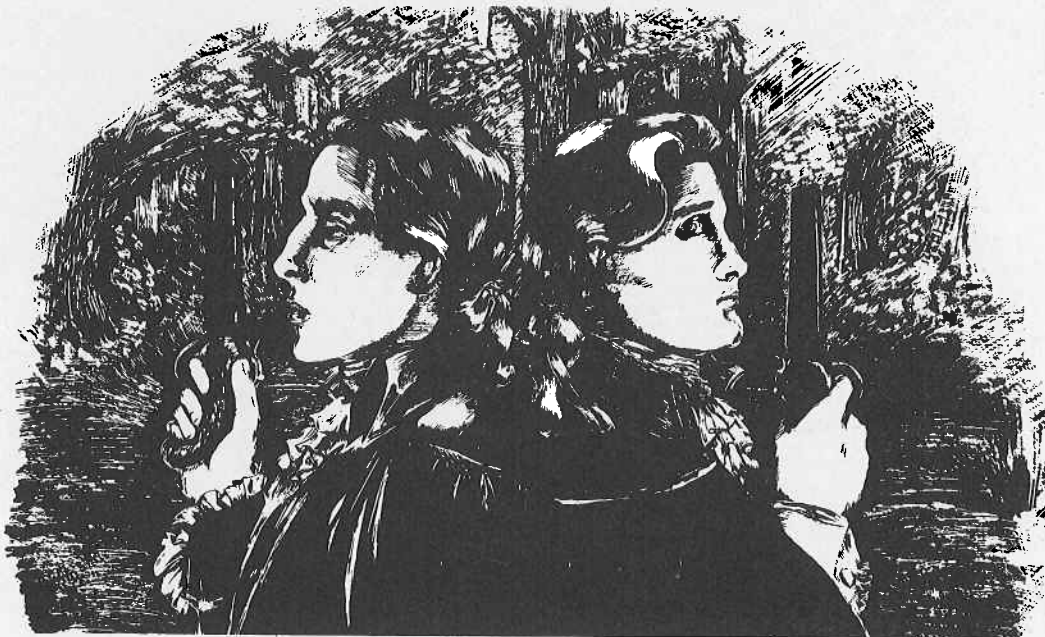


THE COPYING CHECKLIST FROM HELL

(A 28-point legal copying checklist to stop us from committing sin.)

- Client's project *promptly* picked up
 - Client's specifications reviewed, compared to documents
 - 28-point Work Order of Instructions completed**
- Project and Work Order delivered to Project Coordinator
 - Deadline compared with estimate of project's completion
- Project and Work Order reviewed with Production Manager
 - Client called to clarify any unclear instructions
- Project and Work Order delivered to Copy Operator
 - Operator makes sure Work Order is always in view
 - Document's binding needs noted (clips, staples, bind, etc.)
 - Each original checked for margin notes, two-sided, etc.**
 - Copier set for optimum quality on each page, as needed**
 - Before copying, each original page counted by hand**
 - After copying, each copy counted by hand**
 - Each copy checked for quality and accuracy**
 - "Best Possible Copy" markers inserted to flag poor originals
- Project and Work Order delivered to Finishing Dept.
 - Finishing instructions reviewed (binding, hole-punch, etc.)
 - Finishing completed
- Project and Work Order delivered to Quality Assurance Inspector
 - Work Order in clear view at all times
 - Each and every copy compared to original, page by page**
 - Binding/finishing inspected for compliance with Work Order
 - Project packaged according to Work Order
 - Inspector signs "Assurance of Quality" Certificate**
- Project and Work Order delivered to Project Coordinator
 - Project *promptly* delivered to client
 - Follow-up call to client to ensure satisfaction**

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Printing:

Advance Graphics, Inc.

Voir Dire is a quarterly publication of the Litigation Section of the Utah State Bar.

The opinions contained in *Voir Dire* are those of the contributors, and not necessarily of the Litigation Section.

Voir Dire will review original articles submitted for publication. Please submit proposed articles to *Voir Dire*, 50 West Broadway, 700 Bank One Tower, Salt Lake City, Utah 84101-2006. The Editorial Board reserves the right to edit all submissions accepted for publication.

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The Editors of *Voir Dire* are pleased to announce that the Utah State Bar will generously provide funds so that all members of the Bar will receive at least this and the next issue of *Voir Dire*.

