

AEREN LPO

Deposition Summary

Quality Parameters

Deposition Summary Quality Parameters

Deposition Summarization is a very important document in the hands of attorneys. It forms a gist of the statements deposed by a witness. Thus, a summary should always be accurate, depict true information, and avoid repetitive information. There should also be no spelling errors, grammatical, punctuation and formatting errors in the final deposition summary.

Below are few quality parameters:

1. **Accuracy** – The gist or summary should provide accurate information as depicted in the original transcript.
2. **Sentence formation** – Sentence formation is one of the key aspects to good summary. The sentences formed should be very clear and should not be ambiguous.
3. **Format** - The summary should always be in proper format with the required headings, page numbers, line numbers etc.
4. **Grammar and spacing** – A summary needs to be grammatically correct. An incorrect grammar is always a look down upon thing.
5. **Spelling** – Spellings in a deposition summary must always be correct. Incorrect spelling is always a BIG NO.

Above are the basic parameters that need to be kept in mind while doing and evaluating deposition summaries.

