

May 11, 1964

MEMORANDUM TO THE STAFF

FROM: Melvin A. Eisenberg

1. I have asked Mrs. Heckman to send each signed deposition, as it is returned, to the attorney who took the deposition. If you have submitted to me any edited but unsigned deposition for printing, please hold the signed copy, so that you can conform the page proof to reflect any changes made by the witness. If the witness makes a change which does not merely correct inaccurate reporting, but changes the substance of his testimony, the new material should be inserted in brackets, and the old material should be hyphenated out so that it is still visible. For example, if the transcript reads: "I went to the end of the room and opened the door," and the witness changes it to "I went to the end of the room. The door was open." your corrected transcript should read as follows: "I went to the end of the room.~~and opened the door~~ [The door was open.] If you have already given me a signed deposition in which the witness made such a change, and it was not reflected by use of this format, please make the appropriate change in the pageproof.

2. Each attorney is responsible for proofreading the page proof of the testimony he elicited. This responsibility cannot be delegated, because an attorney who was not present at the testimony may overlook a crucial error which seems to be grammatically logical. Proofread page proof should be initialed and returned to me within two days after you receive it.