

# CAS Associates, Inc.

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## Just concluded an investigation, what's next?

- 1) Finalize Investigation Log.
- 2) Organize your Exhibits (put in proper order).

Black & White Exhibits – just fax log and exhibits to 402-997-4952.

Colored Exhibits – Scan them (with color) and email us the files.

Note: Limit color exhibit files to 5-6 pages, numbering them 1 of 3, etc.

- 3) Upload your digital file to Union Pacific's FTP Site. Call us if you need help!

There are two ways to accomplish this:

- Directly log into the FTP Site
- Use Filezilla to upload your files

- 4) Call us at 712-527-4577 (Ask for the Transcription Department) and inform us that you have uploaded a transcript. The FTP site does not notify us when a file is uploaded.