



MASTER FORMAT MANUAL
(COURT REPORTER TRANSCRIPTS)

CALIFORNIA RULES OF COURT 8.144(a) through (f)

CIVIL

Revised May 2023

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DEFINITIONS FOR FORM NUMBER LASC APP 047

Affidavit For Release Of Funds And Request For Payment Of Reporter's Transcript on Appeal Form LASC APP 047 - This form is used by a court reporter to claim payment for services rendered resulting from appeal transcript production that is to be paid from funds deposited by interested party(ies).

(The Affidavit For Release Of Funds And Request For Payment Of Reporter's Transcript On Appeal must be submitted with the electronic transcript as an Additional File via the YesLaw repository.)

See **Page 5** for YesLaw "Publish To" accounts.

CALIFORNIA RULES OF COURT

8.144(a) through (f)

FORM OF THE RECORD

8.144 formatting applies to all transcript types:

Appeals, Court Orders, and Private Orders.

Transcript requirements are as follows:

- Every reporter prepares their own volume(s).
- Single-reporter transcripts must be consecutively paginated.
- Multiple-reporter transcripts must use block numbering.
- If a volume has fewer than the assigned number of pages, on the last page of the proceedings, before the certificate page, the reporter must state in parentheses:
(Next volume and page number is Volume _____, Page_____).
- No more than 300 pages in a volume.
- Each volume must have its own master index. If there are no witnesses or exhibits, include only one Sessions index page specific to that volume providing the page numbers where the a.m. and p.m. sessions begin.
- **Each volume must have only one certificate specific to that volume.**
- Every page must have a page number, box, and line numbers. This includes the cover, indexes, and certificate pages.
- Use only Arabic numerals (i.e., 1, 2, 3). Pages may not use alphabetical characters.

COVERS MUST INCLUDE:

- Page number, line numbers, and box
- Case name and case number (caption)
- Name of the trial court and judge presiding over proceedings
- Date of proceedings and volume number (i.e., Volume 1 of 6)
Note: List only dates of proceedings contained in that specific volume
- Names and addresses of appellate counsel for each party
- Inclusive page numbers of that volume (i.e., pages 1-241/300, INCL.)
- Reporter's name and CSR number who produced that specific volume

INDEXES:

- The **SESSIONS, CHRONOLOGICAL, ALPHABETICAL, AND EXHIBIT INDEXES** must be placed on separate pages with page numbers. They must not be combined.
- Must have page numbers, line numbers, and box
- Must indicate Master Index and volume number
- Must include a **SESSIONS INDEX** page indicating the page number(s) where the a.m. and/or p.m. sessions begin for each date included in the volume.
- Single-reporter transcript **SESSIONS INDEX** sample
- Multiple-reporter transcript **SESSIONS INDEX** sample
- **Chronological witness index wherein a party(ies) appeared remotely sample**

CERTIFICATE PAGE:

- Must have a page number
- When block numbering, add a hyphen to page number followed by the volume's assigned ending page number. (i.e., 257-300)
- **Only one certificate per volume**

ELECTRONIC FILING REQUIREMENTS

A reporter's transcript delivered in electronic format must:

- (A) Be electronically generated; it must not be created from a scanned document unless ordered by the court.
- (B) Be in full text-searchable PDF (portable document format) or other searchable format approved by the court.
- (C) Ensure that the electronic page counter in the PDF file viewer matches the transcript page numbering.
- (D) Include an electronic bookmark to each heading and subheading; all sessions or hearings (date lines); all witness examinations where each witness's direct, cross, and any other examination begins; all indexes; and all exhibits where any exhibit is marked for identification and where it is admitted or refused. All bookmarks, when clicked, must retain the user's currently selected zoom settings.
- (E) Be digitally and electronically signed by the court reporter, unless the court reporter lacks the technical ability to provide a digital signature, in which case only an electronic signature is required
- (F) Permit users to copy and paste, keeping the original formatting, but with headers, footers, line numbers, and page numbers excluded.
- (G) Permit courts to electronically add filed/received stamps.

ELECTRONIC TRANSCRIPT GUIDELINES

ELECTRONIC TRANSCRIPT FILE NAMING CONVENTIONS:

When uploading electronic transcripts, use the format below to identify ASCII transcript files. NOTE: Double check the electronic file name for accuracy.

Civil:

Case#-CIV-Vol#-RT-date

Example: STPB00000-CIV-Vol1-RT-020223

YesLaw “Publish To” accounts:

Civil Transcripts:

LA Civil Appeals = ERTCivilAppeals@lacourt.org

LA Civil Court Orders = ERTCivilCourtOrders@lacourt.org

AFFIDAVIT FOR RELEASE OF FUNDS AND REQUEST FOR PAYMENT OF REPORTER'S TRANSCRIPT ON APPEAL must be submitted with the electronic transcript as an Additional File via the YesLaw repository.

NOTICE TO REPORTER

Prepare the transcript upon receipt of the **NOTICE TO REPORTER TO PREPARE TRANSCRIPT ON APPEAL**

APPEAL COVER FORMAT

Every reporter prepares their own volume(s) independent of other reporters on the appeal notice. Each volume includes the Appeal cover as its first page, Sessions/indexes, transcript of proceedings, and their certificate.

CIVIL SUPERIOR COURT APPEAL COVER SAMPLE

Appeal covers contain the following:

- Must have a page number, line numbers, and a box.
- The name(s) and case number(s) of appellants, parties listed on the Notice to Reporter to Prepare Transcript on Appeal
- The names and addresses of appellate counsel (if available) or the words "IN PROPRIA PERSONA" for the respondent
- The date(s) of proceedings contained within the volume
- The reporter's name and CSR number who prepared the volume(s)
- The page numbers contained within the volume and the volume number
- Place the airplane symbol -o0o- above the caption. Do not leave a blank line above or below the airplane symbol
- Designate the case number to the right of the caption box using "No." or "Number" only
- Designate the department using the word "Department" only. Do not include "No." or "Number" after the word "Department"

REPORTER'S CERTIFICATE FORMAT

- The **COURT REPORTER'S CERTIFICATE** is prepared by each reporter
- Located as the last page of its respective volume. Only one certificate per volume
- Must have a page number, line number, and box
- The reporter's certificate format is the same for all transcripts and must contain all dates of proceedings prepared by the reporter and all page ranges contained within that volume
- End block number on the certificate (i.e., 256-300)
- Must be digitally or electronically signed

MULTIPLE-REPORTER TRANSCRIPT COORDINATION

Appeal transcripts often involve multiple reporters whose portions must be coordinated and filed within a short period of time. **Each reporter prepares their own Appeal Covers, Sessions/Index Page(s), and Certificate for their respective volumes.**

Multiple-reporter appeal transcripts shall use block numbering and each volume may contain one date per volume only.

Primary Reporter System

- In every multiple-reporter appeal, a primary reporter is designated and is responsible for the timely coordination and filing of the appeal transcript. The criteria which determines the designation of the primary reporter includes, but is not limited to, the following; it is the reporter who:
 - Has the majority of dates indicated on the Notice to Reporter to Prepare Transcript on Appeal
 - Has the first date on the notice, if all reporters have an equal number of dates
 - Volunteers to be the primary reporter
[Note: The volunteer must notify Court Reporter Services and all other reporters on the notice.]
 - Is designated by a Managing Court Reporter, or his/her designee, in situations where the standard procedure cannot be followed
- The primary reporter is responsible for the overall coordination and filing of the appeal transcript in a timely fashion, by:
 - Preparing his/her portion of the appeal transcript in a timely manner
 - Assigning the page number blocks and volume numbers to all other reporters listed on the notice
 - **AFFIDAVIT FOR RELEASE OF FUNDS**

- The non-primary reporter on an appeal is expected to cooperate with the primary reporter and is responsible for:
 - Establishing and maintaining contact with the primary reporter
 - Acknowledging receipt of page (block) and volume numbers from the primary reporter
 - Preparing their portion of the appeal transcript.
 - Preparing their own Master Indexes
 - Preparing their own certificate
 - Delivering their respective portion to the primary reporter seven calendar days in advance of the due date.
 - Preparation of their respective appropriate appeal paperwork:

- **Paper Transcripts Only:** Once the non-primary reporter has completed their portion of the appeal transcript, forward it to the primary reporter. The checklist set forth below must be followed:
 - Transcript – Number of copies as listed on the notice printed on three-hole punched paper
 - Master Index – Sessions, chronological, alphabetical, exhibits, and sealed proceedings
 - **AFFIDAVIT OF RELEASE OF FUNDS** – Submit one copy and keep a copy for personal records
 - Courtesy communication to the primary reporter notifying them the transcript is en route

BLOCK NUMBERING

- When there are two or more reporters on a transcript, a uniform system of block numbering shall be used, pursuant to CRC Rule 8.144:
http://www.courts.ca.gov/cms/rules/index.cfm?title=eight&linkid=rule8_144
- Upon receipt of a Notice to Reporter to Prepare Transcript on Appeal, the primary reporter shall communicate the volume and block page numbers to the reporters listed on the notice
- The block number page range should be listed on the reporter's certificate

BLOCK NUMBERING SAMPLE

Day 1	1-300	Day 11	3001-3300
Day 2	301-600	Day 12	3301-3600
Day 3	601-900	Day 13	3601-3900
Day 4	901-1200	Day 14	3901-4200
Day 5	1201-1500	Day 15	4201-4500
Day 6	1501-1800	Day 16	4501-4800
Day 7	1801-2100	Day 17	4801-5100
Day 8	2101-2400	Day 18	5101-5400
Day 9	2401-2700	Day 19	5401-5700
Day 10	2701-3000	Day 20	5701-6000

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COURT OF APPEAL OF THE STATE OF CALIFORNIA
SECOND APPELLATE DISTRICT

-000-

SAM SMARTING, ET AL.,)
)
PLAINTIFFS-APPELLANTS,)
)
VS.)NO. BC123456
)
JOHN SMITH, ET AL.,)
)
DEFENDANTS-RESPONDENTS.)

APPEAL FROM THE SUPERIOR COURT OF LOS ANGELES COUNTY
HONORABLE I.M. FAIR, JUDGE PRESIDING
REPORTER'S TRANSCRIPT ON APPEAL
APRIL 2, 2022

APPEARANCES:

FOR PLAINTIFFS-APPELLANTS: SAM SPADE, ATTORNEY AT LAW
STILL, MAKIN & FAQUIN
10 NORTHWEST STREET
LOS ANGELES, CALIFORNIA 90013

FOR DEFENDANTS-RESPONDENTS: DIRK STRONGHEART,
ATTORNEY AT LAW
SMILEY, WILY & SCHLEPP
212 DOWNTOWN BOULEVARD
ORANGE, CALIFORNIA 95555

VOLUME 2 OF 3 ROSE REPORTER, CSR NO. 00000
PAGES 301 - 380/600, INCL OFFICIAL REPORTER

SUPERIOR COURT OF CALIFORNIA COUNTY OF LOS ANGELES	Reserved for Clerk's File Stamp
COURTHOUSE ADDRESS: Stanley Mosk Courthouse Civil Appeals Unit 111 North Hill Street, Room 111A Los Angeles, CA 90012 Telephone: (213) 830-0822	
PLAINTIFF AND APPELLANT :	
DEFENDANT AND RESPONDENT :	
REAL PARTY IN INTEREST :	
NOTICE TO PREPARE TRANSCRIPT ON APPEAL (UNLIMITED CIVIL)	TRIAL COURT CASE NUMBER:
	COURT OF APPEAL CASE NUMBER:
	NOTICE OF APPEAL DATE:

REVIEWING COURT: 2nd District Court of Appeal

On Click or tap to enter a date., a(n)

Notice of Designation was filed by the (Choose one) .

by the on

by the on

by the on .

Order was granted by the Court of Appeal for an augmentation.

Order was filed by the Court of Appeal to correct the record.

Letter of omission was submitted by the .

This notice | vacates a previously sent notice mailed on 2/25/2022 .

 | is pursuant to California Rules of Court, rule 8.124.

Pursuant to California Rules of Court, rule 8.130(f)(1), please prepare and deliver electronic and copy/copies of the transcript in paper form pursuant to Code of Civil Procedure section 271 for the proceeding date(s) indicated below. Transcripts must be prepared in compliance with California Rules of Court, rule 8.144 and filed by the primary reporter along with all release of fund forms. Paper transcripts are to be filed with the Civil Appeals Unit at the address above, and electronic transcripts are to be uploaded/published into the YesLaw repository – LA Civil Appeals. The primary reporter is designated as .

Proceeding Date	Dept.	Reporter Name	Proceeding Date	Dept.	Reporter Name

NOTICE TO PREPARE TRANSCRIPT ON APPEAL (UNLIMITED CIVIL)

Trial Court Case Number:	Court of Appeal Case Number:	Notice of Appeal Date:
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Proceeding Date	Dept.	Reporter Name	Proceeding Date	Dept.	Reporter Name

Additional proceedings attached.

The transcript(s) ordered will be:

- Paid from funds in the amount of \$ deposited with the court by .
- Paid from funds in the amount of \$ deposited with the court by .
- Paid from funds in the amount of \$ deposited with the court by .
- Transcript Reimbursement Fund letter of approval received for .
- Court Reporter Waiver of Deposit for Transcript on Appeal received for .

NOTICE TO PREPARE TRANSCRIPT ON APPEAL (UNLIMITED CIVIL)

Trial Court Case Number:	Court of Appeal Case Number:	Notice of Appeal Date:
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Pursuant to California Rules of Court, rule 8.130(b)(2), if the reporter believes that the deposit is inadequate, within 15 days after the clerk sends the notice under 8.130(d)(1), the reporter may file with the clerk and send to the designating party an estimate of the transcript's total cost at the statutory rate, showing the additional deposit required. The party must deposit the additional sum within 10 days after the reporter sends the estimate.

CERTIFICATE OF MAILING/SERVICE

I, the below-named Executive Officer/Clerk of the above-entitled court, do hereby certify that I am not a party to the cause herein, and that on this date, I served the **NOTICE TO PREPARE TRANSCRIPT ON APPEAL (UNLIMITED CIVIL)**, upon each court reporter named below by placing the document for collection and mailing as to cause it to be deposited in the United States mail at the courthouse in Los Angeles, California, one copy of the original filed/entered herein in a separate envelope to each address shown below with the postage thereon fully prepaid, in accordance with standard court practices. Court reporters employed by the Los Angeles Superior are notified by uploading a copy of this notice to the Court Reporter Services shared electronic folder.

DAVID W. SLAYTON, Executive Officer/Clerk of Court

DATE: 7/26/2022

By: _____, Deputy Clerk

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VOLUME 1

EXHIBITS

PLAINTIFF'S EXHIBITS	DESCRIPTION	ID	EVD	REFUSED
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1 - 3	PHOTOGRAPH	53	195	
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4	CD	89	195	
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5	DOCUMENT	89	195	
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6	COPY OF EMAIL	240		
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7	DOCUMENT	247		
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DEFENSE EXHIBITS	DESCRIPTION	ID	EVD	REFUSED
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A	PHOTOGRAPH	90		
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MAY, APRIL, (VIA WEBEX) (CALLED BY THE DEFENSE)	
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SUPERIOR COURT OF THE STATE OF CALIFORNIA
FOR THE COUNTY OF LOS ANGELES
DEPARTMENT 1 HON. I.M. FAIR, JUDGE

THE PEOPLE OF THE STATE OF CALIFORNIA,)
)
)
PLAINTIFF,)
)
VS.) SUPERIOR COURT
) NO. BA000000
)
JOHN DOE -01,)
)
)
DEFENDANT.) REPORTER'S
) CERTIFICATE
)
-----)

I, ROSIE REPORTER, OFFICIAL REPORTER OF THE
SUPERIOR COURT OF THE STATE OF CALIFORNIA, FOR THE COUNTY OF
LOS ANGELES, DO HEREBY CERTIFY THAT THE FOREGOING PAGES, 901
THROUGH 1124, INCLUSIVE, COMPRISE A FULL, TRUE, AND CORRECT
TRANSCRIPT OF THE PROCEEDINGS HELD IN THE ABOVE-ENTITLED
MATTER ON JULY 12, 2019.

DATED THIS 20TH DAY OF AUGUST, 2019.

ROSIE REPORTER, CSR #00000
OFFICIAL REPORTER

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF LOS ANGELES**

PLAINTIFF AND

TRIAL COURT CASE NUMBER:

DEFENDANT AND

NOTICE OF APPEAL FILED ON:

**AFFIDAVIT FOR RELEASE OF FUNDS AND
REQUEST FOR PAYMENT OF REPORTER'S TRANSCRIPT ON APPEAL**

I, _____, an Official Reporter/Reporter Pro Tempore in the above-entitled action, do hereby certify under penalty of perjury that I have completed and filed with the Clerk of the Superior Court, or sent to the primary reporter, the portion of the Reporter's Transcript on Appeal for which I was the official reporter, and for which a deposit was made in the sum(s) indicated below with said Clerk of the Superior Court.

I hereby request payment be made to me in the total sum of \$_____, being the actual amount due to me for the preparation of my portion of said Reporter's Transcript on Appeal for the following **and as itemized in the attached page:**

- Original for Court
- _____ Copy(ies) for Appellant(s)
- _____ Copy(ies) for Respondent(s)
- Transcript in computer readable format and media
- Other: _____

This payment is to be made from the funds deposited by:

- Appellant/Counsel _____ Amount \$ _____
- Respondent/Counsel _____ Amount \$ _____
- Other _____ Amount \$ _____
- Other _____ Amount \$ _____

Executed on: _____ CSR #: _____ Vendor #: _____ Invoice #: _____

I have completed section 5 on the Payee Data Record form. Please process payment via Electronic Funds Transfer.

Official Reporter Name: _____ [Signature]

Address: _____

Telephone: _____ E-Mail: _____

