

REFERENCE SHEET

This Reference Sheet is a general guide to assist you with preparing transcripts pursuant to the new rules:

GENERAL

- Title page is no longer required
- No/none index is no longer required
- Page/box/line numbers on every single page – including cover, indexes, and cert
- A page number with a letter will not be accepted (i.e.: A1, A2, A3, et cetera)

INDEXES

- Each of the four types of Indexes (Sessions, Chronological, Alphabetical, Exhibit) must be separated into individual pages
 - if no witnesses or exhibits, do not include those index pages
 - no/none index is not required and will not be accepted
 - if there are confidential/sealed proceedings but no witnesses, place the confidential/sealed proceedings on one page only, with the Master Index heading and Volume number at the top, as shown here:

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1	M A S T E R I N D E X
2	V O L U M E 1
3	
4	
5	
6	CONFIDENTIAL - MAY NOT BE EXAMINED WITHOUT COURT ORDER:
7	PITCHESS HEARING: PAGES 26 THROUGH 39
8	MARSDEN MOTION: PAGES 143 THROUGH 162
9	
10	

- New “Sessions” Index required
 - only include “Sessions” on this page
- Index of witnesses: Only the “row by row” style of index will be accepted, as shown below.

	<u>PAGE</u>
SMITH, JOHN, (CALLED BY THE PEOPLE)	
DIRECT EXAMINATION BY MS. DIAZ	8
CROSS-EXAMINATION BY MR. JONES	97
REDIRECT EXAMINATION BY MS. DIAZ	183
RE-CROSS-EXAMINATION BY MR. JONES	204

- Index of witnesses with columns with the headings of “Direct, Cross, Redirect, Recross” will not be accepted
- When listing witnesses in the index, the correct format is as follows: last name, first name, and then who called the witness listed in parentheses.
 - For example: SMITH, JOHN, (CALLED BY THE PEOPLE)

PARENTHETICAL/BLURB

- Parenthetical/blurb on the last page of the body of the transcript must be (Next volume and page number is _____)

PAGINATION

- Multiple-reporter appeal transcript: If a segment exceeds 300 pages, add a hyphen and new number starting with 1 (i.e.: 300-1, 300-2, 300-3, et cetera)
- Single-reporter appeals:
 - multiple dates may be included in one volume
 - consecutive pagination is required. No block numbering.
- Multiple-reporter appeals:
 - one day per volume
 - block numbering is required
 - block number page range should be listed on the reporter's certificate page, including the very last page of the appeal
 - multiple reporters sharing a day should share the 300-page block

COVERS

- The cover of each volume shows the name of the reporter preparing the volume; NOT the primary's name
- The cover of each volume must include the word "INCLUSIVE" or "INCL." (i.e.: Pages 1-241/300, INCL.)
- The cover of each volume must have the airplane above the caption (-o0o-). Please note the center character is a zero.
- Include "No." or "Number" for the case number. For example: Case No. BA123456
- Do NOT include "No." or "Number" with the Department. For example: Department 101

CONFIDENTIAL/SEALED PROCEEDINGS FORMAT:

- CONFIDENTIAL/SEALED PROCEEDINGS COVER must have a volume number. Volume number coincides with the volume number in which proceedings were reported. (i.e., Confidential proceedings were reported with proceedings contained in Volume 2. Therefore, confidential proceedings would be labeled Volume 2A.)
- Cover for the confidential/sealed proceeding after the sentence "Reporter's Transcript on Appeal" must indicate the type of proceeding. (i.e., Pitchess Hearing, Marsden Motion, OR In-Camera hearing)

- Cover must designate “CONFIDENTIAL – MAY NOT BE EXAMINED WITHOUT COURT ORDER”
- Must include a separate, comprehensive index of confidential/sealed proceedings included with the confidential/sealed proceeding transcript. It must include the date and volume number that coincides with the volume number of the transcript, page numbers, and list of names of the parties present at the hearing and their counsel
- Must include a reporter’s certificate at the end
- Multiple confidential/sealed proceedings heard on the same day must be separated into individual volumes. Confidential/sealed proceedings must be delivered in separate electronic files. *Printed confidential proceedings must be delivered in separate envelope(s)*

AFFIDAVIT OF NO PROCEEDINGS:

- For **single-reporter** appeal transcripts, the following pages must be included:
 - Cover
 - Sessions page
 - Dateline page
 - Affidavit
 - **PLEASE NOTE:** If you are including multiple dates in one volume, following the guidelines for a single-reporter appeal transcript, you will also need to include a reporter certificate for those dates where you do have proceedings in that volume. That means you will have ONE affidavit and ONE certificate in that volume.
- For **multiple-reporter** appeal transcripts, the following pages must be included:
 - Cover
 - Sessions page
 - Dateline page
 - Affidavit
 - **PLEASE NOTE:** In this scenario, a reporter certificate is not to be included.