



FAQs – 8.144 Training

Additional Resources:
Manual, PowerPoint training video, PowerPoint slides

TITLE PAGES:

Q: Are all title pages being eliminated?

A: Title pages are eliminated for appeal transcripts only.

Q: When are title page covers used?

A: Everything other than appeals, i.e., prelims, court orders and private orders.

VOLUMES:

Q Is there only one reporter per volume?

A: Yes, even if other reporters have proceedings on the same day.

Q: What happens if a reporter takes over for part of the morning and then you come in; how is that handled?

A: Change of court reporter equals a change of volume. Even if you started mid-morning, you would still have your own volume. You would split a 300-page block number for that day.

Q: What if there's four reporters in one day?

A: They would split a 300-page block number for that day, i.e., 1-75, 76-150, 151-225, 226-300, and each reporter would have a separate volume.

Q: Can a reporter have multiple days in their own volume?

A: Yes, if it's a single-reporter appeal or single-reporter transcript.

Q: Does every volume have a reporter's certificate?

A: Yes. Only one certificate per volume.

Q: Can a volume have less than 25 pages?

A: Yes.



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Q: Do we have a minimum number of pages in a volume?

A: No.

PRIMARY REPORTER:

Q: Is there still a primary reporter?

A: Yes.

Q: Does the primary give out volume numbers?

A: The primary reporter will continue to communicate and coordinate with the reporters regarding volumes/pagination/block numbering.

BLOCK NUMBERING:

Q: Is the final page number with the block numbering now on the reporter's certificate rather than the last page of the body of the transcript?

A: Yes.

Q: If you're the only reporter on an appeal, can you utilize block numbers?

A: No. Pursuant to the California Rules of Court, rule 8.144, single-reporter transcripts must be consecutively numbered.

Q: If two reporters split the same day, a.m., and p.m., does each reporter have their own volume?

A: Yes, and they would split a 300-page block number for that day.

FORMAT:

Q: Are transcripts still in all caps?

A: Yes.

Q: Should we add the specific time to the dateline?

A: No. Only a.m. session or p.m. session is acceptable.



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INDEXES:

Q: Does each confidential proceeding have its own index?

A: Yes.

Q: If we do not have any witnesses, do we include the sessions on both the chronological and alphabetical index?

A: No. The sessions index is always placed on its own page.

Q: For the confidential proceedings transcript, is it always labeled 1A?

A: When you have a confidential proceeding, it does necessitate the use of a letter after a number. So, if you're in volume 1, yes, your confidential proceeding must be 1A if it's the first confidential proceeding for that day. Subsequent confidential proceedings held in the same volume would be numbered sequentially, i.e., 1B, 1C, et cetera.

Q: What if you only have one witness? Does that one witness have to be on two separate indexes? Chronological and alphabetical?

A: Yes. Even if you have one witness, you will have two pages, a chronological and alphabetical index on separate pages.

COVERS:

Q: Do we put the trial counsel on the appeal cover?

A: No. They appear in your dateline appearances.

Q: What if we don't know who the judge was that heard the trial?

A: Place the bench officer(s) who presided over the proceedings for your date(s) on the cover.



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E-FILING:

Q: When we upload one time, will it be designated to the appropriate attorney?

A: The requirement is to upload to YesLaw the number of copies requested on the Notice of Appeal. For example, if the Notice of Appeal requests 1 original and 3 copies, you must upload 4 copies of the same transcript.

Q: When uploading to a primary, if the request is for an O+2, do I need to upload three times to the primary or one time?

A: One time to the primary.

Q: What if a reporter had more than 300 pages in one day?

A: If it goes over 300 pages, then you would have page number 300-1, 300-2, et cetera.

Q: I prefer block numbering for consistency. Can I still do it if I'm the only reporter?

A: No. Pursuant to the California Rules of Court, rule 8.144, single-reporter transcripts must be consecutively numbered.

MISC QUESTIONS:

Q: When does this go into effect?

A: The go-live date for electronic delivery of transcripts in Juvenile Dependency was on April 1, 2023. The Civil go-live date was May 15, 2023. The Juvenile Justice go-live date was August 1, 2023. The court continues to work on a go-live date for Felony appeals. You will be notified when a go-live date is selected.



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NON-APPEAL TRANSCRIPTS:

Q: Do P&S transcripts still have the page number at the bottom?

A: No. Number transcript at the upper right-hand corner of the page.

Q: Do P&S transcripts still start on line 8?

A: Yes.

Q: Do Prelims, Court Orders, and Private Orders require a Chronological and Alphabetical Index?

A: No.

Q: Do Prelims, Court Orders, Private Orders, and P&S transcripts require a volume number?

A: No.

Q: Do Daily Transcripts still require consecutive pagination when there are multiple reporters?

A: Prepare as you've always done.